



# TEACHER'S HANDBOOK

# WELCOME


## TO OUR EDUCATION DAYS



On behalf of the team and volunteers, thank you for choosing to visit us. Run almost entirely by our volunteer Society Members since 1969, we have been a leading railway museum and heritage centre ever since, winning multiple awards and receiving fantastic reviews.

We hope that you have a wonderful, memorable, educational, and exciting day!

# CONTENTS

-  1 Arrival & Visitor Centre
-  2 Your base for the day
-  3 Main activities
-  4 Education highlights
-  5 Catering & Giftshop access
-  6 Contact details
-  7 Risk assessment
-  8 Sample itinerary



# ARRIVAL & VISITOR CENTRE



The centre's address is Station Road, Quainton HP22 4BY. Our main car park is open on a school day, simply follow the signs. We recommend that coaches park on the righthand side, parallel to the Visitor Centre. On busier days, some coaches may need to park at the rear of the main section of the car park.

You will be met by one of our volunteers and, when your group are all together, taken into the Visitor Centre, which will be your base except on busier days. Large groups will be based on the Visitor Centre platform and smaller groups in the café, function room or cinema coach.

There will be a short safety briefing and an introduction to your volunteer guide, who will stay with you, as well as an opportunity to use the toilets. Most of the site is level or ramped access, including the Visitor Centre, museum, Education Coach and engine sheds although, unfortunately, the miniature railway is not wheelchair accessible. We will be happy to offer any assistance that we can, so if you have any queries, please let someone at the centre know prior to your arrival.

# YOUR BASE FOR THE DAY

Packed lunches, coats etc. can be left in your area except on very busy days or when the Centre is open to visitors, when personal effects and lunches may need to remain on your coach. Your base will be where your group eat lunch, although there are picnic facilities available outside in good weather.

Lunch can be arranged at a time to suit you and we recommend that we stop at your school's usual lunch time. We may ask for some flexibility on particularly busy days, but this will be discussed on the day. Your guide will also confirm your departure time with you, to make sure that you are away on time.

Toilets are available in the Visitor Centre and elsewhere (see next section).

# MAIN ACTIVITIES

Toilets are available at the locations indicated (T). There is a sample itinerary below, but your guide will have an exact route on the day. Please note these activities may be dependent on weather, volunteer availability and other factors.

## **Train Ride**

Everyone's favourite! Running from either Platform 4 or Platform 3, a ride behind a real steam engine in our heritage railway coaches along our 1/3rd mile route through the Buckinghamshire countryside.

## **Miniature Train**

Our 12-inch gauge, ride-on miniature train features lovely views, familiar characters, a deadly crocodile and a spooky tunnel. Run by the Vale of Aylesbury Model Engineering Society. (T)

## **Up Yard & Shed**

A chance to get up close to some of the stars of our show in the shed as well as our more special residents: the giant South African engine, a London Underground train and the explosive Gunpowder Van.

## **Quinton Road Station**

The original Victorian station building stood alongside the old Metropolitan Railway, still a working freight line, along with the original cattle dock, weighbridge and Brill Tramway shelter. (T- busy days only)



## **Rewley Road Visitor Centre**

As well as being the base for our school visits, our Visitor Centre is the former Oxford Rewley Road Station which was moved from its original home to Quainton. Inside are coaches from Queen Victoria's Royal Train, a coach used by Churchill and Eisenhower to plan D-Day and our newest addition 'Cornwall', a single-wheeled Victorian steam engine from the National Railway Museum. Our Visitor Centre also houses our café and gift shop. (T)



## **Down Yard & Shed**

The Down Shed is where most of our restoration and repair work is done as well as housing some of our oldest working steam engines. If you are lucky, you may be able to see some on the move.



## **Museum**

Our award-winning museum could be an entire day's visit on its own. The history of railways, from horses and the Rocket, are covered; rare and special exhibits will be pointed out by your guide; the Small Exhibits room shows some surprising artefacts in detail; a chance to walk through wagons, brake vans and a steam engine cab.

# EDUCATIONAL HIGHLIGHTS

The range of subjects that we can address is very broad and is explored in greater detail in our main brochure. Your topic will be confirmed with you on arrival, and this will allow us to tailor your day to your objectives and learning outcomes. Most subjects will be covered in detail in the Museum, but little gems of knowledge are everywhere!

## CATERING & GIFT SHOP

Our café is open on a school day from 9.30am-2pm. Our gift shop is open all day. Please contact us if you would like to arrange a pre-purchase of gifts to commemorate your visit.





# SOME OF OUR TEAM



## OUR CONTACT DETAILS

### **Peter Sawyer - Education Officer**

Responsible to the Executive Committee for all matters relating to the Education Service and Young Members' Section including School visits, Health and Safety, Safeguarding Children, Lead Guide for school visits and volunteer co-ordination.

**Please call 01296 655720 if you are delayed on route on the day of your visit. If you have any questions or would like to arrange a site visit beforehand, please email the Events Team, who will be happy to help.**



[bucksrailcentre.org](http://bucksrailcentre.org)



01296 655720



[events@bucksrailcentre.org](mailto:events@bucksrailcentre.org)



Station Road, Quainton,  
Bucks, HP22 4BY

# SCHOOL RISK ASSESSMENT

Location	Hazard	Likelihood Low, Med, High	Possible severity Low, Med, High	Precautions
Main Site, Sheds & Yard	slips, trips and collisions	H	L	Edges marked, safety briefing given
	Falls of less than 6 feet	L	M	Edges marked, safety briefing given, climbing not permitted
	Falls of more than 6 feet	L	H	Few high areas. Insecure areas roped off or inaccessible. No climbing permitted. Edges clearly marked
	Vehicle collision-road	L	H	Vehicles escorted if moving when Centre is open
	Vehicle collision-rail	L	H	No movement in open areas. Track inaccessible due to barriers, fences and edges of platforms clearly marked.
	Tools & other equipment	M	M	Working areas off limits. Groups escorted by volunteers or responsible adults. Safety briefing.
	Lost Child	M	H	Groups escorted by volunteers or responsible adults. Safety briefing. Centre emergency procedures in place.

# SCHOOL RISK ASSESSMENT

Location	Hazard	Likelihood Low, Med, High	Possible severity Low, Med, High	Precautions
Rewley Road	slips, trips and collisions	H	L	Edges marked, safety briefing given
	Falls of less than 6 feet	L	M	Edges marked, safety briefing given, climbing not permitted
	Tools & other equipment	L	M	Unsafe areas cordoned off and secure.
Museum	slips, trips and collisions	H	L	Edges marked, safety briefing given
	Falls of less than 6 feet	L	M	Edges marked, safety briefing given, climbing not permitted on exhibits.
	Falls of more than 6 feet	L	H	Few high areas. Insecure areas roped off or inaccessible. No climbing permitted. Edges clearly marked
	Tools & other equipment	M	L	Safety warnings and supervision



# SAMPLE ITINERARY

Please note, this is a sample only, based on an attendance of about 100.  
Some school days are much busier than this, your guide will confirm your schedule on the day.

SEN groups will have extra time factored in for moving around the site.  
TPO= Travelling Post Office, U/Y= Up Yard and Shed, R/R= Rewley Road Visitor Centre

	1000	1030	1100	1130	1200	1230	1300	1330	1400	1430
School A KS 1 group		Museum	Train ride	R/R	Lunch Café	TPO	Miniature railway	Up Yard shed	Old Station	
School B SEN group Wheelchair access required	R/R	Train Ride	TPO	Miniature railway	Lunch Oxford Room	Museum			Leaving 1400	
School C KS2 group Later arrival	Arriving 1030	R/R	U/Y	Miniature railway	Old Station	Train ride	Lunch Platform 1230	TPO	Museum	Leaving 1415
School D KS1 group	Train Ride		TPO	Museum		Rewley Road	Lunch Platform 1230	Old Station	U/Y	Miniature railway







## School Day Booking Form

Date of visit: \_\_\_\_\_

Name & address of school \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

LEA \_\_\_\_\_

Contact email address \_\_\_\_\_

Teacher in charge of visit \_\_\_\_\_

Age range of children \_\_\_\_\_ Key Stage \_\_\_\_\_

Number of children \_\_\_\_\_ at £8.50 per head

Number of accompanying adults \_\_\_\_\_ No cost

**\*\*We recommend accompanying adults to be at a ratio of 1:6 for children 7 or under, for 8 years and over we suggest a ratio of 1:10\*\***

Start Time:(10am)

Departure time (2pm)

Key topics/areas of study

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Gift Shop will be open if the children wish to purchase a souvenir.

Please return your booking form to: [events@bucksrailcentre.org](mailto:events@bucksrailcentre.org)

A £25 non-refundable deposit is required to secure your booking.

Please provide an email address and contact name for your invoice:

Contact Name \_\_\_\_\_

Email \_\_\_\_\_