

## Welcome Centre, Sky 12, Harlequin Ave, Brentford TW8 9EW



The easiest way to reach us is by:

### School Coach

Coaches will be able to drop groups at the entrance of the Welcome Centre in Harlequin Avenue, which will also be the pick up point. Parking for coaches has been allocated at Sky's off-site car park in Syon Lane, please refer to the map.

### Train

The nearest train station to Skills Studios is Syon Lane, just 33 mins from London Waterloo.

Come out of the station, turn left and use the crossing immediately to your right to cross the road. Follow the footpath through the underpass which will bring you out on the other side of Great West Road. At this point turn right and follow the footpath until you reach Harlequin Avenue. Turn left on Harlequin Avenue, follow this road round to the right and through the security entrance in front of you until you reach the Skills Studios Welcome Centre on the right hand side. The walk will take approx. 7 minutes.

Visit [www.tfl.gov.uk/journeyplanner](http://www.tfl.gov.uk/journeyplanner) to plan your journey from any London Underground or Greater London Train station.

### Bus

Two bus services run close to the Osterley site.

H28 runs between Syon Lane and Hayes every 20 mins from the Syon Lane Tesco via Isleworth and Hounslow.

H91 runs between Hounslow West station and Hammersmith every 10 mins along the Great West Road via Osterley station and Gunnersbury station.

From Osterley station, catch the service towards Hammersmith, and from Gunnersbury station catch the service towards Hounslow West. Alight at Gillette Corner.

Three more bus routes run along London Road through Brentford:

235 runs between Sunbury and Brentford 237 runs between Hounslow and White City 267 runs between Fulwell and Hammersmith

Visit [www.tfl.gov.uk/buses](http://www.tfl.gov.uk/buses) for more information.

### Car

Parking is limited and we encourage visitors to travel by sustainable modes. If the only way you can get here is by car, please ensure your host has organised a visitor space by contacting [skills.studios@bskyb.com](mailto:skills.studios@bskyb.com) or **0333 100 1234**.

## Before the visit

### 1. What do I need to do to confirm the booking?

Please return the Skills Studios Confirmation Agreement to Skills Studios by email at [sky.studios@bskyb.com](mailto:sky.studios@bskyb.com), by post to Skills Studios, Grant Way, Isleworth, Middlesex, TW7 5QD or bring it with you in person on the day. Remember to include any specific needs of individual students on this form so they can be appropriately supported through the session

### 2. What parental permission do I need to gain?

Please ensure every student has returned a signed Skills Studios Parental Consent Form and a Skills Studios Photography/Videography Consent Form to you prior to the visit. Sky will not collect this form but it needs to remain on school file with the Parental Consent.

### 3. What do I need to do I do in class to get the most out of the experience?

In this pack is a series of resources which will prepare your students in advance of their visit. Included are

- Teacher Notes to help you allocate teams and roles
- Lesson resources to introduce the features of a news report and the skills needed
- Script Planning Task to help your students plan their report. They will use this on the day to write a full script and bring them to life in the studios.

### 4. How many students should I bring?

The experience is designed to work with a group of 20-32 visitors (excluding accompanying teachers). This will allow groups to get the most out of the experience and you will have been asked at the time of booking to confirm the number of students you will be bringing. If circumstances beyond your control arise and you are unable to fulfill the agreed numbers, please contact the Skills Studios team on 0333 100 1234 as soon as possible.

### 5. How many adults should I bring?

Adult supervision is required at all times and teachers are responsible for ensuring an appropriate number of Responsible Adults are present throughout the visit. They are responsible for and must in control of the Students at all times.

Please ensure that your group meets at least the following Responsible Adult: Student ratios

- Age 8-11 years: 1:10
- Age 12-16 years: 1:15
- Age 16+: 1:20

### 6. What should I do if I need to make a cancellation?

This is a once in a lifetime learning experience for teachers and students. It is a unique and innovative way to bring the curriculum to life and we want you to benefit from this. If you do need to cancel your visit for unforeseen reasons, please call the Skills Studios team on 0333 100 1234 to do so. We will do our best to find a solution to avoid having to make a cancellation and you missing out on this opportunity. Please note that the impact of a last minute cancellations is a missed opportunity for another schools groups, who may have benefitted from the trip.

### 7. What if I have an accessibility concern?

Skills Studios is a wheelchair accessible environment with a range of adaptive technology and equipment including audio description and hearing loops. We are happy to accommodate visitors with disabilities or SEN and wherever possible we will work with Group Leaders to tailor visits to accommodate your group's particular requirements. Group Leaders may benefit from a pre-visit orientation trip.

In order to ensure a group gets the most out of their visit please ensure that your Confirmation Agreement provides details of the SEN provision you require. The experience is in a studio environment with flashing lights so may not be suitable for students with epilepsy. For more information about our facilities and SEN services please contact us at [skills.studios@bskyb.com](mailto:skills.studios@bskyb.com) or 0333 100 1234.

## On the day

### 1. What time should my group arrive?

Please arrive at the Welcome Centre:

- Morning experience: 9.20am - 12.30pm
- Afternoon experience: 1.20pm - 4.30pm

### 2. What should we do if we are running late?

Please contact the Skills Studios team immediately on [skills.studios@bskyb.com](mailto:skills.studios@bskyb.com) or 0333 100 1234.

### 3. Who will meet us on arrival?

A member of the Skills Studios team will meet you at the Skills Studios Welcome Centre.

### 4. What security will there be on the day?

All guests visiting Sky are required to go through a security arch and bag check. Experienced security staff will guide visitors through this process, taking approximately ten minutes.

### 5. Will there be time and a space allocated for lunch?

The Skills Studios experience will be an exciting, action-packed day so it is important that visitors come fuelled for the experience. There will be space available in the Welcome Centre for students to have packed lunches before/ after the experience.

### 6. Where are toilet facilities?

Dedicated student toilets are located in the Welcome Centre with additional facilities in Sky Studios. Students requiring the use of these facilities will be need to be accompanied by their teacher as appropriate.

### 7. Do you have medical staff onsite?

Staff are trained to deliver first aid if required on the day, however the accompanying teacher is still the first point of contact for students. If there are any predetermined conditions that staff should be aware of, please contact the team on [skills.studios@bskyb.com](mailto:skills.studios@bskyb.com) or 0333 100 1234 at least 48 hours prior to your visit.

### 8. What should we bring?

- Personal belongings – there will be space on the day to store these, however we recommend that you only bring the essentials. If valuables are brought on the day, they will be collected and stored by security for the duration of your visit
- Script Plans for each Team and any supporting topic research they have completed in class/as homework – the Studio Staff will help bring these to life in the studios
- Consent forms and Photography/Video permission forms – Sky will be unable to give the final Studio News Report to the school if these are not signed by parents/guardians in advance. Sky will not collect these forms but they need to remain on school file.
- Umbrella / raincoat – in case of bad weather as you will be walking between buildings
- Comfortable shoes – students will be on the move so please encourage them to wear appropriate footwear and full school uniform
- Please do not bring mobile phones or recording devices – these are not permitted in the Studios

### 9. What will Teachers/Responsible Adults have to do on the day?

At the Skills Studios we have a fully trained team to work with students, helping them to create their report and ensure they have the best possible experience.

Teachers/Responsible Adults need to be fully aware that they are responsible on the day for:

- **Student behaviour**
  - Proactively deal with any student behavioural issue to avoid disruption amongst the rest of the group
  - Notifying Sky Staff of any specific needs of individual students in advance of the visit so they can be appropriately supported through the session
  - Use the Skills Assessment Sheet to observe students' development throughout the day
- **Assisting students**
  - Actively support and encourage students to take part in the sessions and providing any assistance if required
  - Lend support to the Skills Studios Leader to ensure each student receives the best possible experience
- **Ensuring safety measures are implemented at all times**
  - Act as the key point of first aid contact for students
  - Safeguard students, including escorting them to the toilets outside the Welcome Centre
  - Provide overall supervision to ensure they are fully engaged in the experience
  - Ensure risk assessments are being adhered to
  - Provide safety documentation (Confirmation Agreement/Photography/Videography Permission Forms)
- **Observe students**
  - We have provided a Student Skills Assessment Sheet. This is to be used by the Teachers throughout the Skills Studio journey and will help you assess your students in terms of their employment and development of core life skills. Through this observation, you will be able to document evidence which can be used in termly reports or Records of Achievements.

### 10. What should I do if I still have unanswered questions?

This experience is supported by fully trained staff who will guide students through the whole Skills Studios journey – we want you to enjoy the experience and have fun, so if you have any queries, please contact the Skills Studios team on [skills.studios@bskyb.com](mailto:skills.studios@bskyb.com) or 0333 100 1234 and we will be happy to help.

## Share your experience with others

Remember you can spread the word by bringing another class/Key Stage or encourage your colleagues to book a trip.