

# Visit Practicalities: Royal Courts of Justice, London

## Before your visit

### Teacher pre-visits

You are welcome to conduct your own independent pre-visit. The building is open to the public Monday-Friday, 9am-4:30pm. Please be advised we won't be able to show you the courtroom your group will be using as our court allocations are not confirmed until the day before the visit.

If you would like to discuss your pre-visit in more detail, please contact our London Learning Manager Gemma Black on [gemma.black@nationaljusticemuseum.org.uk](mailto:gemma.black@nationaljusticemuseum.org.uk) or call on 0207 947 70544 or 07516500415.

### Risk assessments

Risk assessments for the Royal Courts of Justice are available on our website:

[Risk Assessments](#)

### Supervision

**Primary Schools** - Admission for staff is free of charge and we require as many staff as possible to accompany the group. We need at least one adult for every ten learners.

**Secondary schools and colleges** - We require at least two members of staff for every group of 30. One teacher for every 10 learners booked will be admitted free of charge.

Any teachers over the suggested quota will be charged the same price as the students. Any carers/teaching assistants who are accompanying individuals with SEN will be admitted for free.

### Lunch facilities

Unfortunately, there are no lunchroom facilities within the Royal Courts of Justice building. Groups are to make their own arrangements to have lunch. We recommend Lincoln Inn Fields Park (weather permitting) which is located behind the Royal Courts of Justice building. *The Bookings Team can provide an information sheet with instructions upon request.*

**Please ensure students bring their own bottled water, as we cannot provide this during your session.** Please be advised some courtrooms can become warm in the summer months.

### Parking

There are no parking facilities for visitors at the Royal Courts of Justice. It should be possible for a coach/minibus to drop off and pick up on the road close to the Royal Courts of Justice, but parking restrictions apply. Metered street parking is available at Lincoln's Inn Fields.

### Before the visit checklist

- Ensure each student has a copy of the relevant resource pack (copies cannot be provided on the day). Please refer to your Teacher Pack for more details
- Allocate students with an appropriate role (as detailed in the Teacher Pack)
- Ensure students are familiar with the relevant case background for their visit

## During your visit

**What do I do when I arrive?**

On arrival, enter through the Royal Courts of Justice main entrance on the Strand. All groups will need to pass through security (the same style as in an airport). Once through security please wait on the red benches in the main hall, where your facilitator will meet you. We advise all groups to arrive approximately ten minutes before your session to allow time to pass through security and use the toilets before the session begins, if required.

**When entering the court, you are NOT allowed to bring the following:**

Sharp items such as scissors, knives or cutlery, perfumes and sprays, mirrors and cameras, tools, any liquid which is not subject to a sip test (security officers may ask you to take a sip of any drinks you have with you in front of them), or glass bottles. If any of these items are found by the Security team, they will be confiscated and only returned to you as you exit the building.

**What should I do if I think we might be late/early?**

If you anticipate that you will arrive earlier or later than expected, we would be grateful if you could notify the London Learning Manager, Gemma Black, in the first instance, by calling 07516500415.

If you cannot reach Gemma, please contact the museum by calling the main reception desk on 0115 9520555, extension 200.

**Conduct at the Royal Courts of Justice**

The Royal Courts of Justice are working courts and trials take place during the day. Therefore, we ask all groups to respect the building and staff, keep noise to a minimum and not to run in corridors. Please do not eat or drink in court rooms or around the building. We ask students to follow instructions and be respectful to all members of National Justice Museum Learning staff.

**Photography**

Photography and filming of any kind is strictly forbidden in any part of the Royal Courts of Justice complex, including outside courtyard areas.

**Prayer Rooms**

The Royal Courts of Justice has dedicated prayer rooms. If you or your students would like to make use of the prayer space, please let your facilitator know at the start of the visit, and they can direct you to the closest room.

**Disabled Access**

The Royal Courts of Justice is accessible for those using a wheelchair, however advance notice is required. Please be advised that as the Main Entrance is not wheelchair accessible, wheelchair users will be directed to a different entrance upon arrival. Please contact our London Learning Manager: [gemma.black@nationaljusticemuseum.org.uk](mailto:gemma.black@nationaljusticemuseum.org.uk) or call on 0207 947 70544 or 07516500415 for information on where to find the accessible entrance most convenient for you on the day of your visit.

**Post-visit**

If you would like to discuss your visit in more detail, please contact our London Learning Manager (details as above).

If you would like to book another visit to the Royal Courts of Justice, please contact the team via e-mail [learning@nationaljusticemuseum.org.uk](mailto:learning@nationaljusticemuseum.org.uk) or alternatively you can call on 0115 9939811.

**Feedback**

An evaluation form will be made available to you, either in person at the end of your visit, or by email afterwards. We appreciate any thoughts and feedback. We will also follow up with a short email survey to help us with our anti-racist practices work.

If you would like to book another visit, please contact our Bookings Team via e-mail [learning@nationaljusticemuseum.org.uk](mailto:learning@nationaljusticemuseum.org.uk) or alternatively you can call on 0115 9520555 extension 212.

If you took any photographs on your visit or would like to share any positive feedback, we would love you to do so on our social media outlets:

Instagram and Tiktok: @justicemuseum

Facebook: National Justice Museum

Twitter/X: @justicemuseum and @njmllearning