



**The Big Bang Fair**  
West Midlands



# Information for Schools

**Staffordshire University, Stoke**

**Tuesday 18<sup>th</sup> June 2019**

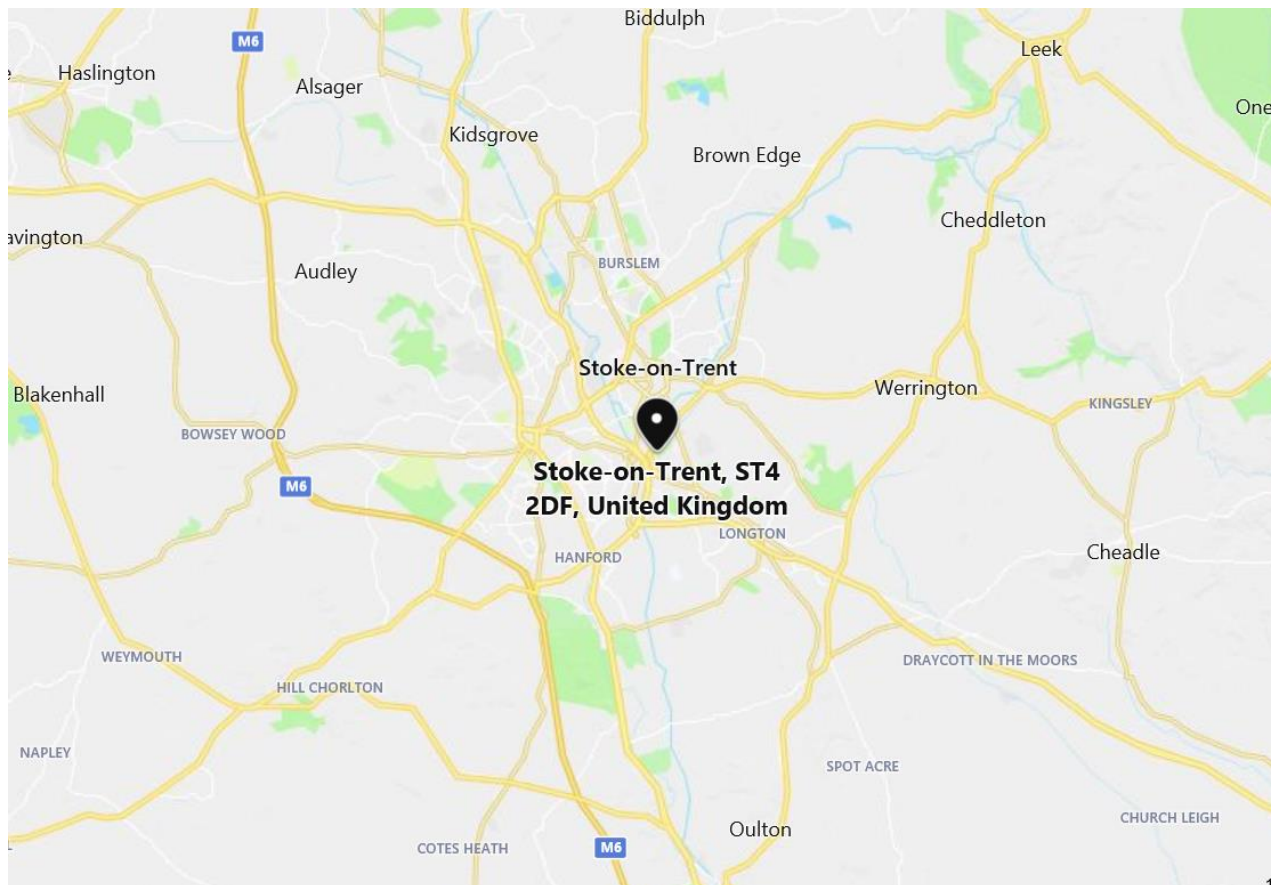
**Thank you for registering to attend The Big Bang West Midlands. We very much look forward to seeing you and your students on Tuesday 18<sup>th</sup> June 2019.**

**Venue:** Staffordshire University, Leek Rd, Stoke-On-Trent, ST4 2DF

**Event Timings:** 10:00am – 3:00pm

### **Directions**

The Stoke-on-Trent campus is within easy reach of the M6 motorway, A50 and A34.



### **By Car/Coach**

The postcode for sat nav is ST4 2DF.

### **By Rail**

Conveniently situated within 2 minutes' walk of Stoke-on-Trent railway station, the campus is served by frequent direct services from national rail operators. We are 35 minutes by train from Manchester and 45 minutes from Birmingham. You can reach us from London in 90 minutes.

For more information about how to get here, please visit: <http://www.staffs.ac.uk/about/how-to-find-us/pdf/stoke-approach-map.pdf>

## Parking

If you are coming by car or minibus, please arrive at Main Entrance on Leek Road. You will be directed to the bus drop-off point. You will then be advised where to park your buses and coaches.

## Arrival Information

Your school will be registered on your coach/bus on arrival and the event will end at **3:00pm**. Stewards will be on hand to meet and greet you when you arrive. On arrival you will be required to sign in and confirm student numbers.

After registration, you will be given a Big Bang Show Guide that will include a map of locations, activities, toilet facilities etc.

You must be at least 10 minutes early for your pre-booked theatre shows and workshops, taking into consideration travel time between the main exhibition areas and the areas where shows will be taking place.

## Pre-Booked Shows and Workshops

If you have pre-booked shows and workshops via EventBrite, please bring your EventBrite confirmation with you but you do not need to print out your individual tickets. Your booking will also be checked on registration. Please be at your chosen show or workshop 10 MINUTES before the start time to ensure everything runs to time.

If you have not pre-booked shows and workshops, or wish to change your booking, please email [bigbang@bydesign-group.co.uk](mailto:bigbang@bydesign-group.co.uk) as soon as possible. Please note due to the 2000+ visitors to the event, we may not be able to accommodate any changes on the day.

## Administration

### 1. Supervision

**General Exhibition:** Teachers should make their own group management decisions as to how their students access the event, although it is often a good opportunity for students to go around on their own responsibly in smaller groups.

**Workshops and Shows:** Teachers are reminded that they must remain with their own groups of students at all times. Workshop providers are not allowed to supervise students.

### 2. Health and Safety

On hearing the fire alarm, evacuate the building by the nearest exit and assemble on the area outside, moving as far away from the building as possible.

### 3. Publicity

Local media will attend the event to take photographs, film or interview students. Learn By Design and other partners involved in the event may also wish to take photographs to be used in promotional materials such as brochures, websites and newsletters. **Therefore, we ask that you**

**inform Learn By Design in advance if there are any parents who have not given permission for their children to be photographed, filmed or interviewed for such purposes.**

#### **4. Refreshments**

Please bring a packed lunch, as there are limited opportunities to purchase food on site. There are numerous places on-site to stop and have lunch, but if you're struggling please speak to an Ambassador or member of the Events Team.

#### **5. Risk Assessment**

The Risk Assessment for the event has been sent.

~~Should we add something about the risk assessments?~~

#### **Learn By Design Contact Details**

Should you have any questions about the arrangements outlined in this booklet or The Big Bang Fair West Midlands event as a whole, please do not hesitate to contact:

By Design Group

Telephone: 01827 316 297

Email: [bigbang@bydesign-group.co.uk](mailto:bigbang@bydesign-group.co.uk)

**We look forward to seeing you on 18<sup>th</sup> June!**