



National Space Centre - Sleepover Information

Group Leaders Guide

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Event overview

Approx Timings	Group A + B		Group C + D	
EVENING				
17:45	Leaders Arrive			
18:00- 18:30	ARRIVAL			
18:30 - 19:15	Talk (+ Leader Briefing)		Packed Dinner	
19:15 - 20:00	Packed Dinner		Talk (+ Leader Briefing)	
20:00 - 21:00	GALLERY			
21:00 - 21:30	Tour of the Night Sky		Space Themed Activity	
21.30 - 22:00	Space Themed Activity		Tour of the Night Sky	
22:00 - 22:30	Set up for Bedtime			
22:30	LIGHTS OUT			
MORNING				
07:00	WAKE UP			
07:00 - 07:30	Get Ready and Pack Away			
07:30 - 08:15	Breakfast		Planetarium Show	
08:15 - 08:45	Planetarium Show		Breakfast	
08:45 - 09:00	DEPARTURES			

Event timings:

Group leaders are asked to arrive at 17:45 (if feasible), 15 minutes prior to the arrival of the children, which is from 18:00 to 18:30. We are unable to open the building earlier than 18:00 due to daytime operations. If you or anyone from your group is running late, please contact our security team at 0116 281 2128, who will pass on the message.

Groups visiting the centre during the day cannot remain in the building in the time between the building's daytime opening/closing and their sleepover.

Upon arrival, groups will drop off their bags (separate from their packed supper) then either eat their packed supper or have a live talk. These groups will then swap over.

Next, groups will have time in each gallery, followed by some time in the planetarium or a space themed activity, after which the groups will then swap over.

Groups will then prepare for bed, with lights out at roughly 22:30 (this may vary depending on circumstances out of our control).

In the morning, groups will pack away, followed by either breakfast or a planetarium show, after which groups will swap.

Departure for all groups must have finished by 09:00 sharp, as daytime operations teams must prepare for the building to open. Parents/guardians do not need to pay for parking when picking up or dropping off their children.

Please note:

TetraStar Spaceport, the Shop, Boosters Café and the Rocket Tower will not be open during your sleepover.

Galleries trails are available on our website, please follow the link below:

[Gallery Trails \(spacecentre.co.uk\)](http://spacecentre.co.uk)

We are unable to print trails on the night of your visit; please let us know in advance if you wish for us to print these (at additional cost).

Children may leave after the evening's events finish; however, we must be given suitable notice to ensure we are prepared regarding building security.

Vehicles associated with the group do not need to pay for parking overnight.

There will be no teeth brushing station in the morning.

What to bring:

- Packed supper – **packed separately to bedding, ready for supper**
- Water bottle
- Sleeping bag
- Roll mat
- Pillow
- Sleeping clothes
- Toothbrush + Toothpaste
- Torches – only to be used during the night for finding way to the toilets****

****Please be aware that the sleeping areas are very dark after lights out. Lights are, however, left on in the toilets.

What NOT to bring:

- Cameras
- Alcohol
- Camp beds
- Radios
- Spray cans (including spray deodorants)
- Suitcases or large bags (you're only here one night!)
- Inflatable mattresses
- Money
- Heelys

Inflatable mattresses and put-up beds can cause obstruction and trip hazards, and so are **not permitted** on a sleepover. Camping mats and sleeping bags are recommended.

Food and Drink

Evening food **is not** provided. We recommend groups bring a packed supper, to be eaten after arrival, in your allocated slot. Your supper slot is the only time you will have to eat during the evening of your visit.

Foods requiring heating, such as pot noodles, microwave dinners and other similar foods should not be bought for packed supper, as we cannot provide facilities for the heating of these products.

Food **CANNOT** be delivered on site. Please ensure you have prior arrangements for food, either pre-packed supper or having eaten prior to your visit.

Hot drinks are provided for **LEADERS** only (not for consumption by children visiting under any circumstances), while children have water provided. Water fountains are available on site; we advise all participants bring a **water bottle**.

Breakfast is provided in the morning, typically consisting of one pastry and fruit (dietary alternatives available; please inform of dietary requirements as far in advance as possible prior to the event).

Health and Safety, Emergency Procedures and Risk Assessments

We strongly recommend each and every group conduct a pre-visit to the Space Centre in regard to understanding emergency procedures and conducting your own risk assessment. While we can provide generic versions of these, they may not be suitable for all groups; please follow the link below:

<https://education.spacecentre.co.uk/resources/sleepover-risk-assessment/>

Upon a pre-visit, a member of staff may be available to walk around with you and answer any questions about your visit (typically only on a weekday) – please speak to a member of staff when booking to see if someone will be available.

In the weeks leading up to your visit, someone will be in contact with your group regarding dietary requirements. We require any and all dietaries (including the person's first name and second initial) from you as early as possible following this contact, as we must give our kitchen enough time to prepare for dietary requirements. We would recommend you collect dietary requirements as early as you can, so they can be passed on as soon as requested.

Group leaders are given a walk-around shortly after arrival, within which we discuss sleeping arrangements, toilets and fire and evac procedures. The local fire brigade are informed of sleepover events, in case of any emergencies.

A health and safety video is shown to all visitors shortly after arrival, including fire and evacuation procedures in the event of an emergency. Each 'Sleep Zone' has easy access to a fire exit. Groups are typically placed into Sleep Zones based on group size, however if a member of your group has accessibility requirements, we will aim to accommodate to enable easier evacuation.

Overnight, each group will be provided with one radio, to be used to contact staff in an **emergency** and one pass (to re-enter the building upon exit).

Leader Responsibilities

As group leaders, your responsibility is to ensure that your own and other groups have a fun, but also a **safe** visit. We expect you to:

- Make sure **all** participants are keeping to rules set out during the briefing
- Ensure items listed on the 'Do Not Bring' list are not brought onto the premises
- Address your group's behaviour as and when required
- Ensure noise is kept to a minimum at night

Prior to your visit, all information relating to your group that is important for us to know should be passed on, including dietary requirements, SEND and mobility requirements, including potential impact on evacuation procedures. A PEEP form can be provided upon request. A member of staff will contact you regarding these around four weeks prior to your visit; please have this information collected and ready to provide when requested.

We have free Wi-Fi on site - this is under the name 'NSC Wi-Fi', and does not require a password. The building receives very little phone signal, and so you may not be able to take calls without the Wi-Fi.

You must not use any plug sockets on site. All devices that require being plugged in on site **must** be PAT tested by our on-site team, and so you must not bring **anything** to plug in to our mains. Power banks are recommended for charging your phone.