

Projector Teachers' Guide 2011 - 2012

This Teachers' Guide includes fire procedures and useful information for schools, colleges and similar groups attending Projector events. It is accompanied by a Risk Assessment document for your reference. Please don't hesitate to contact us if you don't find the answer to your query in this guide.

1. Introduction

Projector is Cornerhouse's unique education programme for schools and colleges. The events are aimed mostly (but not exclusively) at GCSE, AS and A2 students and are currently programmed in six strands:

- Art & Design
- Digital (for teachers only)
- ESOL
- Modern Foreign Languages (French, German, Spanish)
- Community Languages (Arabic, Mandarin, Urdu)
- Film & Media

The events are designed to fit with course specification needs whilst also engaging students with contemporary visual art and cinema.

The Projector programme is produced and distributed at the start of the academic year. Regular updates are circulated when new events are programmed. Information about events that form part of festivals is only available once films have been confirmed. While this may mean there is less advance notice, festivals are a great way to see new or unavailable films in an exciting atmosphere.

Timing

Events are timed as conveniently as possible, avoiding school holidays and exam times. Student events are either study days (usually 10:30 – 15:00) or study sessions (usually a morning or afternoon). Tutor INSET sessions are either full day or evening (twilight) sessions.

Costs

All income from ticket sales goes towards the cost of the event or to develop further events. Cornerhouse is a non-profit making organisation and a registered educational charity; it is revenue funded by Arts Council England, UK Film Council, North West Vision and Media, North West Regional Development Agency, AGMA (Association of Greater Manchester Authorities), Manchester City Council and Europa Cinemas. Some events are free or subsidised through external sources such as National Schools Film Week.

Feedback and suggestions

There are many opportunities to feedback on Projector events, but please don't hesitate to get in touch by contacting the Engagement Team on 0161 228 7621 or email engagement@cornerhouse.org (please note this is not the booking line).

2. Booking Procedure

To book tickets, please contact one of the Projector Booking Team at Box Office on 0161 200 1500 between 12:00 – 18:00, Monday to Friday.

- Reservations must be paid for **AT LEAST TEN DAYS IN ADVANCE**. Failure to do so may result in the cancellation of the reservation in order to re-sell the tickets.
- Please do not reserve any more tickets than you need and ensure the correct information is passed on to your Finance Department.
- Please ensure that you inform the Box Office of any cancellations or changes to your reservation as soon as possible.
- **IF THE RESERVATION IS CANCELLED LESS THAN 10 DAYS BEFORE THE EVENT, FULL PAYMENT WILL BE REQUIRED.**

3. Parental Consent

It is the responsibility of the institution bringing the group to seek parental consent for the visit. However, students over 16 may attend Projector events without their tutors by prior arrangement with Cornerhouse (parental consent will be needed for those under 18).

Film screenings - our theatrical licence means that we cannot admit young people under the age of the BBFC certificate for the film. Occasionally there are exceptions at special BBFC events but there will be strict rules regarding admissions. If you know that some students are under the specified age, you must ensure that you have contacted the Engagement team at Cornerhouse and that the correct procedures have been followed and paperwork completed. These rules are different to those governing film screenings in the classroom/lecture theatre.

4. Accessibility

Cornerhouse is fully accessible to wheelchairs but please notify Box Office if you require a wheelchair space. Cinema 1 and the Ground Floor Bar are on ground level. Galleries 1, 2 and 3 and the First Floor Café are accessible via a lift, as are Cinemas 2 and 3. Cinema 2 has 7 steps and is equipped with a wheelchair lift while Cinema 3 has ramped access. All cinemas have induction loops. Toilets are on the ground floor of both the main building and Cinema 1 building.

If you need extra assistance or further venue access information our Box Office staff are happy to help. Please mention at the time of booking if you or one of your students requires headphones or a wheelchair space.

Call 0161 200 1500 or email access@cornerhouse.org

For further details on access at Cornerhouse, visit

www.cornerhouse.org/accessibility

5. Lunchtime & break arrangements

Unfortunately Cornerhouse cannot offer any spaces or take responsibility for students during lunchtime. Therefore, most full day events are aimed at AS level or above where students do not require supervision during lunchtime and breaks. For younger groups please contact the Engagement Team to discuss. Please be aware that Cornerhouse does not accept responsibility for

the safety of any Young Person visiting Cornerhouse for a Projector event once they have exited the building and are off-site during a lunch break.

Cornerhouse staff will not escort or supervise any young people to the toilets, but will give directions to the nearest toilet. There is a “Radar” lock fitted to the main building accessible toilet. This enables disabled customers to access the toilet without having to ask for a key. If you have any enquiries about this facility, can you please refer to the Radar website (<http://www.radar.org.uk/radarwebsite/tabid/41/>), where keys can be ordered. The key is also available from Box Office, for anyone who doesn't have one. The disabled toilet in Cinema 1 will be open for all schools events. To devise a procedure for younger children or those with special needs please discuss with the Engagement team.

6. Travel arrangements

Cornerhouse is next to Oxford Road train station, and five minutes walk from St Peter's Square Metrolink station. Cornerhouse is on the main bus route to and from South Manchester.

Please note that it is likely you will have to cross a road to get to Cornerhouse, and that Cornerhouse itself is on a split site separated by the approach to Oxford Road train station and cars and buses can approach at speed.

Tutors and group leaders are reminded that they have overall responsibility for the safety of their group.

7. Risk Assessment

A copy of Cornerhouse's risk assessment for Projector events is attached as a separate document. Tutors and group leaders must familiarise themselves with all risks. There is a risk assessment available for each exhibition, in addition to the generic points above. Please note the galleries often change physically depending on the exhibition type, for example a screening room may be especially created for an installation. For more information about specific exhibitions, please contact **engagement@cornerhouse.org**

Unless a prior arrangement has been made, Cornerhouse will not be responsible for any students who do not arrive for the event or any students who choose not to return after a break.

Cornerhouse has several policy documents that can be made available on request. They are: Child Protection, Security, Equal Opportunities, Health & Safety and Seating Plans.

Cornerhouse does not accept responsibility for lost or stolen personal possessions.

8. Fire Procedure

A copy of Cornerhouse's fire procedure for Projector events can be found in Appendix 1 below. Please note that Cornerhouse does have a current Fire Safety Audit and Risk Assessment.

Appendix 1 – Projector Fire Procedure

Cornerhouse staff are responsible for:

- Ensuring that, if the fire alarm system is activated, they remove all visitors from their area
- Knowing the evacuation route from their area
- Knowing the location of all alarm activation points
- Knowing the location of fire fighting equipment
- Knowing their specific duties in the event of a fire occurring in their area

Evacuation procedure:

- A member of the Engagement team or Front of House Manager will explain the fire procedure at the start of the event.
- Students will be guided out of the cinema by Cornerhouse staff, and it is important that they do not run, shout or promote panic. All students and tutors should go to the meeting point and remain there until instructed.

MEETING POINT:

Outside the Green Room on Whitworth Street West.

***School parties using Cinema 2 can be taken out via the fire exit onto James Leigh Street and up to Thirsty Scholar. Following a head count the children can then be walked, via steps up to Station Approach then down Station Approach, to meet with other audience members and staff outside Green Room.**

Appendix 2 - Contact details for Engagement Team

Main Switchboard: 0161 228 7621

Box Office (Phone this line to reserve or book tickets): 0161 200 1500

engagement@cornerhouse.org

Contact for Projector programme queries

bren@cornerhouse.org

Contact for exhibition tours

Young People's Programme Manager

Marisa Draper

marisa.draper@cornerhouse.org

Contact for informal youth work and Projector Digital