

Ice Skate Leicester

2026-2027

School Information Pack

Jubilee Square Leicester
7 to 18 December 2026

A guide for teachers and visit leaders planning skating, SEND (Special Educational Needs and Disabilities) relaxed sessions and STEM visits. Use it to book your session, prepare pupils and organise supervision, travel and individual support.

Skating only	STEM and skating
£8 per pupil	£16 per pupil
45 minutes on the ice	90 minutes of education plus 45 minutes on the ice

Arrive 30 minutes before your skating session.
Provide at least one teacher on the ice for every 10 pupils.

Booking enquiries
hello@iceskateleicester.com
iceskateleicester.com

Each school or college must complete and approve its own visit risk assessment.

Use the accompanying risk assessment to support that process. Our sample risk assessment is available to download on our website www.iceskateleicester.com

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Using this pack

Share the preparation and rink rules with staff, pupils and families. Keep the booking confirmation with the visit register. Complete the arrival record and confirm the day's site arrangements with the duty manager.

The separate risk assessment provides required controls and suggested ratings for school review. It becomes the school's visit assessment only when adapted to the group and approved through the school's own arrangements.

1 About Ice Skate Leicester

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Bring your pupils to Jubilee Square for a real ice skating visit that combines physical activity, confidence building and time together at the end of term. School sessions are suitable for Year 1 upwards and welcome a range of abilities.

The 700 square metre real ice rink is housed under a marquee at Jubilee Square, St Nicolas Place, Leicester LE1 4LD. Although covered, the rink remains a cold environment and pupils should dress for a winter outdoor visit.

School sessions and capacity

Groups with fewer than 80 pupils may share with other schools.

The standard rink capacity is 230 people on the ice, including pupils and teachers. School bookings can request SEND relaxed sessions and have a maximum capacity of 130, including skaters and carers. The number of adults required for safe supervision must be included when planning the booking.

STEM and ice skating

The £16 per pupil STEM package combines a 90-minute educational experience with 45 minutes of skating. Pupils can explore how a temporary rink is built, how refrigeration turns water into ice, and how the surface is maintained. It connects classroom learning about temperature, materials, energy and engineering with a working rink.

Request the STEM package when booking. Agree the education start time, skating session, age-appropriate content, access needs and total visit duration with the team. Allow extra time for arrival, changing skates and moving between activities.

STEM visits are led along an agreed route. Pupils must stay with the guide and school staff and must not touch machinery, controls, cables or refrigeration equipment.

2 School skating timetable

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School sessions are offered from Monday 7 December to Friday 18 December 2026, including Saturday 12 and Sunday 13 December. All bookings are subject to availability and written confirmation.

Dates in December 2026	School session start times
7, 8, 9, 10 and 11 December	10:00, 11:00, 12:00, 13:00 and 14:00
12 and 13 December	10:00, 11:00, 12:00, 13:00 and 14:00
14, 15, 16, 17 and 18 December	10:00, 11:00, 12:00, 13:00 and 14:00

Each skating session lasts 45 minutes and starts on the hour. Arrive at the rink 30 minutes before your booked start time. Doors open at 09:30 for the 10:00 session. Late arrival does not extend your time on the ice.

Request a school SEND relaxed session explicitly and have its date, time and reduced capacity confirmed. Do not assume every school slot is a relaxed session. STEM education timings are arranged separately from the skating timetable.

3 School prices

Item	School price or inclusion
Skating only	£8 per pupil - 45 minutes on the ice
STEM and skating package	£16 per pupil - 90 minutes of education and 45 minutes on the ice
Skate hire	Included in the skating price
Teachers	Free skating; additional non-skating teachers are also free
School SENDD carers	Free of charge
School-session skate aids	Free, subject to availability and height restrictions
Cloakroom	£2 per item for the skating session

School prices are arranged directly with the school. Obtain a written quotation showing the full amount payable and any applicable charges before confirming your booking.

4 How to book

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Use the School Visits enquiry form on the Ice Skate Leicester website, or email hello@iceskateleicester.com. An enquiry is not a confirmed booking; the team will confirm availability and the agreed arrangements.

Include these details in your enquiry

- School or college name, contact person, telephone number and email address.
- Preferred date and session, with an alternative if possible; skating only, STEM package or SEND relaxed session.
- Pupil numbers, year groups and a spread of shoe sizes. Quantities of each skate size are limited, so groups should include mixed ages and shoe sizes.
- Numbers of teachers skating, teachers supervising off the ice and carers; whether exclusive use is requested.
- Access, wheelchair, medical, sensory or communication requirements that affect the visit. Share sensitive information through an agreed appropriate channel.
- Coach arrangements and any invoice or purchase-order requirements.

IMPORTANT NOTE ABOUT SKATE SIZES:

We only have limited numbers of each skate size available, ensure that your group booking contains mixed year groups and mixed shoe sizes.

5 Payment and booking changes

You may reserve a session before payment. **Payment is due by 09 November 2026**, and pupil numbers may be amended up to that deadline. If enquiring after 31 October, agree the payment deadline with the bookings team before committing to travel.

Upon receiving your booking request we will issue you an invoice for payment – Payment must be made by November 9th 2026. Check the pupil count, package, date, start time and total before paying.

Once confirmed, school bookings are final and non-refundable for school cancellation or a decision not to attend. If Ice Skate Leicester cancels a session for safety or technical reasons, the team will offer another session or a refund in accordance with the booking terms.

Once payment is received you will be issued your E-Ticket. Please remember to bring your E-Ticket with you on the day of your skating session.

Keep the booking confirmation available on the day. Contact hello@iceskateleicester.com promptly about any change; do not assume a different session, date or group size can be accommodated.

Supervision

Provide at least one teacher on the ice for every 10 pupils, rounding up: for example, 31 pupils need at least four teachers on the ice. This is the event minimum. The school must increase staffing where age, ability, behaviour, SEND, medical needs or its own visit policy requires it.

Appoint a visit leader and allocate named groups to staff. Provide cover for pupils resting off the ice, toilet visits and any adult accompanying an injured pupil. Rink marshals manage skating activity; they do not replace school supervision or provide individual teaching.

What to wear and bring

- Warm layers, long trousers, gloves and socks that cover the ankles. Bring spare socks and clothing where needed; pupils may get wet if they fall.
- Comfortable outdoor footwear for the journey. Secure long hair, scarves and loose clothing so they cannot trail or become caught.
- Essential medication and individual healthcare information, held and administered by authorised school staff under the school's arrangements.
- Suitable personal protective equipment where the school's assessment requires it. The rink does not supply helmets or other customer PPE; discuss suitability with the team before the visit.

Before pupils step onto the ice

Brief pupils on behaviour, the boundaries of the visit and how to get help. Staff should check that skates fit, fasten securely and feel comfortable. Ask rink staff to exchange unsuitable skates; never send a pupil onto the ice in a poor fit.

Put skates on while seated. Keep bags, outdoor shoes and loose items clear of walkways. Only use the designated skate walking surfaces. Leave loose items with a non-skating adult or in the cloakroom.

Agree a meeting point, first aid contact and headcount routine with the duty manager. Identify beginners and those needing close support. Pupils may rest or stop if tired, uncomfortable or distressed.

7 Ice skating rules

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Explain these rules before travelling and listen to the rink briefing on arrival. Follow the posted rules and instructions from marshals and the duty manager throughout the session.

On and around the ice

- Enter only when staff invite your group onto the ice. Wear ice skates, or approved ice grips where authorised by rink staff. Ordinary shoe soles must not go onto the ice.
- Move with the flow in the direction given by staff. Keep a lookout, leave space and skate at a speed you can control.
- Use the barrier for balance when needed. Keep entry and exit gates clear and ask staff for help if you cannot safely continue.
- Report any fall, injury, damaged skate or unsafe surface to a member of staff. Follow their instructions if someone is injured.
- Leave the ice promptly at the end of the session and whenever instructed. Stay off during resurfacing, maintenance or an emergency.

Do not

- Run, race, push, play chasing games, skate backwards or attempt jumps, spins or tricks.
- Skate in chains, drag another pupil, carry a child, climb or sit on barriers, or throw ice.
- Take bags, phones, cameras, food, drink or chewing gum onto the ice. Do not use headphones while skating.
- Smoke, vape or skate while affected by alcohol or any substance that impairs safe participation.
- Misuse a skate aid, swap aids unsupervised, or use an aid outside the manufacturer's limits and rink instructions.

Safe participation

Real ice is slippery. Falls and collisions can cause cuts, sprains, fractures or head injuries even when rules are followed. Pupils should skate within their ability, take breaks and stop if they feel unwell. Unsafe behaviour may result in removal from the ice.

8 Access and SEND relaxed sessions

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Discuss individual access needs when booking so that the school and rink team can agree suitable arrangements. The event site has level access and accessible toilet provision. An advance visit can help staff plan the route and support; pre-visits can be arranged after the rink opens on 4 December 2026.

School SEND relaxed sessions

- Capacity is limited to 130 people, including skaters and carers.
- There is no music or flashing lighting; lighting is static.
- Skaters may come off and return to the ice during their session, or finish early. A named adult must supervise pupils who are off the ice.
- Carers attend free. Skate aids and a limited number of ear defenders are available free, subject to availability and suitability.
- Request the relaxed-skate guide before visiting and agree any individual support, communication or quiet-break arrangements.

Wheelchair users

Manual and powered wheelchair users are welcome on the ice. One companion may accompany a wheelchair user free of charge and must remain with them throughout. The companion must wear skates or the approved ice grips provided. Ensure wheelchair wheels are clean before entry.

Agree the entry and exit method with rink staff. Tell the team about chair dimensions, assistance needs and any transfer or evacuation requirements. School staff remain responsible for the pupil's individual support plan; do not attempt unplanned lifting or transfers.

Skate aids and protective equipment

School-session penguin aids are free, subject to availability, for children up to a maximum height of 1.2 metres. Staff must supervise use and follow the rink's suitability guidance. A skate aid does not replace adult supervision.

The rink does not provide helmets or other customer PPE. Bring any suitable personal protective equipment or sensory aids identified in the pupil's plan, and discuss their use before arrival.

9 Safeguarding school groups

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The school retains responsibility for pupil welfare and supervision throughout travel, changing, skating, toilet visits and departure. Share the school's safeguarding and missing-pupil arrangements with all accompanying adults.

- Keep an accurate register and count pupils at each transition. Use named staff groups and clear boundaries; a buddy system supports but does not replace adult supervision.
- Supervise toilet visits and changing with regard to privacy, dignity and individual needs. Agree how pupils ask for help without leaving the group unaccompanied.
- Follow school consent rules for photographs. Use phones and cameras only off the ice and avoid recording other schools' pupils without permission.
- If a pupil is missing, tell the duty manager immediately, keep the remaining pupils supervised, check the register and last known location, and follow the school's emergency escalation procedure. Do not send pupils to search.
- Report a welfare concern promptly to the school safeguarding lead and, where it concerns the event, to the duty manager. Record factual details securely and follow the school's safeguarding procedure. Call 999 if someone is in immediate danger.

10 Participation and school consent

The school must assess the suitability of skating for its pupils, provide families with visit information and obtain consent in accordance with its educational-visits arrangements. Explain that real ice skating involves falls and collisions and that protective measures reduce but do not remove these risks.

Collect relevant medical and access information before the visit. Agree individual arrangements and an alternative for pupils who cannot or choose not to skate. Do not pressure a pupil to continue when distressed or unwell.

Read the current Ice Skate Leicester ticket terms and Skater Code of Conduct alongside the booking confirmation. This pack is visit guidance and does not ask pupils, families or schools to waive legal rights.

Travel to Jubilee Square

Rink address: Jubilee Square, St Nicolas Place, Leicester LE1 4LD. Coach drop-off and pick-up: Southgates, Leicester LE1 5NS, a short walk from the rink. Allow walking and unloading time in addition to the 30-minute early arrival at the rink.

Agree the exact coach stopping point and pedestrian route with the driver. School staff must plan safe crossings, accessible routes and headcounts. Free coach parking may be available by permit; confirm eligibility and arrangements with Visit Leicester before travel.

Facilities and belongings

Toilets, including an accessible toilet, are available. Agree toilet supervision on arrival. Food and drink are available at the event; discuss any school lunch, allergy or dietary arrangements in advance. Keep food and drink off the ice.

Loose items must stay with a non-skating adult or in the cloakroom, charged at £2 per item for the session. Label belongings and avoid bringing valuables. Lost property is held for one month; contact hello@iceskateleicester.com with a description of the item.

First aid and emergencies

Trained first aiders are on site. On arrival, establish how to summon them and locate the first aid point. Report accidents promptly. In a serious emergency call 999, give the rink address and tell the duty manager so staff can direct the response and emergency access.

Follow staff instructions during an evacuation. Use the safe route directed and go to the agreed assembly point. Count the whole group, report anyone missing and remain supervised. Do not delay an evacuation to collect belongings or change footwear.

Weather and disruption

The rink is covered, but high winds or technical conditions can require closure. Check event messages before travelling. The school should have a transport and parent-contact contingency and must follow the duty manager's decision if activity is stopped.

Appendix A School risk assessment

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Use the accompanying Ice Skate Leicester School Visit Sample Risk Assessment to plan your visit. The sample risk assessment is available to download from our website. It covers travel, skating, individual needs, emergencies and the optional STEM tour. Each school or college must review it for its own group, add local controls and obtain its own approval before visiting.

The risk assessment we provide is a **SAMPLE ONLY**, and for **GUIDANCE ONLY**.

Appendix B Location and arrival record

Use a current local map to plan travel to Jubilee Square. Obtain the event's current site layout before the visit and confirm the following with the duty manager on arrival. Emergency exits and the assembly point must be checked against the layout in use that day.

Detail	School record
Coach driver and contact	_____
Drop-off and pedestrian route	_____
Group meeting point	_____
First aid point and how to call for help	_____
Toilets and accessible route	_____
Emergency exits and assembly point	_____
Pick-up time and location	_____

Before departure from school

Confirm booking and payment; pupil register and contacts; staffing and individual support; consent and medication; clothing; coach arrangements; risk assessment approval; and the plan for disruption. Brief pupils and all adults before travelling.

School booking enquiries: hello@iceskateleicester.com

Website: <https://iceskateleicester.com>

Coach information: <https://www.visitleicester.info>