



INFORMATION FOR SCHOOLS

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VERTU Motors Arena, Scotswood Road, Newcastle upon Tyne, NE4 7AF | 7th - 9th October 2025

We are looking forward to welcoming you to our STEMFest event at The Vertu Motors Arena. This year promises to be another great event with a fantastic selection of businesses ready to inspire your young people and show them the great STEM opportunities available on their doorstep. **Please see below important information relating to your visit:**

Venue

The event will be held at **Vertu Motors Arena, Scotswood Road, Newcastle, NE4 7AF.**

Drop Off/Parking

If you're arriving by coach or minibus, please turn in from Clumber Street and follow the road up to the front of the building, where there is a designated drop-off point. Minibuses may park on site, but coaches must depart after drop-off as there is no coach parking available. Signage and volunteers in Hi-Vis jackets will be present to guide you.

Parking

There are free parking spaces available in the car park for cars, and minibuses. Volunteers will be on hand to direct drivers to the parking spaces. If you are arriving by coach, the coach will have to drop you off at the main reception and will not be able to stay in the car park due to limited space. Please arrange a time for collection at main reception with your bus driver.

On Arrival

When you have arrived, head into the main reception area and report to the **registration desk** in the foyer where you will be checked in and given further information about your visit. We ask that schools arrive any time between 9:30am and 10am.

Registration

STEMFest staff will be on hand to register your arrival and issue teachers with any relevant information. All teachers will be issued with a lanyard so they can be identified in the exhibition. Please ensure these are returned as you leave at the end of the day.

Arrival & Departure Times

The exhibition is open from 9:30am until 3pm. We understand that you may need to get back to school for a certain time and may need to leave earlier. We anticipate that there will be enough activity to keep you busy between those hours.

Event Staff

Should you require any assistance on the day, all of our event staff will be wearing **Red**, STEMFest branded T-Shirts so they can be easily identified.

Getting Around

We have 4 zones represented at the event, Space & Travel, Technology, Environment & Energy and Manufacturing. We recommend that you visit all zones to make the most of your day. Upon arrival, you will be allocated a starting zone and told which order you should visit each zone. A STEMFest volunteer will take you to your starting zone and when you are ready to head to your next zone, you can follow the signage, or ask a volunteer in a red T-Shirt to take you to your next zone. You will receive an event brochure when you arrive that contains a map of the venue to also help.

If you have booked a pre-bookable activity, then please report to event control in the main reception area 5 minutes prior to your activity start time.

Please note that you are responsible for the supervision of your pupils at **ALL** times.

Facilities

The toilets in the venue will be divided into student/teacher toilets and exhibitor toilets. All toilets on the ground floor are for students. Exhibitors have been briefed to only use the toilets on the top floor. The toilets will be clearly labelled. Please ensure that students and teachers use the toilets allocated for them and not the exhibitor toilets.

Lunch Arrangements

Please advise students, teachers and adult helpers to bring a packed lunch. **Lunch time will be 12:00 – 12:30.** Schools are welcome to use the seats in the stands to eat their lunch. If we are fortunate with weather, you are welcome to have lunch outside. Otherwise, it will just be a case of having lunch on the exhibition floor. Our volunteers will be on hand to escort you to the lunch areas at your allotted time. These will be emailed to each school prior to the event. Bin bags will be provided to each teacher so please ensure any rubbish is collected in those bin bags.

Dress Code

In order to assist with school identification, all students must wear their school uniform.

All activities are held indoors, practical shoes are recommended. Please advise students to bring a full water bottle. Students can use the water cooler in the reception to refill their bottles.

Storage

All personal belongings and coats must be carried throughout the day as unfortunately we do not have space to store personal items. Please advise students not to bring unnecessary items and valuables to the event.

All volunteers have been briefed to hand any lost property to Event Control. If you or your students have lost any belongings, please check if they have been handed in there.

Photography

There will be a photographer and possibly a film crew on site for publicity and promotional purposes. If you have any children in attendance that cannot be photographed, please highlight this at the point of registration where they will be issued a red lanyard to wear at **ALL** times.

Photos from the event may be used by third party organisations for promotion purposes. Therefore, all students not wearing a red lanyard must have permission from parents/guardians for their photos to be used by third parties.

First Aid Arrangements

St John's Ambulance will be in attendance at the event to assist with any medical emergencies. If an emergency does arise please find your nearest member of event staff who will be able to assist you.

There is a first aid room on site that will be used in the case of any medical emergencies. If there are any serious medical conditions that we should know about, please notify josh.minto@rtcnorth.co.uk in advance.

Bag Checks

Bag checks may happen at any point during the day as part of our safety measures.

Risk Assessments

Risk assessments have been emailed to the lead contact at each participating school. This will also be uploaded to our website www.stem-hub.co.uk/stemfest/

Lost Children

If a child cannot be located, please inform reception at the front entrance immediately. Reception will initiate a lockdown procedure, during which no one will be permitted to enter or exit the building until the child is safely found.

Social Media Pack

We'd really appreciate your support in spreading the word about STEMfest through your social media channels. To help you to do this we've pulled together some key pointers and a few suggested posts which you are welcome to share or adapt for your audiences.

We've also added a downloadable STEMfest logo to our website to use to complement your posts.

Please see the Social Media Pack on our website for further information.

Quiet Room

If you or your students require a prayer room, we have a dedicated space available for this purpose. Additionally, quiet areas are provided for any students who may benefit from a break from the main exhibition. To be directed to the quiet room, please speak to a member of the events team.

Impact & Evaluation

We have contracted an external organisation to perform an independent evaluation of STEMfest. Therefore, schools will be contacted prior to the event and following the event to complete a questionnaire.

The QR code/link to the surveys will be issued prior to the event.