



Museum in the Park

Stroud District (Cowle) Museum Service

School Visits Information Pack

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A generic risk assessment will be sent with this information pack.

I. Booking a Visit

- Contact the Museum's Learning Programmes Officer to arrange a school visit to the Museum in the Park
- The Learning Officer will advise on the sessions and activities available to link to your topic, and will create a plan for your visit, with timed sessions.
- You should notify the Museum if you are planning to visit, even if it is to be a teacher-led activity, not involving the Learning Officer.
- Currently, Gallery 2 is usually available as a 'base' for your group during a Museum-led visit, though we are beginning also to use the Walled Garden Pavilion

Contact details:

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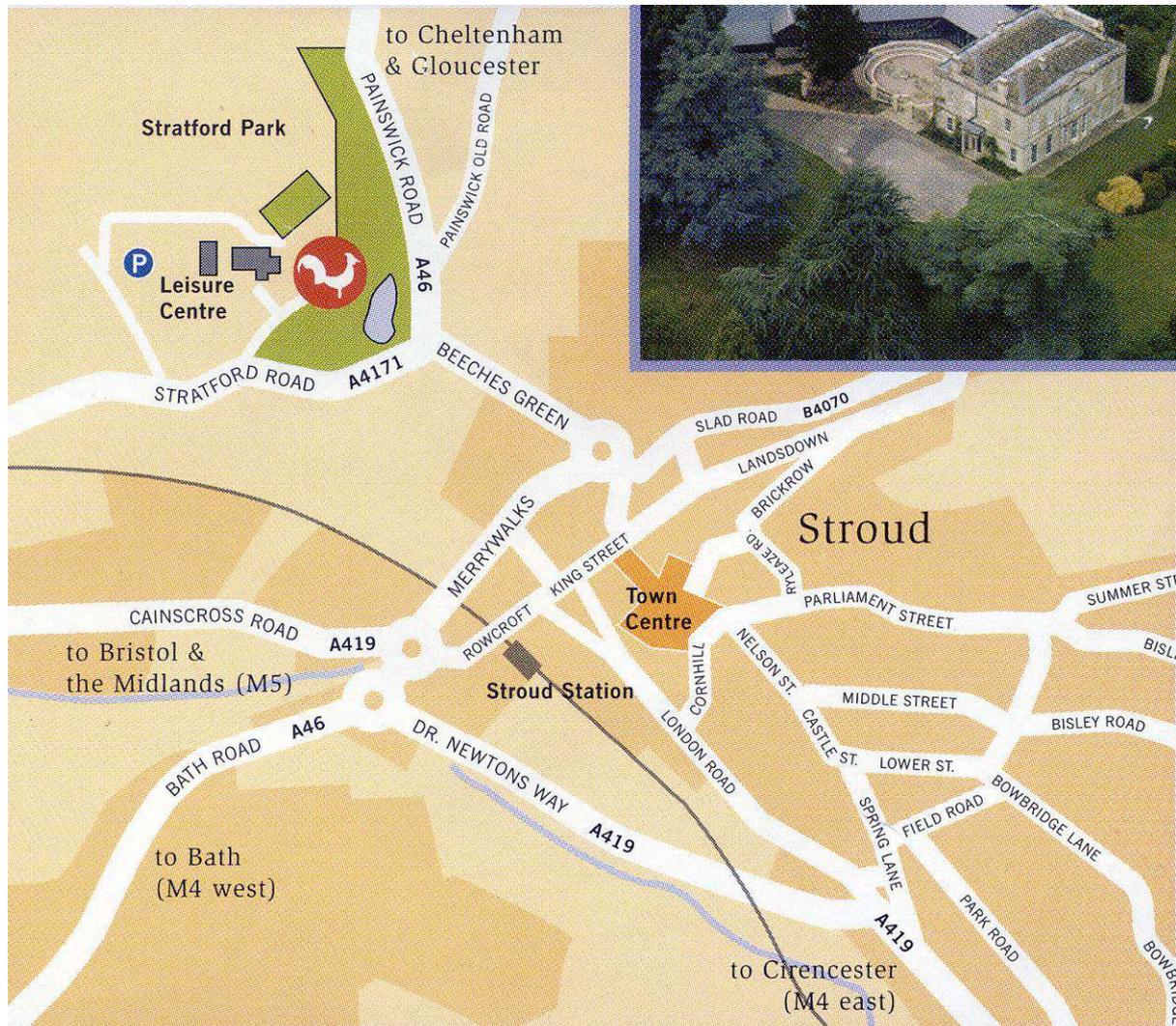
Museum: 01453 763394

Museum website: www.museuminthepark.org.uk

Museum email: museum@stroud.gov.uk

Finding us and parking

The Museum is situated in Stratford Park, Stroud.



Once in Stroud, follow the brown signs for Stratford Park. The nearest coach parking is at the top end of the car park at Stratford Park Leisure Centre. There is a walk of approx 5 minutes through the Park to the Museum. Parking is free of charge.

The Museum consists of a two-storey mansion house dating from C1600, housing the Museum's main displays, and a modern single-storey extension containing the 'Education Room' (Gallery 2), entrance foyer, shop, accessible toilets and baby changing facilities. There is an exhibition space, Gallery 1. There is a lift to the first floor of the mansion house.

Access

Opening times:

April to September

Tuesdays to Fridays 10am- 5pm
Saturdays and Sundays 11am- 5pm
Bank Holidays 11am- 5pm
Open every day in August

October to March

Tuesdays to Fridays 10am- 4pm
Saturdays and Sundays 11am- 4pm

The Museum is closed in December for essential maintenance, cleaning and conservation work.

Accessibility

There is wheelchair access throughout the entire Museum. Visitor Assistants are also available to help if you require any help. There is one manual wheelchair for use in the Museum; please call 01453 763394 to book. There is a disabled parking bay in front of the Museum courtyard, reached via a service road to the rear of the Leisure Centre. An induction loop system is in operation in some areas of the Museum for the convenience of visitors using hearing aids with a 'T' setting. Please see the floor plan for further information.

Admission

Entrance to the main Museum displays is free. Some special exhibitions have a small entrance fee, but visitors with disabilities, and their carers, have free access to all galleries.

There is a charge for any Museum-led learning sessions for schools.

Your Visit

Before your visit

The Museum Learning Officer will liaise with you to create a programme appropriate for your pupils. Confirmation of your booking will be sent by email.

You should arrange adequate adult support for activities, according to county education guidelines. Many classes benefit from extra help, especially during the active learning sessions, which will require some adult supervision. Please inform the Learning Officer of any special needs for individual pupils.

On arrival

Assemble at the entrance to Reception. A member of staff will greet you and advise you where to leave the children's coats and bags; at present, this is Gallery 2 or the Pavilion. Pupils may leave coats and bags in the room. If, for any reason, these spaces are not available, the Learning Officer will make other arrangements within the Museum galleries.

Breaktimes

Snacks and picnic lunches may be eaten in Gallery 2 or the Pavilion. No food or drink is allowed in the main galleries. In fine weather, Stratford Park or the Museum courtyard are both pleasant places for a picnic lunch.

Museum Shop

There is a small shop on the ground floor at Reception, which sells 'pocket money' - priced items. If you are planning to allow the children to purchase gifts, please mention this in advance so that we can build in some time during the day's activities.

Costs and Payment

Fees for Museum-led visits are £3.50p per pupil, with additional costs for any extra activities, eg, where an actor is used to portray historical characters. The Learning Officer will liaise with you to agree the fee.

An invoice will be sent to the school, following your visit.

Health and Safety during a School Visit

A copy of a generic Risk Assessment for School Visits will be sent along with this pack.

General safety measures:

- School staff and parents/carers are responsible for the supervision, welfare and behaviour of children at all times. Adult leaders should be aware of specific medical or behavioural conditions affecting group members.
- It is the lead teacher's responsibility to ensure that staff and children are fully briefed.
- Staff and children should be divided into small groups to explore the Museum. If older children are allowed to explore in unaccompanied small groups, then adult leaders must make the Museum staff aware of this and should set up a regular rendezvous.
- All adult leaders should carry both a list of the children in their group and a comprehensive list of all staff and children present at the Museum from their school.
- Duty Managers are trained in on-site emergency procedures and in dealing with vulnerable persons. Front of House staff members are trained in Health and Safety measures and Child Protection procedures. They can also advise about who to contact for First Aid and where First Aid kits are kept.
- All Visitor Assistants and Museum Volunteers have radio communication with reception staff and Duty Managers. There is CCTV coverage in all galleries. All staff are DBS-checked.
- For their own safety, children should not run in the galleries.
- Photographs of children may only be taken where parental consent has been given to the school.
- We advise that the teacher who is responsible for organising the trip should make a pre-visit to the Museum in the Park to establish the layout and content of the galleries and carry out their own risk assessment.