

Organising School Visits to our Museums

We hope you enjoy your visit and look forward to meeting you!

Brighton Museum • Booth Museum • Hove Museum • Preston Manor • The Royal Pavilion

Planning your visit

- Visit our website <https://brightonmuseums.org.uk> for ideas, trails, resources, worksheets, teachers' packs, and information to help you write risk assessments.
- Having lunch? Preston Manor and Brighton Museum have pre-bookable lunch-rooms. Please ask when booking your visit and please leave lunch spaces clean and tidy. All our Museums have outdoor public spaces nearby, suitable for picnics.
- Once your planned activities are over you are welcome to stay in the Museum to explore.
- All of our Museums have shops with a good range of pocket-money priced souvenirs.

Pre-Visits

- We strongly recommend that teachers visit our Museums before bringing a school party. Pre-visits for teachers are free and there's no need to book. Just come along any time during opening hours, tell the ticket desk that you're a teacher and the name of your school.

Cancellations and Late Arrivals

- If you are running late please call 03000 290903 and we will do our best to accommodate you. If you have to cancel your visit please let us know as soon as possible. We regret that we are unable to refund visits cancelled with fewer than 48 hours' notice.

Payment

- Payment on arrival is preferred but can also be accepted in advance. We accept all major credit and debit cards as well as cheques (made payable to Brighton and Hove City Council).

Access and Special Needs

- All areas of Brighton Museum, Hove Museum and the Booth Museum are accessible for wheelchair users and people with limited mobility. There is level ground floor access at the Royal Pavilion and Preston Manor (lift available from basement to ground floor only at Preston Manor). All our Museums have accessible toilets. Please inform us of any access or special needs requirements when booking.
- SEND School session will be adapted to suit individual needs and our Learning Assistant will liaise with you.
- Minibus and car parking is available for disabled group visitors at Brighton Museum, Royal Pavilion, Hove Museum and Preston Manor. Please book in advance and tell us the registration number of the vehicle when you make your booking. Advance booking is not necessary at Preston Manor or Hove Museum.

On Arrival

- Please ensure you arrive in good time.
- Upon arrival, leave your group outside whilst you go to the ticket desk at the main entrance of the Museum with your letter of confirmation and tell the member of staff at the desk exactly how many children and adults are in your group.
- When the paperwork has been completed, collect your group and enter straight into the Museum.
- If you have a booked session your Learning Assistant will meet you there.

Photography

- Photography is welcome throughout our sites except the Royal Pavilion. Some temporary exhibitions may have restrictions and these will be clearly displayed.
- Where any material is unsuitable for particular age groups or of a sensitive content, a warning sign will be clearly displayed.

Responsibilities and Expectations during your Visit

- Be mindful - of yourself, all our visitors and our objects.
- Be relaxed - drop your shoulders and take a deep breath.
- Be open - use your eyes, ears, nose and mind to explore and experience.
- Please try to:
 - maintain enough space in the walkways for other visitors to be able to get past
 - walk rather than run
 - be conscious of the noise you are creating and keep the decibels to a reasonable level
 - examine the exhibits without touching them, unless invited to do so by a Learning Assistant or Museum staff.
 - avoid eating and drinking outside the lunch-rooms or cafes.
- Please ensure that you have enough adults to provide adequate supervision for your group. Minimum staff ratio is 1:10 KS1+2, 1:15 KS3.
- Please bring a first-aider and complete your own relevant risk assessment.
- All visiting teachers have responsibility for behaviour throughout the visit, including sessions led by our Learning Assistants.
- Please stay with your group at all times and be responsible, in case of evacuation, for escorting your group to fire assembly points, taking the register, and reporting any missing person to Museum staff.

All visitors are expected to have a responsible attitude and show regard for the fabric of the museum, its contents and other visitors. We regret that any visitors behaving irresponsibly or seen to be a risk to the buildings, their contents and other visitors will be asked to leave.

Health and Safety

- All our Museums have staff trained in first aid but please bring a first aider of your own. If you need assistance during your visit please alert any member of our staff.
- Fire exits are clearly marked and all staff trained in evacuation procedures. Please ensure that everyone in your group understands the importance of following these procedures in the event of an evacuation.
- Please be aware we may need to do individual evacuation risk assessments for visitors with mobility issues and wheelchair. Please advise us in advance so we can ensure your safety.

Quick guide to facilities

	Shop	Mobility/ Wheelchair Access	Lunch room	Transport
Brighton Museum	✓	Fully accessible. 1 wheelchair lift	✓ must be pre booked	Bus routes: All routes via North Street and Old Steine Coach drop off: Church Street, BN1 1UD Rail station: Brighton + 10 minutes walk
Royal Pavilion	✓	Only accessible on ground floor	✓ located in Brighton Museum, must be pre booked.	Bus routes: All routes via North Street and Old Steine Coach drop off: Church Street, BN1 1UD Rail station: Brighton + 10 minutes walk
Hove Museum	✓	Fully accessible 1 wheelchair lift	X	Bus routes: 1, 6, 49. Coach drop off: New Church Road Rail station: Hove + 15 minutes walk
Booth Museum	✓	Only via rear entrance	X	Bus route: 27, 27a Coach drop off: Dyke Road Rail station: Preston Park +10 minutes walk
Preston Manor	✓	Only to ground floor and basement. 1 wheelchair lift	✓	Bus route: 5, 5A, Coach drop-off and free parking within the grounds Rail station: Preston Park + 10 minutes walk

For further information and to book please contact:
 03000 290903, visitor.services@brighton-hove.gov.uk
<https://brightonmuseums.org.uk>