

## School Visit FAQs

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

### **Can I visit one of the sites beforehand?**

Of course. Pre-visits for teachers are free. There's no need to book. Just come along any time during opening hours, tell the person on the ticket desk that you're a teacher and the name of your school. Please bring your school staff ID with you.

### **How many members of staff should I bring?**

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.

### **How do you support SEND pupils?**

Please read our Access & SEND FAQs

### **How can I prepare my class for the visit?**

Visit our website [brightonmuseums.org.uk](http://brightonmuseums.org.uk) for ideas and resources. You will also find pre-visit letters for our sessions on the website, which you can read out to your class before your visit.

### **After our session is over (or before it starts), can we stay in the Museum to explore?**

Yes, please do. School sessions at Preston Manor & the Booth Museum happen when the museum is only open for schools, so let us know when you book that you would like extra time

### **Is there anywhere for my class to have lunch before or after the session?**

Preston Manor & Brighton Museum have pre-bookable lunchrooms. All our Museums have outdoor public spaces nearby, suitable for picnics.

### **Can my class buy souvenirs of their visit?**

Yes. All of our Museums have shops with a good range of pocket-money priced souvenirs.

### **What happens when we arrive?**

Upon arrival, please leave your group outside whilst you go to the ticket desk at the main entrance of the Museum with your letter of confirmation. You'll just need to 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.

### **Are there toilets?**

All the Museums have toilets which are easy to find. If you require a toilet visit before your session starts, please make sure you arrive in good time. All our Museums have accessible toilets. In the Booth Museum this is accessed via a lifting platform operated by our staff.

### **Is there anywhere to leave coats?**

Unfortunately we currently do not have any coat racks or lockers for schools to leave their belongings whilst visiting. Coats can be removed for comfort during taught sessions.

### **Can we take photos?**

You're welcome to take photos throughout our Museums. Some temporary exhibitions may have restrictions and these will be clearly displayed.

### **Is there anything unsuitable for children in your museum?**

If any material in our Museums is considered to be unsuitable for particular age groups or contains sensitive content, this will be clearly signposted.

### **What are your guidelines for children visiting on their own?**

We welcome all unaccompanied children aged 14 and over to all our sites. Children under the age of 14 will need to be accompanied by a person aged over 16. 14-18 year olds visiting independently require proof of Brighton & Hove residency – eg bus pass or school uniform.

### **Do any of your sessions contain human remains?**

Yes. The Skeletons session at the Booth Museum contains human bones. Children are invited to handle the bones as part of the session. We advise schools to make parents and carers aware of this before the visit. [www.brightonmuseums.org.uk/about-us/policies-plan/](http://www.brightonmuseums.org.uk/about-us/policies-plan/)

### **How do you plan your sessions?**

We have a team of Teacher Ambassadors from 5 local schools who work alongside us to develop and pilot all of our sessions and resources. They represent KS1 / 2 and SEND schools.

### **What if I need to cancel our visit ?**

If you have to cancel your visit please let us know as soon as possible. We are happy to issue a prompt refund for visits cancelled with minimum 48 hours' notice. However, we regret that we are unable to refund visits cancelled with fewer than 48 hours' notice.

### **What happens if we are late?**

We advise that you arrive at least ten minutes before the session's start time. If you realise that you're going to be late, please let us know as soon as possible by calling 03000 290903. Although we will do everything that we can to accommodate your group, please bear in mind that our Museums can be busy and we may have another school arriving for a session straight after yours. We may have to offer you a shortened session or a slot later in the day.

### **What extra COVID19 safety measures will be taken at your sites to ensure visitors and staff are protected?**

The safety of our visitors and staff is our priority and we will continue with the following measures:

- It is a legal requirement for all adults and children over the age of 11 to wear face masks in our buildings unless except.
- We suggest that all adults coming on a trip do a Covid19 lateral flow test in the 24 hours before they come.
- We will continue to encourage safe distancing and will provide clear signage to remind staff and visitors.
- Screens will protect visitors and staff at key till points. Where appropriate, our staff will also be provided with PPE.
- We will continue to provide hand sanitiser dispensers for visitors across our sites.

- We will continue with our regular cleaning regime. We will continue to regularly sanitise touch points, including handrails, door handles and high traffic areas. Toilets will be frequently cleaned and monitored by staff.

### What if someone in our group needs first aid?

If you need assistance during your visit please alert any member of our staff. We have first aid procedures in place and can assist you. Please also bring a first aider of your own.

### Are there any other health & safety issues I should be aware of?

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 users to ensure we can evacuate everyone safely. Please advise us in advance so we can plan with you. Please be aware some of our buildings are very old and have steep staircases, low ceilings and uneven floors.

### Are your sessions risk assessed?

Yes. They are available on our website.

### Do you have public liability insurance?

Yes. Please contact us if you need more information.

### Do you have a Safeguarding Policy?

Yes. [www.brightonmuseums.org.uk/about-us/policies-plan/](http://www.brightonmuseums.org.uk/about-us/policies-plan/)

### How can my class help to keep themselves and other museum visitors safe and comfortable during our visit?

We ask all visitors to be mindful of other visitors during their visit. This means remembering to walk, being mindful to not knock into things, giving everyone space to enjoy the exhibits and keeping noise levels comfortable. Food and drink must only be consumed in the designated area. Please do not touch anything unless invited to by staff. We regret that any visitors seen to be a risk to the buildings, their contents and other visitors may be asked to leave.

### How do I get to your sites?

	Brighton Museum	Royal Pavilion	Hove Museum	Booth Museum	Preston Manor
<b>Bus</b>	All routes via North Street and Old Steine	All routes via North Street and Old Steine	1, 6, 49	27, 27a	5, 5A
<b>Coach</b>	Church Street, BN1 1UD	Church Street, BN1 1UD	New Church Road	Dyke Road	Coach drop-off and parking within the grounds
<b>Train station</b>	Brighton + 10 minutes walk	Brighton + 10 minutes walk	Hove + 15 minutes walk	Preston Park +10 minutes walk	Preston Park + 10 minutes walk