

## School Workshops at the Museum of Somerset

Thank you for booking a learning workshop at The Museum of Somerset.

For the experience to run smoothly, please adhere to the following guidelines both before and during your visit:

- Prior to visiting the museum, please let us know if there are any allergies or SEN requirements within your class.

If you arrive at the museum by coach, please disembark at the drop-off point, then proceed through the Castle Gateway and towards reception.



**NB: This area is for drop-off only, and the coach will need to find a parking space elsewhere.**

- There is a rear pedestrian entrance, this is accessed via Goodland Gardens and from Tangier Way, North Street and Castle Street. There is no coach parking on this side however.

## **School Workshops at the Museum of Somerset**

- Upon arrival, please let the museum reception staff know that you have arrived. The Learning Officer will meet you and your pupils in reception.
- For the duration of your visit teachers and school staff are responsible for the pupils. Please supervise them at all times whilst on site.
- Teachers and adults in your group will need to be actively involved in the workshops. The Learning Officer will make clear the roles required by school staff/parent helpers during your visit, and more details can be found in your pre-session information document, however, if you have any questions, please let us know.
- Your workshop will begin and end at the allocated times: if you require a break, please inform us prior to your visit.
- During the workshop, pupils will divide into smaller groups and complete a carousel of activities. Please see the workshop information for exact number of groups and activities. If you could decide upon these groupings before the session begins, then that would be very helpful.
- **Pupil-to-adult ratios** for our sessions are as follows. 1:4 for reception groups; 1:6 for Key Stage 1 groups; 1:8 for Key Stage 2 groups; 1:10 for Key Stage 3 and above. These ratios do not include 1:1 support. You are welcome to bring more adults if you wish.
- Teachers are encouraged to make a **pre-session site visit**, to prepare more fully for your trip to the Museum of Somerset. There is a gift shop on site should you wish pupils to bring pocket money with them. Please contact us using the below information if you would like to arrange a pre-session site visit.

We hope you enjoy your workshop and look forward to working with you again in the future.

If you have any questions, please don't hesitate to contact us on [learning@swheritage.org.uk](mailto:learning@swheritage.org.uk) or via 01823 347451.

***Many thanks, and we look forward to seeing you soon!***