

# Maidstone Museum Schools Workshop Booking Information

## Information required when requesting availability for a school visit to or from Maidstone Museum.

Please send all these details through via email and one of the team will get back to you with available dates.

### Visits to the museum;

We can currently accommodate up to 3 classes per day in the museum doing a maximum of 2 workshops each. This is subject to staff availability.

**Outreach;** we are able to deliver up to 4 workshops per day. This can be on more than one theme.

<b>Today's Date;</b>	
<b>Visit to museum (IN) or Outreach (OR);</b>	
<b>School Name, address and contact number;</b>	
<b>Bookers name and contact email;</b>	
<b>Year group;</b>	
<b>Number of classes and number of children;</b>	
<b>Workshop/s interested in;</b>	
<b>Preferred dates;</b> (please give several in order of preference) nb; we are closed on Mondays for visits to the museum. Mondays are available and preferred for outreach.	
<b>Access issues;</b> please include SEN/ access details that might affect location of workshop. Eg wheelchairs etc	

Sample timetable for the day; (based on 2 workshops being booked)

	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>
<b>10.10-11.10</b>	Workshop 1	Museum time	Workshop 2
<b>11.15-12.15</b>	Workshop 2	Workshop 1	lunch
<b>12.15-13.00</b>	lunch	Lunch	museum time
<b>13.00-14.00</b>	Museum time	Workshop 2	Workshop 1
	One class		
	Two classes		
	Three Classes		