**Information required for booking a visit INTO the museum or an OUTREACH to your school.**

Visits INTO the museum; We are able to accommodate up to 2 classes per day, on Wednesday - Friday each week (term time)

OUTREACH visits to your school can take place Tuesday – Friday each week.

*Virtual sessions are also available on Monday – Wednesday (see separate booking sheet for this)*

For workshops and crafts available see separate leaflet.

Please complete the below information and send it to [museumeducation@maidstone.gov.uk](mailto:museumeducation@maidstone.gov.uk)

Bookings are confirmed via a confirmation document sent to you. Please allow 3-5 days for us to respond as we are often delivering these sessions.

Type of visit; IN (into museum) OUTREACH (we come to school)

Date preferred; (give a couple of options)

School name and address;

School/finance email – for invoice to be sent to *(this is sent at the end of the month of visit)*;

Contact name and email;

School phone number;

School DFE/URN number;

Year Group;

Number of classes;

Number of children;

Workshop/s;

Any special requirements eg SEND/wheel chairs etc (this will allow us to adapt the location or access of resources in the session);

Please do come for a previsit before your trip to us – we are free to enter.

Opening times; 10am-4pm (last entry 3.30) Wed - Sat during term time

10am-4pm (last entry 3.30) Mon-Sat excluding bank hols during holidays.

Costs;

Visits IN to the museum;

Workshop; £90 for up to 32 children.

Additional class/workshop/craft; £70

OUTREACH to your school;

1 Workshop; £180

1 workshop + craft or 2 workshops; £250

2 workshops + 2 crafts or 4 workshops; £400

3 workshops; £325

3 workshops plus giant\* craft; £475 \* giant = all children do craft at same time in hall