**Information required for booking a visit INTO the museum for workshops or self-led or an OUTREACH to your school. (updated April 2024)**

**Visits INTO the museum;** We are able to accommodate up to 2 classes per day for up to 2 workshops each or 3 classes for 1 workshop each, Wednesday – Friday.

**SELF-LED Visits**: We are also able to accommodate self-led visits Wed-Fri. These need to be booked in advance.

**OUTREACH visits to your school**; these can take place Tuesday – Friday

*Virtual sessions are also available on Tuesdays - see separate request form for this.*

For workshop details and crafts available please look on the website <https://museum.maidstone.gov.uk/learn/schools/>

Please complete the below information and send it to museumeducation@maidstone.gov.uk *(missing details may hold up your booking)*

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

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| --- | --- | --- | --- |
| **Type of visit:** | **IN** (into museum)  | **OUTREACH** (we come to school) | **SELF-LED** |
| **Date preferred:** (give a couple of options) |  |
| **Contact name and email:** |  |
| **School name & address:** |  |
| **School/finance email – for invoice *(this is sent at the end of the month of visit)*:** |  |
| **School phone number:** |  |
| **School type: (please circle)**  | **Academy / Local Authority / Free / SEND / Other** |
| **Add to mailing list for schools offers:**  | **Yes / No** |
| **School URN and DFE Number:** | **Academy Trust Name: (if applicable)** |
| **Class information** | **Year Group:****Number of classes:****Number of children:** |
| **Workshop/s requested** |  |
| **Any special requirements:**Eg SEND/wheelchairs/minibus parking/lunchroom for self-led visit |  |

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**: *(applies to bookings made from 1 April 2023)*

**Visits IN to the museum:**

Workshop: £90 for up to 32 children.

Additional class/workshop/craft: £75

Self-led visits are free.

Lunchroom (for self-led visits) £20

**OUTREACH to your school:**

1 Workshop: £200

1 workshop + craft or 2 workshops: £275

2 workshops + 2 crafts or 4 workshops: £450

3 workshops: £350