

Planning Your Visit to



Maidstone Museums

A guide for teachers and group visits

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**ARTS COUNCIL
ENGLAND**





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This booklet gives you the information you need to plan a safe and useful visit that works for your school.

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Booking your Session

To book your visit or to speak to the Learning Team, contact us on e; museumeducation@maidstone.gov.uk t; 01622 602853 or 602835

There are **three** kinds of visit you can book:

- 'WORKSHOPS' - 60-minute sessions led by our Learning Team on a wide variety of topics. Prices from £95 per class.
- 'VISIT ONLY' - no led session or use of museum resources. These visits still need to be booked and confirmed. Free.
- 'OUTREACH' - we come to your school and deliver requested workshops. Prices from £200.

Once your booking is requested, we will send confirmation of workshop topics, times and prices. Please check the information before signing and returning form to us to secure booking.

Please do not send any payment until you have received an invoice from MBC. Invoices are sent at the end of each calendar month and should be paid within one month of receipt. If payment is not received within the timescale set on the invoice, we will not be able to take further bookings until debt is cleared.

Maidstone Museum Schools Workshop Booking Information

Information required when requesting availability for a school visit to or from the museum. Please send all the details below 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 1 workshops each, 2 classes doing up to 2 workshops each, or 1 class doing up to 2 workshops each. This is subject to staff availability. Self led visits are also available to book.

Outreach:

We are able to deliver up to 4 workshops per day. This can be on more than one theme.

Please see the website for full workshop information and booking request forms.

Website; www.museum.maidstone.gov.uk/learn/schools/

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

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

What to expect on the day

Arrival

When you arrive, you will be welcomed by one of the team. Please go to the courtyard at the front of the museum (not the main glass doors) and line your classes up. If you have booked a workshop, you will be shown where to store coats/bags and where your activities will be taking place. A schedule will have been sent when you booked and these are the times we base the day on. Please bring a copy with you.

During your visit

- **SUPERVISION**— Please ensure that pupils are supervised at all times. If you have booked a workshop, this will be led by a member of the Museum Learning Team. Learning staff will concentrate on inspiring your group with objects and will encourage pupils to engage in active enquiry by handling the artefacts and replicas and asking questions. Teachers are expected to take responsibility for pupils' behaviour and should be present at all times to ensure that everyone gets the most out of a session. Please see ratio requirements.
- **SAFETY**—For the safety of your group and other members of the public in the galleries, please ensure that pupils walk sensibly through the Museum and are discouraged from running, splitting up from the rest of the group or causing damage to displays. Please be aware there are a lot of stairs and levels. Please also see health and safety.
- **LUNCH**—You are welcome to bring packed lunches and space is automatically allocated when workshops are booked. Please note lunch times may vary between 30 min to 1 hour depending on number of classes attending. We have 2 rooms for lunches—one is the main studio where workshops take place. The other is our smaller Ancient Lives room, also used for some workshops, but mainly used as a picnic style lunch room, with mats/cushions provided. Please return these to the bags when finished with the room. If you are coming for a visit only and require lunch space, please book this in advance as it may have already been booked by another school. To preserve the collections no food or drink can be consumed outside the designated areas. If the weather is good, you are welcome to sit in Brenchley Gardens for a picnic.

Your Visit to Maidstone Museum—a summary

Before your visit;

Pre-visit;

We recommend you make a pre-visit before bringing your class. Please check the website for current opening hours. If you would like to talk to one of the team about your visit, please arrange a time by calling 01622 602853

Trails;

If you would like trails/quizzes to use on your visit, please contact us before your visit and they will be emailed through to you.

On the day of your visit;

Arrival;

We open at 10am. We cannot accommodate entry before this time.

Please have your classes divided into class groups (if more than one class).

On arrival please go to the courtyard entrance, which is via the courtyard at the front of the building, where you will be met by a member of the team.

We provide a trolley for coats and bags – children must leave all of their bags and coats on this trolley.

No food or drink can be consumed around the museum. Please ensure children don't take food/drink around with them. Food and drink can only be consumed in a pre-arranged lunch room.

Around the museum;

Remind children that the museum is a public place and to be aware of members of the public who may be in the galleries. Also please be aware your school may not be the only school in the museum.

We don't ask children to be silent, we want them to talk about what they can see. Please be aware, however, that sound does travel around some parts of the museum, and to be considerate to other visitors.

We like the children to explore the museum - please ensure children are accompanied by an adult at all times. When gathering children into a whole class, please gather in the canoe gallery or great hall, not outside the classroom. Please don't block doorways or thoroughfares.

Ask questions – museum staff are on hand to answer questions about our galleries.

Please try not to lean on the cases when completing sheets. Clipboards are available on request.

Clay/Craft;

If you are having an additional craft workshop please **bring a box** with you to take your group's clay/craft back to school. We will provide all materials and tools needed, but do not have a supply of boxes!

Shop;

Please visit the shop in small groups (6-8 children) supervised by an adult during your museum time. Please be aware the shop only takes card payments.

Photography

Photography is allowed for personal/school use. Photography may not be allowed in certain areas – there will be notices advising you of this. Please don't use a flash.

If you have any queries about your visit, please do not hesitate to contact us. We look forward to meeting you!

Roz Meredith ~ Learning and Events Officer

t 01622 602853

e museumeducation@maidstone.gov.uk

Adult / pupil ratios

During your visit, pupils will be encouraged to ask questions, handle artefacts and enjoy themselves. We ask you to be responsible for their supervision, so please ensure that you bring enough teachers and adult helpers with you on the day, following the recommendations below.

Nursery/Reception - min. 1 to 5

Key Stage 1 (Y1 and Y2) - min. 1 to 5

Key Stage 2 (Y3 - Y6) - min. 1 to 6

Secondary (Y7 - Y11) - min. 1 to 10/15

Post 16 - min. 1 adult per booking, recommended 1 to 30

RATIO: Why a ratio of 6:1 children to adult (KS2) 5:1 children to adult (KS1)?

We have decided to set these ratios to allow children the best access and safest interaction within our museum. The museum buildings date back to the 1500's and have had many additions to it over the following centuries. These additions mean that there are a lot of smaller galleries and additional step access to these galleries. During the 'museum time' part of a visit, children are encouraged to explore the museum along with their group adult. It should be noted that at this time, children will come into contact with members of the public who will also be enjoying a visit to the museum. We feel that the children's safety is paramount at all times and that a ratio of 1:6 ks2 and 1:5 ks1 means that numbers are more manageable for teachers/adults. Many of our workshops are based in the classroom but several of our workshops are gallery based, meaning they take place in a relevant gallery, and involve group activities where an adult is required to support the group. In these cases smaller groups are obviously more beneficial. As we believe the safeguarding of children is paramount, and in order for the visit to be most beneficial, we feel this ratio is best.

Self Led Visits and Working in the Galleries

Please remember that you are responsible for your group's care and discipline throughout the visit. Please be considerate of other visitors and other school groups. Older secondary pupils may be working independently in our museum. We expect them to behave sensibly and remain the teachers' responsibility. Younger children must remain with an adult at all times. We welcome groups using workbooks, clipboards and similar items in the galleries. Groups using art materials are welcome to use pencils, pencil crayons. We ask you *not to use* felt tip pens, fountain pens, watercolours, oil paints, charcoal sticks or fixative sprays. We do not supply pens, pencils or clipboards. If you would like copies of our trails and activity sheets, please request these at time of booking and they will be emailed through to you.

Please take care not to touch objects or display cases with art materials, or to lean on the cases when drawing or writing. Please do not leave items unattended. Please take care not to block any routes or fire exits.

Accessibility

Physical Access;

We are working hard to provide physical access to as much of the Museum as possible, but please remember that as a Listed Building, much of it dating from the 16th century, access to some areas is difficult.

We have wheelchair access to the majority of the ground floor with accessible toilets. There is access via a lift to the first floor giving access to the temporary exhibition areas, art gallery, Japanese gallery and Glass Room. There is lift that gives access to the Ancient Lives, Explorers and Archaeology galleries. There is a lift at the steps by the Queens Own Gallery—please ask for assistance with this lift. There is a flex step that turns from steps to a lift to help access to Local History, Lives in our Landscape and Costume/toy galleries. This should be operated by an adult.

Galleries without wheelchair access are: Dinosaurs and Natural History

Gallery Closures; Every attempt is made to keep galleries open, but on occasions areas are closed for cleaning, maintenance or redevelopment. Where practical we will notify you in advance.

Light levels; In some areas of the museum light levels are reduced in order to protect the objects from damage.

Sounds; Some galleries have sounds in them. Dinosaurs has a dino roaring sound. The Great Hall has a Tudor style music track that plays when motion is sensed. Temporary exhibitions may have an audio soundtrack or videos playing. Ancient Lives has a video and audio tracks playing via head sets and a tv screen. Lives in Our Landscape has various audio noises and talking. Ear defenders are available to borrow from the Learning Team or main reception.

SEND Access;

Visit planning boards; We have created a PECs style visit planning board for those with SEND. We have a few mini clipboards available to borrow during your visit or you can print out your own set of cards on the next 3 pages. These pictures are the same as the gallery symbols on the museum map.

We have also created a visual story of the route around museum that has recently been updated following Covid guidelines. This can be found on the website at <https://museum.maidstone.gov.uk/visit-us/accessibility/send/>

Fidget Back Packs;

We have a few backpacks of fidget toys, magnifier, timer, visit planning board and ear defenders that can be booked for use during your visit. These are aimed at SEND children who may find the length of time the rest of their group are exploring the museum a little harder to manage. Please book at time of main booking.

Toilets;

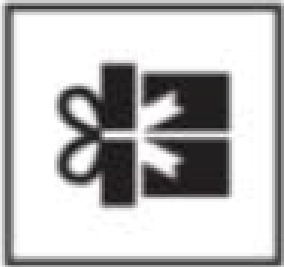









Toilets are near the main entrance to the museum. There are male and female toilets as well as an accessible toilet. There is also a second accessible toilet can be found near the second lift to Ancient Lives. Children should be supervised when accessing the toilets as these are also used by the general public. They should be left clean and tidy after use.

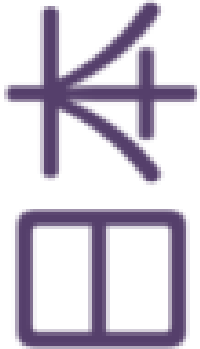

Photography




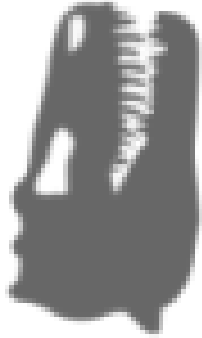

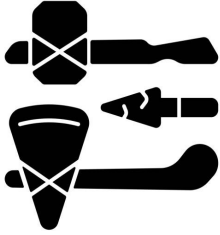

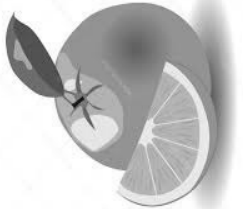





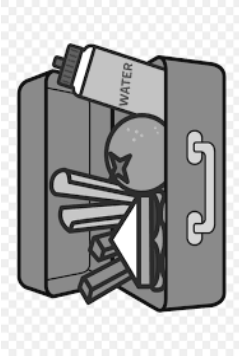

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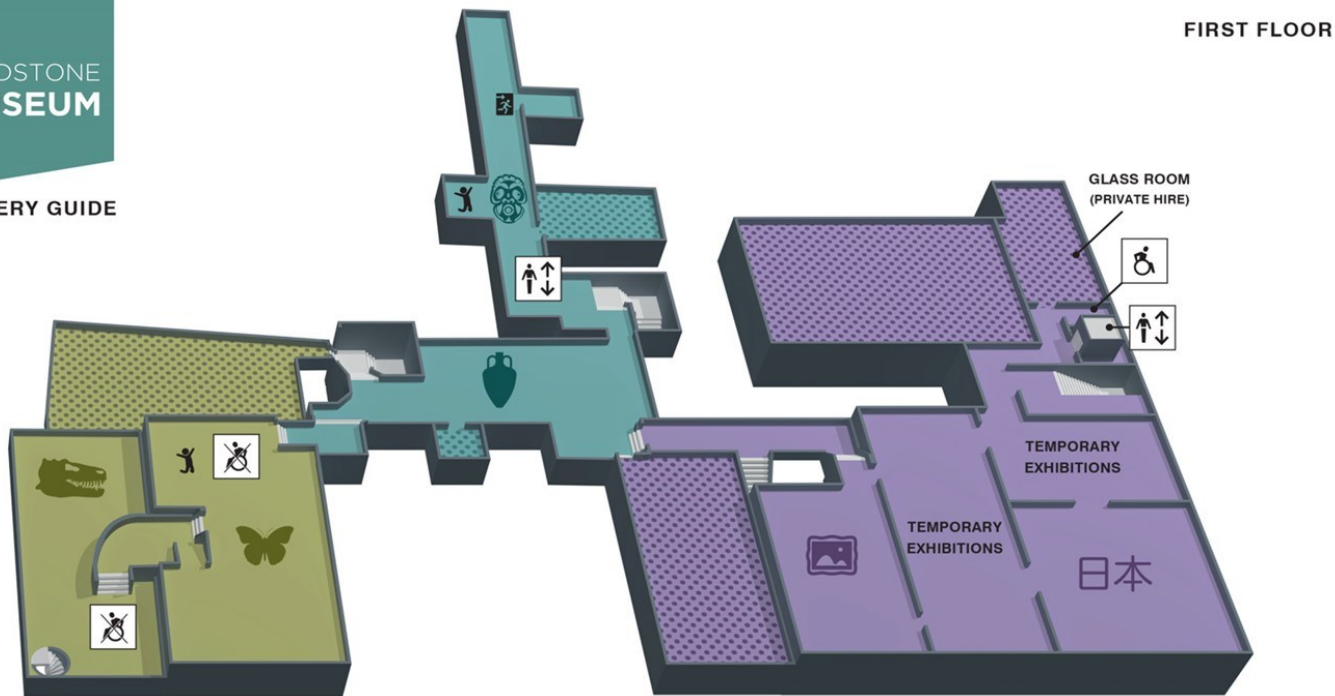
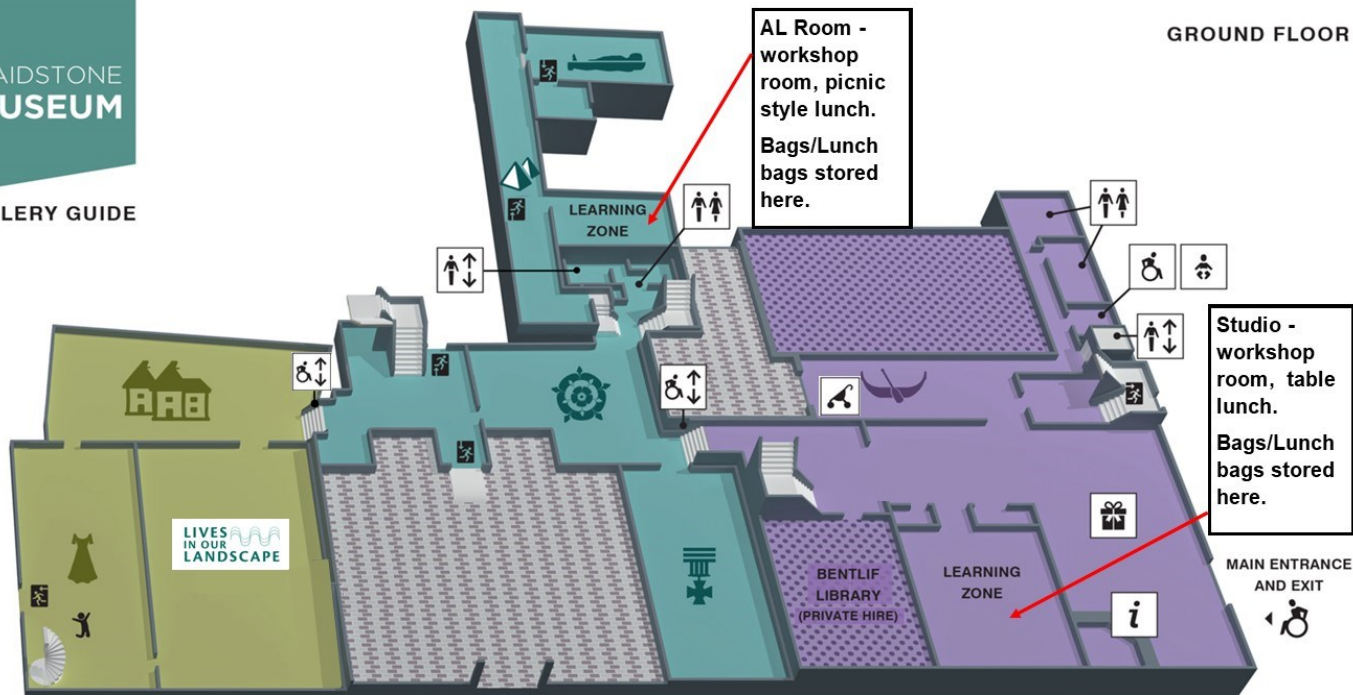
Picture/Symbol cards for individual communication boards - symbols match those on our museum map. Print, laminate and cut out to add to personal boards before visiting the museum.

3rd page shows workshops your school may be booked in to do.

	Shop		Toilet		Quiet Zone		Collectors Gallery		
	QORWK		Tudor Great Hall		Lift		Explorers Gallery		Archaeology

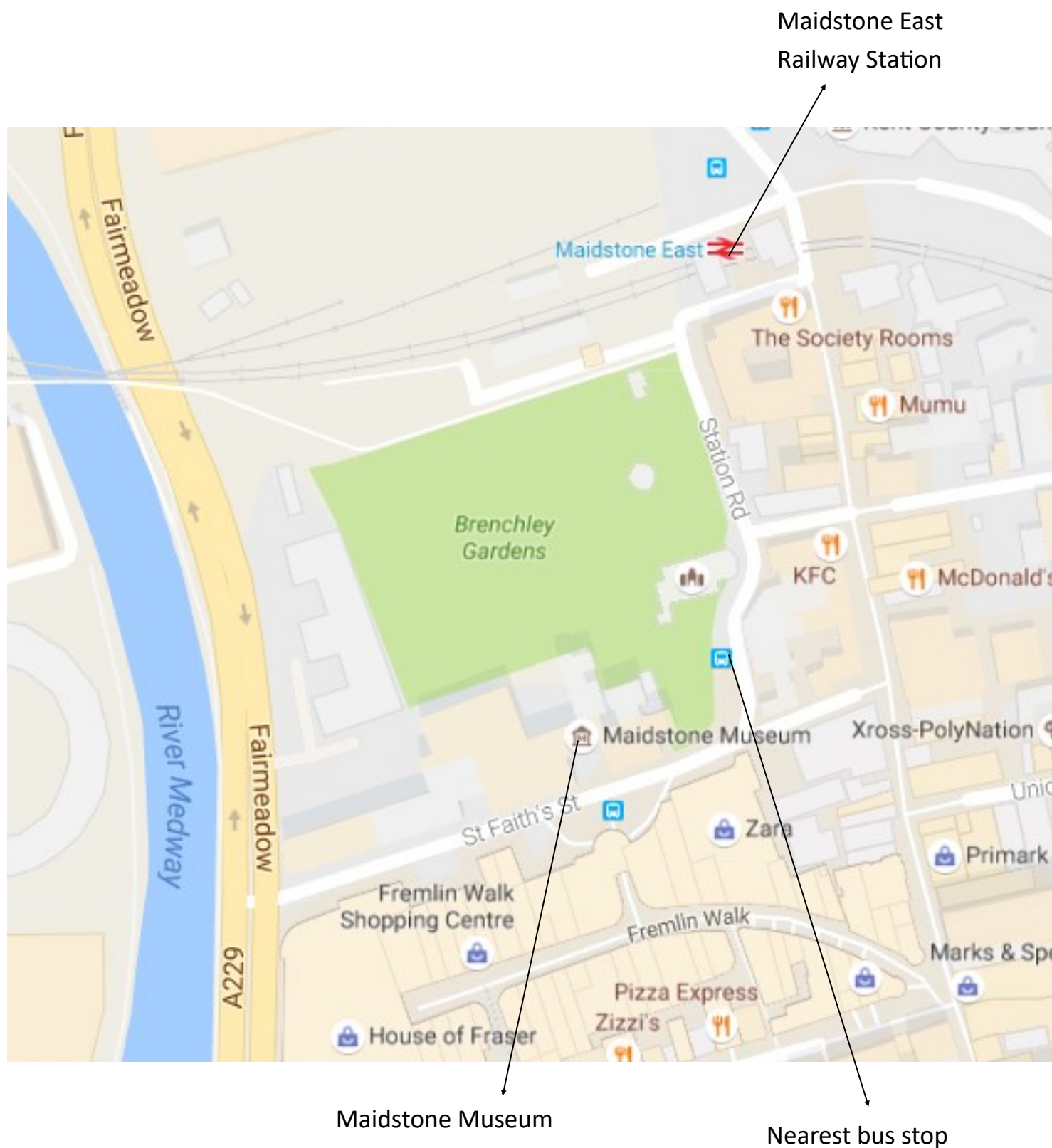
 <p>Art Gallery</p>	 <p>Japanese</p>	 <p>Natural History</p>	 <p>Dinosaurs</p>	 <p>Local History</p>	
 <p>Westspace</p>	 <p>Costume</p>	 <p>Ancient Lives</p>	 <p>Ta Kush -</p>		

	<p>Local History Workshop</p>		<p>Peg Doll Craft</p>		<p>WW2 Workshop</p>
	<p>Dinosaurs Workshop</p>		<p>Clay Craft</p>		<p>Stone Age Workshop</p>
	<p>Natural History Workshop</p>		<p>Oranges Craft</p>		<p>Anglo Saxon Workshop</p>
	<p>Greek Workshop</p>		<p>Toys Workshop</p>		<p>Roman Workshop</p>
	<p>Art Detectives</p>		<p>Lunch</p>		<p>Egyptian Workshop</p>



Location Map

There is no parking at the museum for coaches. The nearest coach park is at Sittingbourne Road car park. We are able to accommodate up to 2 mini buses but spaces must be booked in advance. If coming by train, Maidstone East is a 5 min walk away through Brenchley Gardens. We advise coaches to stop at the bus stop to drop off. This is a one minute walk to the entrance.



Cancellation policy

If a booking is cancelled less than four weeks before the allocated time, you will be charged for 50% of the fee.

If a booking is cancelled less than 2 weeks before the allocated time you will be charged 75% of the fee.

If a booking is cancelled less than 1 week before the allocated time or simply do not turn up on the day, you will be charged the full amount.

Rescheduled Bookings

Bookings can be rescheduled at any time to take place in the same academic year, but a minimum of 2 weeks notice is required.

If less than 2 weeks notice is given you will be charged 25% of the fee.

The cancellation policy applies to rescheduled bookings.

The reasons we have a cancellation policy are as follows:

Much staff time and energy goes into the booking and planning of each workshop or group visit.

Resources may have been bought and prepared well in advance of the session, therefore incurring cost.

It may be that we have had to turn away another group who wanted to book a workshop visit in that time slot.

If you have any questions, please speak to one of the Learning Team:

01622 602853 museumeducation@maidstone.gov.uk

Emergency Procedures

Medical Emergency

If there is an emergency while you are in the building, contact a member of the museum team. Please note, there should be a first aider within the adults on your trip.

Fire Alarm

If the fire alarm sounds – a loud continuous bell:

- Lead your group quietly to the nearest fire exit. If you are with a member of the team they will lead you out and to the assembly point in the Bandstand in Fremlin Walk opposite the museum.
- Do not stop to collect coats and bags.
- Do not use the lifts.
- There are safe refuge areas for wheelchair users at the exits from upper floors.

Museum Staff will be around to advise you.

- If you have any problems contact the Chief Fire Marshal (wearing a bright yellow waistcoat labelled Fire Marshal) once in the Bandstand in Fremlin Walk opposite the museum.
- Do not re-enter the building for any reason.
- Staff will advise you when it is safe to return.

Risk Assessment

See separate document - on the website or available on request.