

School visits

Notes for teachers



Thank you for booking a visit to London Transport Museum. The information and advice on these sheets will help you have a great day out.

Please arrive at the Museum at your allocated time, any delay may mean you miss your scheduled activities.

If you have to cancel your visit, or need to rearrange, please call the Museum booking office immediately on **(020) 7565 7298**

Before your visit

- ♦ Complete a booking form and return it to us – your visit is only confirmed once we receive the completed form.
- ♦ We strongly recommend that you make a preliminary visit to the Museum to familiarize yourself with our facilities and displays. These visits are free, simply speak to the Museum bookings office to organize your visit.
- ♦ Photocopy your visit timetable and distribute it to all adults.
- ♦ Check our website for supporting materials, including gallery activity sheets and classroom activities.
- ♦ Complete a risk assessment for your visit. Please refer to the health and safety information included here.

During the visit

- ♦ You will be met on arrival by a member of staff who will welcome your group, deal with coats and lunches and check your timetable.
- ♦ You will be given maps to the Museum which identify all relevant areas, including the education room, lunch area and toilets.
- ♦ Your unique daily timetable will ensure that you are in the right place at the right time.
- ♦ Divide children into small groups, each with an adult helper. Make sure that each group has a copy of your daily timetable, map and activity sheets.
- ♦ Please arrive a few minutes before the start time for any activity or lunch. We cannot allow sessions to overrun.
- ♦ Your group will have a booked time in a hands-on area (primary and SEN groups only). Please do not use these areas outside your timetabled slot, as other schools will be booked in.
- ♦ Your group will have been given a slot in our lunch room (primary and secondary groups only). Please ensure that you arrive promptly to start at the allotted time.
- ♦ Leave plenty of time for departure (toilets, coat and bag collection).

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Schools Visits Service, London Transport Museum, Covent Garden Piazza, London WC2E 7BB

Tel: (020) 7565 7298

Fax: (020) 7565 7258

Email: bookings@ltmuseum.co.uk

Web: www.ltmuseum.co.uk

Shop

The Museum shop is full of great souvenirs, and is always popular. In order to avoid overcrowding, all school groups have been allocated a specific time slot for visiting the Museum shop. Please stick closely to your scheduled time.

Please take supervised groups of no more than 10 children at a time into the shop.

Travelling to the Museum

Schools in the Greater London area can apply for free public transport when making visits to museums within the GLA. For more information and to apply online, visit www.tfl.gov.uk/schoolparty

Further information

For more information about activities for school groups and our range of educational resources, visit the museum website www.ltmuseum.co.uk/learning or call the Museum booking office on (020) 7565 7298.

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