



## Organising School Visits to Lynn Museum

### Planning your visit

- You can find full details of our offers for schools and information for writing **risk assessments** on our website: [www.museums.norfolk.gov.uk](http://www.museums.norfolk.gov.uk)
- Museum **opening hours** are Tuesdays to Saturdays, 10am to 5pm.
- We can provide **areas for lunch** on request – indoors or, in fine weather; you may like to picnic in The Walks Park which is a short walk away.

### Pre-visits

We strongly recommend you visit Lynn Museum before bringing a school party. You are welcome to visit for FREE without pre-booking when the museum is open to the public. You will be asked for your name and school.

**Bookings**      Melissa Hawker 01553 775001 or [melissa.hawker@norfolk.gov.uk](mailto:melissa.hawker@norfolk.gov.uk)  
Please book your visit in advance.

### Admission and payment

<i>Norfolk County Council schools</i>		<i>Other schools</i>	
Pupils	free	Pupils	free
Accompanying adults	free	Accompanying adults	free
Workshops and events	charges apply	Workshops and events	charges apply
Payment by journal transfer after the visit.		Payment on the day by cash, card or cheque payable to "Norfolk County Council".	

### Cancellation policy

If you need to cancel your booking please give 21 days notice in writing. Failure to do so may result in a cancellation fee.

### Access requirements

There is level access to Lynn Museum. Please let us know in advance if a hearing loop will be needed. Our website has full details: [www.museums.norfolk.gov.uk](http://www.museums.norfolk.gov.uk) go to the Lynn Museum page and click on 'Access and facilities' on the right hand side.

### On the day

- Consult with your coach driver to determine to **drop off / pick up** points. Most coach drivers are happy to drop off outside the museum.
- **On arrival** you will be met by a member of staff. The group leader will be asked to sign in and record the number of students and adults in the party. You will be directed to the cloakroom and lockers and, if you are staying for lunch, shown where this will be. You'll then be directed to the meeting place for your introduction.
- **The Museum Shop** has a range of pocket money priced souvenirs.

### **Running late?**

If you are taking part in an event or workshop and your arrival time is delayed for any reason please call Lynn Museum on 01553 775001.

### **Responsibilities and expectations during your visit**

*The group leader* has responsibility for adult helpers and for:

- briefing students and adult helpers before the visit on health and safety (see Risk Assessment Information), and on roles and responsibilities (see below).

*All visiting teachers* have responsibility for:

- their pupils' behaviour throughout the visit including led sessions and breaks
- sole responsibility for the welfare of their pupils during breaks and lunchtimes.

*Adult helpers* are expected to:

- assist the teachers who are responsible for pupils' behaviour
- stay with their group at all times, especially during breaks and lunchtimes.
- be responsible, in case of evacuation, for escorting their group to fire assembly point, taking the register and reporting any missing person to museum staff.

*Students* are expected to have a responsible attitude and show regard for the fabric of the museum, its contents and other museum visitors.

### **Departing the museum**

When you are ready to leave, we recommend you phone your driver to check the coach is waiting for you. If there's a delay you'll then be able to wait in the museum rather than on the roadside.

### **After your visit**

We will email or post you an evaluation form to complete and welcome your comments on how the visit went. We're also happy to receive children's work and photographs.

**Thank you. We hope you enjoy your visit.**