

Suggested checklist for teachers organising a museum visit.

Why visit a museum?

It is important to have a clear purpose for a museum visit.

- What do you want the pupils to find out?
- How long do you wish the pupils to remain at the museum e.g. a morning session, an afternoon session or all day?
- How will the pupils get to the museum and return afterwards?

Research

It is a good idea to check websites for museums in the area to ensure that the information you require is available.

Make contact with museum staff by telephone or, preferably, email regarding specific enquiries that you may have: -

- How many pupils can be accommodated?
- Will pupils be inside or outside?
- Is there an outside space for break time?
- Will museum staff be available to take sessions?
- What costs are involved?

Preliminary visit

A visit to the museum without the pupils gives a good oversight into the layout of the venue and helps in preparation for a school group visit. If you are preparing a worksheet, walk through it yourself so that you know where specific objects are located. Check that the route round the exhibits is easily managed. If you are taking sessions yourself, as opposed to museum led activities, you will need to ask what material is available.

Ask for a copy of the museum's risk assessment.

Booking

When the school has given permission for a visit, check with the museum concerning a date and times, and make a tentative booking using the Group Visit form to be found on the Museum website. If transport is required, this will need to be organised. Once all is sorted, confirm the booking for the visit with the museum and ask for written confirmation. It is a good idea to telephone a few days before the visit, as a reminder to the museum staff.