

# 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, and at least 15 minutes before your first booked session. Any delay may mean you miss your scheduled activities. If you have to cancel your visit, or need to rearrange, please call the Museum's booking office immediately on (020) 7565 7298. Booking charges may apply.

### Before your visit

- All school visits must be booked by calling (020) 7565 7298. Please ensure the visit is paid for in advance.
- We strongly recommend that you make a preliminary visit to the Museum to familiarise yourself with our facilities and displays. Speak to the Museum's bookings office to organise your free visit.
- Photocopy your visit timetable and distribute it to all adults.
- Complete a risk assessment for your visit. Please refer to the health and safety information on our website.

### During the visit

- Please ensure that you arrive promptly to start at the allotted time. You will need to arrive at least 15 minutes before the start of your first booked session to run through your introduction.
- 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 of the Museum which identify all relevant areas, including the toilets.
- Your unique 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 timetable and map.
- If your group are using the stamper trails, please collect them in before the start of a booked session.
- Please arrive a few minutes before the start time for any activity or lunch. We cannot allow sessions to overrun.
- Your group will have been given a limited slot in our lunch room (primary and secondary groups only). Please ensure you leave on time to allow the next group to have lunch.
- If you have been allocated a time slot in the All Aboard or Interchange hands-on spaces please do not use the area outside your timetabled slot, as other schools will be booked in.
- Leave plenty of time for departure (toilets, coat and bag collection).
- 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.

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

Tel: 020 7565 7298

Email: [bookings@ltmuseum.co.uk](mailto:bookings@ltmuseum.co.uk)

Web: [ltmuseum.co.uk](http://ltmuseum.co.uk)

**MAYOR OF LONDON**

## 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 <http://www.tfl.gov.uk/fares-and-payments/students-and-children/school-parties>.

## 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](http://www.ltmuseum.co.uk/learning) or call the Museum booking office on (020) 7565 7298.

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