Teacher's Pack: Summer 2025
Gosport Museum & Art Gallery Visit

Thank you for booking a visit with us to Gosport Museum and Art Gallery

At a Glance – Your Visit Information

Before your visit

- Please ensure **you have the correct staff ratio for your trip.** Please note that for KS1, the ratio is 1:5, for KS2 the ratio is 1:8 and for KS3 the ratio is 1:10. Please note that the facilitator running your session is not included in your staff ratio numbers.
- Please ensure your groups are divided into **4 groups**

Date of visit: Monday 24th April 2025
Programme: Skeletons and Movement
Arrival time at Gosport Museum and Art Gallery: 09.45am
Sessions start promptly at: 10am

Arrival by coach/minibus

- Please note that we have a designated space for two mini buses or one coach by the museum

Getting to the site

- Gosport Museum and Art Gallery is at Walpole Rd, Gosport PO12 1NS

Important Information

- Please carefully read the schedule below at the earliest opportunity to check you are happy with the timings. If you are not happy, please contact us to let us know as soon as possible.

Health and Safety

- All children and adults will be asked to wash their hands both before and after handling workshops. This is essential for everyone's health and safety and will help us to protect the collections. Please arrive at 9.45am to allow time for this before the session begins.
- Sometimes scientific equipment will be used as part of the workshop. They are designed to be used by children but should be handled with care. At the start of each session the facilitator will explain how all the equipment works. If you have a problem with any piece of equipment, please ask the facilitator to fix it; don't try yourself.
- Please let us know immediately of any breakages to ensure the safety of all visitors.

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Your Schedule

<table>
<tr><th colspan="2">Time</th><th>Class 1</th><th>Class 2</th></tr>
<tr><td>09:45</td><td>10:00</td><td colspan="2">Arrival at the venue / toilets etc</td></tr>
<tr><td>10:00</td><td>10:30</td><td rowspan="3">Facilitated Skeletons and Movement Workshop</td><td>Self Led Activities</td></tr>
<tr><td>10:30</td><td>11:00</td><td rowspan="2">Self Led - Museum and Gallery</td></tr>
<tr><td>11:00</td><td>11:30</td></tr>
<tr><td>11:30</td><td>12:00</td><td>Lunch</td><td>Lunch</td></tr>
<tr><td>12:00</td><td>12:30</td><td rowspan="2">Self Led - Museum and Gallery</td><td rowspan="3">Facilitated Skeletons and Movement Workshop</td></tr>
<tr><td>12:30</td><td>13:00</td></tr>
<tr><td>13:00</td><td>13:30</td><td rowspan="2">Self Led Activities</td></tr>
<tr><td>13:30</td><td>14:00</td></tr>
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General Information

Booking Information

- Please check all of your booking information and inform us of any changes.
- We recommend you arrange a free familiarisation visit to Gosport Museum and Art Gallery to acquaint yourself with the museum layout and to assist you in completing your Risk Assessment. The Gosport Museum and Gallery is open Tuesdays – Sundays from 10am – 4pm and you are welcome to come and explore the galleries, museum and public spaces during these times. We are then able to speak to you over the telephone to ensure you have all information required.
- Please let us know at the point of booking about any access needs so that we can support your learners as much as possible during their visit.

Organising Your Visit

- Please note your arrival time on your booking: we are unable to admit early arrivals until the scheduled arrival time, and late arrival may result in your programme being affected.
- Depending on the size of your class and the time of your booking, there may be other members of the public present in the Museum at the same time as your class.
- It is very important to keep to the timings on your timetable so it does not affect any other bookings.
- Please inform us in advance, at the point of enquiry of any of the following optional extras which you would like to book including:
    - Hire of lunch room facilities
    - Self led options

On the Day of Your Visit

Facilities

- When taking part in the workshop, pupils are able to use designated toilets that are not in use by the public but must be chaperoned to and from these facilities.
- We request that visitors do their best to keep lunch room facilities as tidy as possible in the event that another group may need to use them directly after
- Food and drink are not permitted within the facilitated workshop spaces

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- Gosport Museum and Art Gallery is a no-smoking building.

Health and Safety

- **Please share our safety rules with your students either before you arrive or immediately after arrival at the museum.** A good time to do this may be whilst waiting outside to gain entry to the Museum:
  1) Please walk, not run, at all times.

  The emergency alarm is a siren. Should the alarm sound during your visit, follow the instructions given by the museum staff. If you need to leave the building please do so calmly through the nearest fire exit. Fire exits can be found at the front and back of the building. Exits are signposted and marked with green and white Fire Exit signs, and Fire Marshals will be available to direct you. The Assembly Point is by the public toilets and telephone box, where Ordnance Road meets Walpole Road. Groups should assembly on the pedestrianised area.
- Please notify a member of Gosport Museum and Art Gallery staff of any incident or injury, however small.

Points to consider when making a risk assessment.

- Gosport Museum and Art Gallery is run by the Hampshire Cultural Trust. The staff work to keep the building and exhibits in the safest and most accessible condition for school groups and the general public.

- Gosport Museum and Art Gallery is part of Hampshire Cultural Trust and operate within the trust's health and safety policies. All activities for visiting school pupils and the resources used in these activities are risk assessed.

- The building complies with all necessary emergency access and alarms, all of which are well maintained and regularly tested.

- A Teacher pre-planning visit is strongly recommended. We ask that groups are properly briefed on how to behave in a museum, and that the correct ratio of adults to children is provided.

Supervisory ratio

- Adults : Children KS1 1:5 KS2 1:8 KS3 1:10 . Some activities may require a different supervisory ratio because of the nature of the activities they will be doing, so please check your session plan information.
- Pupils are familiarised with their environment as part of session introduction and made aware of potential hazards.

- Teachers made aware of potential source of allergic reactions –fur and feather allergy etc– if relevant.
- Objects with moving parts immobilised or use of carefully supervised and hazard warning label attached to the object.

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- The fabric of the building is always kept up to a safe condition, and we ask for adult supervision when moving children around the building.

- If children require the toilet when visiting Gosport Museum and Art Gallery, they must be accompanied by an adult and visit the designated toilets for school groups.

- Museum staff and school staff must lead groups in such a way as to avoid overcrowding and running in the building.

- Please ensure ANY accidents are reported to museum staff who will enter it in the accident record book.

- Please be aware that schools are responsible for first aid cover, including provision of a first aid kit, for their group when on site.

Responsibilities of the School

- Teachers and accompanying adults are responsible for the supervision and conduct of your students/ pupils at all times. Please do not leave children unattended at any time.
- There may be a range of other visitors enjoying the museums during your visit. We request that all visitors show respect for one another during their time here.
- You can visit any area of the museum that you like but please remember there may be other visitors using different resources in other parts of the building.
- Some objects from our Collections are on open display. Please respect advisory notices, remembering at all times that these items are museum objects and should be treated with respect.

Safeguarding:

- Teachers and accompanying adults are responsible for the safety, safeguarding, supervision and conduct of their students at all times. Please do not leave children unattended at any time.
- Please report any safeguarding concerns to a member of Gosport Museum and Art Gallery staff who will follow our Safeguarding Procedures. Hampshire Cultural Trust is committed to promoting the safety and welfare of all children and young people as a part of the organisation's duty of care. You will find Hampshire Cultural Trust's Safeguarding Policy on our website.

Payment and Cancellation Policy

- You will be invoiced for payment before your visit and payment is due within 30 days of your invoice being issued
- Prices are subject to increase: schools will be informed of any planned increase at the time of booking, and will be invoiced for the price current on the day of the visit.
- Please give a minimum of 21 calendar days' (excluding Hants school holidays) notice in writing (including email) of a visit cancellation. We regret that with less than 21 days' notice we will be unable to refund your booking costs.
- Should you wish to change the date of your booking, please give a minimum of 21 calendar days (excluding Hants school holidays) notice in writing (including email) and we will

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endeavour to accommodate your request. We regret that with less than 21 days' notice we will be unable to change the date or to refund your booking costs.

- In the unlikely event that Gosport Museum and Art Gallery should need to cancel your visit (e.g. Museum closure due to snow), we will contact you to re-arrange your visit for another mutually convenient time.
- We request a ratio of 1:5 for KS1 visits. For every 5 children you bring, one adult will be admitted free of charge.
- We request a ratio of 1:8 for KS2 visits. For every 8 children you bring, one adult will be admitted free of charge.
- We request a ratio of 1:10 for KS3 visits. For every 10 children you bring, one adult will be admitted free of charge.
- You are welcome to bring extra adults, who will be charged at the group adult entry rate.
- If any of your children have specific needs and require 1:1 help, their accompanying adult will also be admitted free of charge. Please advise us if this is the case when making your booking.

After Your Visit

- Please complete the evaluation form at the end of your visit. Your feedback will help us to improve the service we offer to schools.

Useful Contacts

Bookings, Payments and Administration: gmag.learning@hampshireculturaltrust.org.uk or calling **023 9387 7840** (Tuesday – Sunday 10am – 4pm)
We look forward to welcoming you and your students to Gosport Museum and Art Gallery and hope you have an enjoyable and rewarding visit.

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