Home Education Information Pack
Gosport Museum & Art Gallery

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 that you have read all the information within this document

Programme: Rocks and Fossils

Date: Wednesday 12th February 2025

Arrival time: 10:00 am arrival at Gosport Museum and Art Gallery, Walpole Rd, Gosport PO12 1NS. Please note that late arrivals may not be permitted

Please read: Important Information regarding Home Education Visits

- All children must be accompanied by an adult who is responsible for them at all times including during facilitated workshops
- In the event of an emergency, you are responsible for the children in your group
- We require at least one adult for every 3 children
- You are responsible for the supervision and behaviour of your children at all times
- If you are looking to book younger/ older siblings into the sessions, please be aware that the content may not be pitched at their current learning level.
- We regret that under 4's are not admitted to Home Education workshops at Gosport Museum and Art Gallery
- Your Rocks and Fossils workshop is a facilitated session and not a 'drop in' experience so will start promptly according to your scheduled time
- Food and drink are not permitted anywhere in the learning rooms
- Mobile phones and photography are not strictly prohibited within the session due to safeguarding
- Our facilitators reserve the right to ask participants to leave if their behaviour is deemed unsafe or inappropriate for the setting
- We strongly advise that participants take a comfort break before the session begins as children can not be left unsupervised while their accompanying adult takes one child to the toilet

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Your Schedule

Time	Schedule
10:00am -11.30am	Facilitated workshop
11.30am -4 pm	Free to explore the rest of the museum and art gallery

On arrival at Gosport Museum and Art Gallery

- Please go to the Café and let a member of staff know that you have arrived. Someone will be there to collect you shortly

Health and Safety Information

- All children and adults will be asked to wash their hands both before and after handli workshops. This is essential for everyone's health and safety and will help us to rotect t collections.
- Sometimes scientific equipment will be used as part of the workshop. The equi ent has been deemed suitable for use by children after initial instructions have been by o tators
- Children should be supervised by their accompanying adult at all times. ccor ying adults are responsible for the safety of the child they are accompanying hilst the s ion is in situ.
- All equipment should be handled with care.
- At the start of each session the facilitator will explain how all the quipment works. If you have a problem with any piece of equipment, please ask th facilitator to it; don't try yourself.
- Please let us know immediately of any breakages t ens e the safety of all visitors.

General Information

On the Day of Your Visit

Getting there

You'll find Gosport Mu eu and A Gallery just off the High Street on Walpole Road, Gosport, PO12 1NS.

By ferry

We are a five minut walk directly up the High Street from the Ferry Port.

By bus

Bus routes E1, E2 and X5 stop a short walk from the museum and gallery.

Parking

Short stay parking is available at North Loading Bay Car Park, 7 High Street, Gosport, PO12 1 BX, and at Clarence Road Car Park, Clarence Road, Gosport, PO12 1DH, which also has long stay parking. Parking around the building is free for one hour.

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Parking around the building is free for Blue Badge holders.

Please check all routes before travelling

Facilities

- When taking part in the workshop, participants 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
- Gosport Museum and Art Gallery is a no-smoking building.

Health and Safety

Please share our safety rules with your learners 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:

- 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 illuminated 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 assemble on the pedestrianised area.

- Please notify a member of Gosport Museum and Art Gallery staff of any incident or injury, however small.

Safeguarding:

- Gosport Museum and Art Gallery are open to the public. Accompanying adults are responsible for the safety, safeguarding, supervision and conduct of their home learners 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 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.

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.

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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