



School Visit Fact Sheet

Please make sure you have read this information before making a booking.

School session details

School visits take place on Tuesdays, Wednesdays, Thursdays and Fridays subject to availability.

The morning session is 10am to 12 noon. The afternoon session is 12.30pm to 2.30pm.

Each time slot can accommodate 2 groups: maximum 35 participants with accompanying staff and adults/pupils in the appropriate ratio (1:8 for KS1 and KS2 or 1:10 for KS3).

Each bookable session has a specific focus. When booking please ensure you state the age range of your group and the session name as specified on the Story Museum website. You can specify an emphasis for your chosen session.

Each group will be allocated a member of the Learning and Participation team for the duration of their visit. They will lead your session and should you have any queries on the day, they should be able to provide you with assistance.

Lunch Facilities

Groups may book a space in which to eat lunch. This must be requested at the point of booking.

Lunch spaces are bookable for 30 minutes after a morning session or 30 minutes prior to an afternoon session. Groups without a pre- booked lunch space will be required to leave the museum at the end of their session.

The Story Museum Shop

Please let us know at the time of booking if your students would like to visit the shop. We ask that students do so in groups of no more than 6 and that they are supervised by an adult at all times. Groups are also requested to go the shop at the end of their visit.

As visits to the shop can be time-consuming, we recommend instead that you pre-order goody bags. For details, please email learning@storymuseum.org.uk

Making a booking

All school visits must be booked in advance. To book or discuss a session, contact the Learning and Participation team on 01865 790050 or by email:

learning@storymuseum.org.uk

When booking, please specify:

- contact details of the school
- name of group leader
- size of the group
- age range of the group and ability
- preferred dates and times
- workshop (for details see our website)
- if you would like to use our lunchroom
- number of goody bags required and/or intention to visit the shop
- any special requirements

Once a Booking is made

We appreciate that sometimes plans and requirements can change. If you need to make an alteration to your booking, please contact the Learning and Participation Team at the Story Museum as soon as possible. We cannot guarantee to accommodate all requests but we will work with the group leader to try to facilitate any necessary changes with the least possible disruption to either the group's or museum's schedule.

Please see the Terms and Conditions for details of our procedures regarding Payment and Cancellations.

Disability Discrimination Act

The public spaces in the Museum are fully wheelchair accessible. Please speak to the Learning and Participation team to discuss details.

Arriving at the Museum

There is NO parking or vehicle access available at the Story Museum.

Please check here for current parking information:

<http://www.oxford.gov.uk/carparks>

If you are travelling by public transport the nearest bus stops are on St Aldates but all the City Centre stops are within a 10 minute walk of the museum.

We are approximately a 15 minute walk from Oxford railway station, OX1 1HS.

On arrival at the Story Museum you will be greeted by a member of the Story Museum Team.

Groups with a morning booking should plan to arrive at the Story Museum 15 minutes prior to the session. If you have a pre-booked lunch space please do not arrive more than 10 minutes before your allocated slot, as due to the restricted space within the Museum we are unable to accommodate groups outside these times.

Please see our Terms and Conditions for details of our procedures if a school arrives late.

Fire & Evacuation Procedures

At the start of your visit, your group will be given a 'house-keeping' briefing regarding the access in and around the building and the Museum evacuation procedure.

A loud two-tone continuous alarm will be used to alert staff and visitors of the need to evacuate the building.

Group leaders and accompanying adults should gather with their groups. A member of the Story Museum team will direct them to the muster point in Pembroke Square. At the assembly point teachers should take their register and report any missing persons to the Duty Manager.

Toilet Facilities

Accessible toilets are situated on the ground floor and first floor. All children should be accompanied by an adult.

Leaving the Museum

On leaving the Museum, groups are requested to check that they have all their personal belongings with them.

Due to the demand for access to and the nature of the exhibition space, groups cannot be accommodated in the Museum after their allocated/booked session time.

This information is valid for all bookings made for school sessions taking place after 1 April 2020.

The Story Museum reserves the right to change terms and conditions at any time.