

Hertford Museum A Teacher's Guide 2010 - 2011

Welcome to Hertford Museum! This guide has been put together to help to ensure your visit to Hertford Museum is as enjoyable as possible.

We are dedicated to providing quality learning experiences which are fun, accessible, welcoming and exciting and our workshops and resources for schools are inspired by our unique museum displays and collections.

Our workshops are developed in close consultation with teachers – please see the current Hertford Museum Schools Newsletter for information on the sessions we currently offer. We take a flexible approach to school visits, so please do contact me if you would like to discuss a tailored approach to your visit, I will be very happy to help! I also want to mention the exhibition of Tudors and Early Stewarts we shall have at Hertford Museum during the summer term of this academic year. Further details of accompanying sessions will be available from January 2011. Watch this space!

The next few years will see many changes in both the Primary and Secondary National Curriculums and here, at Hertford Museum, we are continuing to work closely with teachers to ensure the experiences we offer are of the most relevance and interest to you and your classes. Exciting times are ahead!

I very much look forward to welcoming you and your classes to the museum.

Best wishes

Eleanor Payne

Learning Officer

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Hertford Museum

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Directions by coach and car

Via the A414 the museum is 10 minutes from the A10. It is also 20 minutes from A1(M): follow the A602 then the A119 from junction 7 (signposted Stevenage, Ware) or the A414 from junction 4 (signposted Hertford, Hatfield).

Coach drop off location

We ask that all coaches drop off classes at Hertford Bus Station (postcode for Sat Nav: SG14 1BU). This is because Bull Plain is a very narrow street and unsuitable for coaches to turn around. Please note that coaches are unable to park at the bus station – this is for dropping off only. If your coach needs to be parked in Hertford for the duration of your museum visit please see information below regarding coach parks.

The museum is a 2 minute walk from the Bus Station. Walk from the bus station through Bircherly Green shopping centre. With Waitrose on your right, bear right through the archway, pass Starbucks on your left and walk down the steps towards the river. Please note the area adjacent to the river is a service road, please keep your group closely supervised at all times. Turn left and walk through the wide alleyway onto Bull Plain, turn left and the museum is on the left hand side of the street; number 18, with a green door.

Coach and car parks

There are 8 car parks in Hertford run by East Herts Council. The only parking available for coaches in Hertford is the Old London Road Car Park (Nearest building postcode for Sat Nav: SG13 7LA, Baker Street). For further details of all coach and car park locations, tariffs and charges please visit the East Herts Council website: www.eastherts.gov.uk

Train stations

Hertford is very well connected with both Hertford North (15 minute walk) and Hertford East (10 minute walk) stations. Please check national rail enquiries for exact details train times: www.nationalrail.co.uk

Admission charges

Entry to the museum is free.

Workshop charges

£1.50 per child from Hertford schools (SG13 & SG14 postcodes)

£2.50 per child from any other school

Accompanying adults are free of charge

Workshops

Please see the Hertford Museum Schools Newsletter for information on the sessions you can currently book at Hertford Museum. We take a flexible approach to school visits, so please do contact us if you would like to discuss a tailored approach to your visit and we will try our best to help!

Trails and clip boards

We have a range of trails that we can send you, or that you can download from our website. Please let us know if you would like to use our clipboards, which are free of charge.

Please:

- Use only pencils completing your trails
- Do not lean on the cases

Opening times

Hertford Museum is open between 10.00 am and 5.00 pm, Tuesday to Saturday.

On arrival

The opening time is 10.00 am. Please ring the bell if you arrive before this time. You will be greeted by a member of the museum staff upon arrival.

Pre-visits

We strongly recommend that all teachers make a pre-visit to the museum prior to bringing their class or group to familiarise themselves with the museum location, buildings and displays. You are very welcome to make an independent pre-visit during normal opening times alternatively please do contact Eleanor Payne, Learning Officer if you would like to arrange a time for an accompanied pre-visit.

Toilets

The toilet facilities are based on the ground floor of the museum building. There are four toilets in total (including one accessible toilet, with a small toilet and baby changing facilities).

Access

Hertford Museum is fully accessible to those with mobility disabilities. There is a platform lift on the ground floor, allowing access to The Andrews Room, toilets and museum garden. There is also a lift connecting the ground and first floors. Please let us know any specific requirements any visiting member(s) of your group may have.

Photography

Photography during workshops in The Andrews Room is welcomed, but we ask that no flash photography is used in the galleries themselves. Hertford Museum staff will not take photographs of any visiting party without prior permission and arrangement with the teacher or group leader.

Child Safety

Please note that ALL museum staff and volunteers are subject to an enhanced CRB disclosure (Criminal Record Bureau) check.

Class ratios and maximum class sizes

We are a very small museum so the maximum class size we are able to accept at any one time is 35. Following NSPCC guidelines, we ask for the following adult : child ratios for visiting parties:

Under 4	Foundation Stage & Key Stage 1	Key Stage 2 and above
1 : 4	1 : 6	1 : 10

The Andrews Room

The Andrews Room is the new designated learning space at Hertford Museum that will provide you with a base for the day of your visit. Here you are able to store your coats and lunches safely. Although this room is lockable, depending on the nature of your visit, we advise that you carry all valuable belongings with you.

The Andrews Room is where visiting groups may eat their lunch. Please pick up ALL litter, place it in the bin bags provided and leave these in the room for museum staff to remove. Alternatively you are welcome to eat your lunch in the museum garden, weather permitting.

Temporary exhibitions

Hertford Museum has a temporary exhibition space where a variety of changing exhibitions will be on display throughout the year. Exhibitions for the academic year 2010 - 2011 are as follows:

Until 25th September 2010	'Another Time, Another Place' Artwork by Cathy Smale
9th October – 8th January 2011	'From Pinky & Perky to Postman Pat' Children's TV characters 1950 – 1990s
22nd January – 19th March 2011	'High Streets and Hedgerows' Hertford Heath
1st April – 3rd September 2011	Tudors & Early Stewarts

Please contact us if you would like to focus your visit on any of the temporary exhibitions if workshops are not otherwise stated or advertised in the Hertford Museum Schools Newsletter.

Museum Shop and Goody Bags

We welcome classes to visit our museum shop, which is full of pocket-money gifts. Please simply notify us at the time of booking (if possible) in order that this can be scheduled into your visit. Please send your students to the shop in groups of no more than 10, and accompanied by an adult.

We also offer **£1.00**, **£2.00** and **£3.00** goody bags. Goody bags can be pre-ordered and collected on the day of your museum visit. Please contact us between the date of booking and the date of your visit to order your goody bags and discuss the contents.

Cancellation – notice and charges

Please allow 24 hours notice if you need to cancel your visit to the museum. This is particularly important if you have booked a workshop, as some materials may need to be prepared in advance. Notice given in less than 24 hours may result in you still being charged for your visit, unless in extenuating circumstances.

If we need to cancel a session

In the unlikely event that we need to cancel your session due to staff illness or other extenuating circumstances we will endeavour to notify you as soon as possible to discuss alternative arrangements. You will always be able to make a general visit to the museum on the same day if your workshop has to be cancelled or changed.

Health and Safety in the museum and garden

Please be aware of the following Health and Safety guidelines whilst in the museum:

- The supervision and discipline of your group remains the responsibility of the group leader at all times. Please ensure that an adult remains with your group at all times.
- Hertford Museum is a public building, which means that other visitors may be present at the time of your visit; we ask that all visitors are considerate to others.
- We ask that all parties take care when moving around the museum and garden. This includes no running in or outside, and ensuring they do not tread on the bedding plants and shrubbery in the garden.

You will be sent the Hertford Museum and specific session risk assessments for your particular visit along with your booking forms.

Emergencies

Please note the following as guidelines in the event of an emergency:

Fire Alarm procedure

Your group will be briefed on these procedures when they arrive at the museum on the day of your visit.

In the event of a fire alarm you are will be directed to evacuate the building by the nearest fire exit. If you are on the first floor, please return to the ground floor using the stairs and leave

either by the back door fire exit which leads into the garden, or the front door which leads onto Bull Plain. The fire alarms also flash for those with hearing impairments. A member of museum staff will sweep the building to ensure it is fully evacuated.

The fire assembly point is opposite the Museum on Bull Plain, outside In Depth diving. We advise you take a register of your group as soon as you can.

PLEASE NOTE:

The lift(s) MUST NOT be used in the event of a fire

An evacuation chair is located at the top of the stairs on the first floor.

First Aid

Some members of Hertford Museum staff are trained to administer First Aid. Please alert one of the Front of House staff if you require assistance. First Aid kits are located in The Andrews Room and at reception.

Lost Children

Hertford Museum is a small building but please supervise your groups at all times. The Lost Child Point is the reception desk. In the unlikely event that you lose a member of your group please go to reception where staff will be able to help.

Other

In the event of any other emergency, please alert a member of museum staff.