

## Essential Information for Teachers

We hope that you have an enjoyable, safe and successful visit to Amersham Museum.

If you have any queries or concern please do not hesitate to contact Emily Toettcher at [emily@amershammuseum.org](mailto:emily@amershammuseum.org)

**Travel and parking:** There is no on-site parking available at the museum. Free parking on the high-street is available but very limited. Local trains stop at Amersham-on-the-Hill which is a 20-30 minute walk from the museum.

Please note that the local council car park in Amersham Old Town cannot accommodate coaches.

**Arrival:** Entrance is via main reception through the automatic glass doors. Alternative wheelchair access exists through the old door to number 49 High Street. We advise that on booking you arrange for time between arrival and departure and the booked session for comfort/snack breaks if deemed necessary for your group.

Please aim to arrive on time. If running late, please call us on 01494 723700 to let us know.

**Coats & Bags:** Storage for coats and bags is available. Please do not leave valuables unattended. We recommend that backpacks aren't worn in the galleries because of the danger to objects.

**Food & Drink:** Packed lunches and drinks should be left with coats and only consumed in the education suite or the garden if on museum premises. Please let us know in advance if you would like a space to eat a packed lunch at the Museum. Alternatives locally include the Memorial Garden a short walk from the Museum, or along the riverside.

**Health & Safety:** Group organisers are advised to ensure that a risk assessment is carried out before bringing a group to visit Amersham Museum. Pre-visits to the museum can be arranged free-of-charge for group leaders if necessary. Group leaders are responsible for students' behaviour in the building. Our Curator has First Aid training but please bring a qualified First Aider with you on any visit.

**Gallery Safety:** Please remind your group that it is important not to touch any objects unless indicated otherwise; that for their own safety they should not run or lean against walls or beams; and that eating and drinking are not encouraged throughout the museum (with the exception of the garden and Education Suite). Please could you also ensure that mobile phones are silenced to avoid disturbing other visitors if the museum is open.

**Artefact/Replica Object Handling:** Please note that we consider carefully the potential hazards involved in handling objects, whether artefact or replica, in our collections. Objects will be offered for children to handle on an age-appropriate basis, to offer the maximum level of interactive learning experience. We will make certain, by direct instruction and ongoing supervision, that children understand how they can handle all objects safely.

**Photography:** Photography without flash is permissible unless otherwise indicated. If in doubt, please ask a member of staff or a volunteer who will be happy to help.

**Shop:** Amersham Museum has a small selection of good for sale in reception. If your group wishes to visit the shop, we suggest that you do so in small groups as this helps staff to serve everyone quickly.

**Maximum Group Size:** If your students are under 16 we ask that there is a minimum adult to student ratio of 1 to 10. For younger children we suggest a ratio of 1 to 6.

**Behaviour:** Teachers and other school staff or volunteers should take full responsibility for ensuring the appropriate behaviour of visiting students to the Museum, and their adherence to the above guidelines.

**Charges & Payment:** Paid-for sessions will be charged per child booked, not per child attended; if you wish to increase or decrease your booked party size please do so in advance by contacting us.