

Notes for Teachers and Adult Helpers

Before your visit:

- See our website at <http://www.readingmuseum.org.uk/schools/sessions/> for all relevant policies and documents.
- Please examine documents regarding:
 - Access
 - Photography within the museum
 - Generic risk assessment for your own adaption to meet your groups needs
- Our postcode is RG1 1QH. There is a coach drop off point on Valpy Street. You can find information about car, minibus and coach parking on the Reading Borough Council website. www.reading.gov.uk or here www.reading-travelinfo.co.uk/

When you arrive:

- All school groups will be welcomed at the Museum and Town Hall's main reception.
- Please let the reception staff know that you have arrived: if you are here for a session the session leader will meet you.

During your visit:

- Adults and teachers are responsible for the children. Please supervise them at all times.
- Please do not consume any food and drink in the Museum (except in designated lunch spaces during your lunch period). For health and safety reasons we don't allow hot drinks in the Museum galleries or in the lunch spaces.
- There are toilets on the ground floor by reception and on the second floor in the Window Gallery.
- Please note that access to some galleries may be restricted due to educational sessions or maintenance. This will be explained by Reception or Session Leaders on arrival.
- In the event of a fire please exit the building and assemble outside by the Queen Victoria statue. Please keep your group together and do not re-enter the building until told to by a member of staff.