

Planning your Educational visit to The Holburne Museum

We look forward to welcoming your group to the Museum. To help your visit run smoothly, please take the time to read these notes in advance.

Before the Visit

Paperwork

Please ensure that you have signed and returned your booking form. Please note that your booking is not confirmed until this has been received.

Staffing Ratios

We advise an adult pupil ratio of 1:8 for KS1 and KS2 and 1:10 for Key Stage 3 and above. School staff and accompanying adults must supervise pupils throughout the visit. Please ensure that *all* accompanying adults are made aware of the relevant information in these notes.

In school workshops, you will be asked to split your class into two groups to complete gallery activities. **Please ensure you bring enough adults with you so that each group is supported by a school staff member.**

Large Group Visit Options

If there are more than 32 pupils in your group, we will need to split them between a morning and afternoon workshop. The group that isn't having the workshop will be **self-led** for that time based in nearby Sydney Gardens Community Pavilion.

A £45 additional space hire fee payable to use the Community Pavilion. You can arrange your own activities or we can provide activities for you, this costs £20 per session. If dry weather, you may want to take groups to enjoy the nearby playpark in Sydney Gardens <https://beta.bathnes.gov.uk/visit-sydney-gardens> as part of your self-led session.

Risk Assessment

Please read the [Risk Assessment Guide](#) and contact us if you wish to discuss anything in further detail. We will highlight some of this guidance in our introductory talk to your group.

Planning Visits for Teachers

Please contact the Learning Officer (education@holburne.org) if you want to arrange a pre-visit planning appointment.

Here is our [Visual Guide for Schools Visits](#), this can be used to support trip planning and can be shared with pupils.

Materials (for booked workshops)

We will provide all of the materials that you need for your visit, including clipboards and pencils but **please bring some boxes to carry your artwork back to school.**

Materials (self-led visit)

Pupils/students are encouraged to draw in the galleries, however we ask that they only work in pencil. Please highlight to pupils to not lean on cases with sketchbooks and clipboards.

Access

The Museum galleries are wheelchair accessible via a lift and there is an accessible toilet on the ground floor. Please ensure that you detail any special requirements for pupils and/or accompanying adults on your booking form and, if necessary, discuss them with the Learning Officer before the visit.

Weather

If your visit is to include a visit to Sydney Gardens (Landscape into Art workshop, self-led visit or you plan to eat lunch outside), please advise pupils to wear comfortable shoes and to bring wet weather gear or sun hats as appropriate.

On the Day

Parking

The Coach drop off point for the Museum has recently changed (October 2024), please get drivers to pull in and drop pupils off along Great Pulteney Street, **not in front of the museum car park entrance**. Your coach driver will need to park at either the Coach Park at Weston Island, Lower Bristol Road or the one near Odd Down Park & Ride during your visit and return to the Museum to collect you.

On Arrival

Workshop visit = Please make your way to the right-hand side of the building, you can enter the museum's Learning space through a large white door on the left (opposite small yellow building).

Self led visit = Please make your way to the front desk via the main entrance

Ensure you arrive promptly, on time for your booked visit time. This time has been agreed to consider other museum events and group bookings happening that day, arriving early/late can cause clashes.

Toilets

Toilets are located in the basement (with an accessible toilet on the ground floor); school staff should accompany primary school pupils. Please take pupils down in small groups at a time.

Coats & Bags

We suggest to not bring large bags when visiting. Anyone carrying a large bag or rucksack will be asked to wear it on their front throughout their visit.

Workshop visit = These can be left in the Clore Learning Space at the start of the visit.

Self-led visit = **IMPORTANT:** We are unable to store coats and bags for self-led visits so please bear this in mind prior to your visit. A limited amount of lockers are available on the ground floor of the museum, opposite the lift, these can fit small bags and require a £1 coin to lock.

Lunch (for booked workshop visits)

Lunches can be eaten in the Clore Learning Space, in the Museum grounds – except in the area belonging to the Garden Café, or in Sydney Gardens.

Please leave the Clore Learning Space clean and tidy; otherwise a £25 cleaning fee may be incurred.

Accompanying adults may purchase their own takeaway items from the Museum's Garden café. Food and drink must not be consumed in the Museum galleries. If eating in the grounds or Sydney Gardens, you are responsible for disposing of your rubbish.

Shop

There is a small Museum shop; visits can be made in small, accompanied groups during lunchtime or at the end of the visit.

Drawing in the galleries

Please ensure your students understand that other paying visitors may also be enjoying the museum. We encourage sketching in the galleries but ask that only pencils are used in line with the museum's conservation policies.

You are welcome to bring A4 Sketchbooks and clipboards. Please ensure that students do not lean on walls and cases or lie on gallery floors.

Photography

With the exception of some objects (indicated by the symbol of a camera with a cross through it) photography without a flash is allowed in the main Museum galleries but not, usually, in the temporary exhibition spaces as these often contain objects and images that are on loan to the Museum for which we do not have the copyright.

Group Management and Behaviour

School staff and accompanying adults are responsible for the behaviour of their pupils during the visit. If necessary, our Gallery Educator will refer to you to deal with any issues.

Meet or reconvene with your group **outside** the front of the museum, not in entranceway or landings - we are small museum with limited space.

Students need to be supported by staff members throughout the visit, not only at the start/end of visits.

First Aid

The administering of First Aid to pupils is the responsibility of the school. Our Duty Managers are also trained in First Aid.

Fire drill

In the case of a fire alarm sounding, all museum visitors will be required to exit the building using the nearest available exit to the designated fire assembly point. This is located in the car park to the left-hand side of the museum.