

Frequently Asked Questions

What sessions are on offer?

The museum offers a number of different educational sessions all of which have been linked directly to the National Curriculum and to the research being done by academic staff at the University. Please see our website/advertising material for more information on the sessions we provide, or contact our Learning & Community Development Officer.

What does an educational visit to the Lapworth entail?

The Lapworth Museum of Geology educational visits typically entail a short introduction to the Museum and its dinosaur Roary. Pupils are then set a treasure hunt style trail around the museum which lasts between 30 and 50 minutes before returning to the education room to complete a 1 hour education session of the group's choice. Please note that the education room has 4 tables and so we recommend having pupils arranged in 4 groups when arriving at the museum.

Are there any restrictions for school visits?

The Lapworth Museum of Geology offers schools half day visits, three days a week. Schools can book a morning slot (10:00am – 12:00pm) or an afternoon slot (12:30pm – 2:30pm), on a Monday, Wednesday or Friday during term time.

We are currently restricted to accepting no more than 30 pupils.

What's the difference between a self-led visit and a teaching session?

Self-led visits are non-guided visits to the museum and are limited to groups of 45 pupils. Please note that self-led visits will not include input from the Museums staff, and pupils must be supervised by accompany teaching staff at all times.

Teaching sessions are led by the Museums Learning & Community Development Officer and can accommodate up to 30 pupils.

How do I get to you?

We are easily accessible via public transport, coach and minibus. Please see the Visit the Museum section of the website for directions and more information on how to find us: <http://www.birmingham.ac.uk/facilities/lapworth-museum/visit/index.aspx>.

Is there coach parking?

Yes. Coaches can drop pupils off outside the museum, but are then kindly asked to park in the University's North Car Park. Please inform the Learning & Community Officer in advance so we can discuss the arrangements with you.

Are lunch facilities available?

No. We kindly ask that schools book their sessions in either the afternoon or morning slot to allow for lunch to be eaten off site.

How do I book?

Please complete the Booking Form and return to our Learning & Community Development Officer by email – Lizzy Goodger egoodger@bham.ac.uk

How do I pay?

All of our school sessions are free of charge, although the museum does welcome donations.

How many accompanying teachers can I bring?

We ask that the ratio of adults to pupils meet the following criteria:

- **Age 6 yrs (KS1) and under: 1:5**
- **Age 7 (KS2) to 18 yrs: 1:10**

What time do sessions start?

This will be dependent on if you have booked a morning or afternoon slot with us. We ask that schools arrive no later than 10:00am for a morning slot, and no later than 12:30pm for an afternoon slot.

What should I do on arrival?

When your school party arrives, please report to the main visitor reception where a member of the education team will come to meet you.

Please note that access is via the University Ring Road South. For more information and to download our map please visit <http://www.birmingham.ac.uk/contact/directions/index.aspx>.

What happens if I am late or have to cancel?

Please call the museum on 0121 414 7294 as soon as possible if you are going to be late for a visit or if you need to cancel.

Can we do a pre-visit/risk assessment?

Yes. We encourage teachers and educators to come free of charge for a pre-visit to conduct their own risk assessments. If you would like to do so, please contact the Learning & Community Development Officer to arrange a time. The Lapworth Museum has conducted its own risk assessment which can be provided on request.

SEND (Special Educational Needs and Disabilities)

We want to ensure pupils get the most out of their visit, please inform us in advance of any groups/students with additional needs so we can adapt the session accordingly. The education team is currently developing SEND specific sessions; in the meantime please contact the Learning & Community Development Officer to discuss your school's specific needs.

Is the Museum accessible by wheelchair?

100% of the museum is accessible to wheelchair users and there is a wheelchair accessible toilet on site. Details of our full accessibility statement can be provided on request.

Is there a gift shop?

Yes. The gift shop is located in the entrance of the museum, adjacent to the café and ticket desk.

You are welcome to browse in the shop but we kindly request that this is done in small groups of no more than 5. Please inform the Learning & Community Development Officer prior to your visit so our Visitor Assistants can be briefed.

How many pupils can you accommodate per session?

Maximum 30 pupils at any one time. Booking is essential for all sessions.

What should I do if I have more than 30 pupils?

There are a number of options available should you wish to bring more than 30 pupils to the Museum. Please get in touch with the Learning and Community Development Officer on e.goodger@bham.ac.uk or 0121 414 6124 to discuss this.

What do we do with our Coats/Bags?

We have limited facilities for storage of coats and small bags. For a large school group pupils may need to carry their coats and bags with them.

We cannot take any responsibility for any loss or damage to personal belongings. We recommend that pupils do not bring valuable items to the museum.

Do I need to bring anything (paper, pencils etc.)?

There is no need to bring any additional resources as the Lapworth will provide all the necessary equipment/resources.

Should you be undertaking the Mighty Monsters, Evolution or Mary Anning Session, you may wish to bring a tray/box to securely transport your fossil creations back to school. The Lapworth can, and will provide paper bags to transport fossils, but some schools prefer to bring boxes.

Do you have toilets on site?

The museum has toilets, including an accessible toilet, situated next to the Education Room. There are two female toilets and two male toilets, and therefore should be used in small groups. For more information on the Museum site plan please see our website.

Is photography/filming permitted on site?

You are more than welcome to photograph your school pupils enjoying their visit, along with our site and exhibitions, however we kindly ask that you do not film or video any of our educational session.

Occasionally we may ask school groups if we may photograph them enjoying their educational sessions. Please inform our Learning & Community Development Officer if there are any students who do not wish to be photographed – school groups will always be informed if photographs are being taken and permission will be obtained.

