

on the day

information for teachers

Arrival

On arrival, and after reporting to reception, Museum staff will show you to the cloakroom. Property can be left in the cloakroom but at owner's risk. Please do not leave bags unattended anywhere else in the Museum.

Supervision

Current ratios for supervision are as follows (unless otherwise stated):
1 adult every 6 pupils Yrs 1-3. For taught sessions a minimum of 4 adults
1 adult every 10/15 pupils Yrs 4-6. For taught sessions a minimum of 4 adults.
1 adult every 15/20 pupils Yrs 7+

The Manchester Museum is a public building and welcomes school groups. To ensure all Museum users enjoy their visit please take note of the following and brief pupils and supervisors on acceptable behaviour.

1. Pupils of all ages must be supervised. This includes gallery time before or after a booked session.
2. Primary children must be supervised when using public toilets.
3. Please ensure group leaders undertake regular head counts.
4. Museum staff will lead your group, but please note the overall responsibility lies with the school teacher/representative who is in charge of the visit.



Visitor Services

Visitor Services staff are on duty throughout The Manchester Museum and are easily identifiable. They are happy to answer any questions or assist with any problems. Staff will always be available in both shops and at the reception desk.

Emergencies

Taught sessions

In the event of an emergency, such as a fire alarm, please follow the instructions of the member of Museum staff leading the session.

General visits

In an emergency please follow the instructions of Visitor Services staff who can be found throughout the Museum.

You may also find it useful to arrange a designated meeting point for your visit and ensure all pupils and supervisors know where it is.