

Plan Your Visit

Booking your visit

To enquire about booking a visit to **Tiverton Museum of Mid Devon Life** please contact the **Learning and Participation Officer** at: education@tivertonmuseum.org.uk or call 01884 256295.

Workshops are usually available from Tuesday to Friday, subject to volunteer availability. We will try to accommodate very large groups on a Monday, when we are closed to the public. **Self-led visits must also be booked in advance.**

Once you have confirmed your visit, **including your transport arrangements**, we will send you our booking confirmation and risk assessments. **Please ensure that all accompanying adults have read the risk assessment before attending.**

Example Workshop Timetable

Time (approx.)	Activity			
10:00-10:10	Welcome to the museum			
	Activity 1	Activity 2	Activity 3	Activity 4
10:10-10:40	Group 1	Group 2	Group 3	Group 4
10:40-11:10	Group 4	Group 1	Group 2	Group 3
11:10-11:25	Break (please bring your own snack and drink)			
11:25-11:55	Group 3	Group 4	Group 1	Group 2
11:55-12:25	Group 2	Group 3	Group 4	Group 1
12:25-1:00	Lunch			
1:00-2:00	Free time to look around the museum (with trail if required)			
2:00-2.15	Gather in the Education Room and depart			

This timetable is based on a class size of up to 30 children, but can be adapted to accommodate larger group sizes. Please contact us to discuss your requirements.

Our workshops are a mixture of activities led by museum staff and volunteers, and fully resourced, self-led activities.

Please make sure that all accompanying adults have read the timetable and supporting information and are aware that some activities will be self led.

Free Preliminary Visit

We offer a free preliminary visit for teachers and visit organisers planning any workshop or self-led visit to explore the galleries and ask questions before you visit with the children. **Please contact us to arrange your visit.**

Payment

We will invoice you after the visit has taken place for the number of children who attend on the day. We do not require a deposit. All accompanying adults are free of charge.

Cancellation

If you need to cancel or rearrange your visit, **please contact us as soon as possible on 01884 256295.** We reserve the right to charge a 20% cancellation fee for groups who cancel within 14 days of their visit, unless an alternative date is arranged.

Where to find us

Download our [Museum Leaflet](#) for a map showing where to find us and a floor plan of the museum.

Parking

Coach and minibus parking is not available at the museum, but there is a drop-off point at the bus station 100 yards away and free coach parking around 5 minutes walk from the museum. It is the responsibility of your driver to arrange parking (contact info@tivertonmuseum.org.uk for information on coach parking in the town or to request a parking permit). The car park opposite the museum is a maximum two hour stay, but there is long stay parking in the nearby multi storey car park for cars (not minibuses or coaches).

Adult/Child Ratios

Please ensure that you have appropriate ratio of adults to children throughout your visit. We recommend the following ratios—1:8 for KS1 and 1:10 for KS2. This excludes adults who are supporting children with additional needs. **If you have any difficulties in staffing these ratios, please contact us to discuss.**

Arrival at the museum

We will welcome you to the museum on arrival. **We open at 10am and can not accommodate entry before this time unless this has been pre-arranged.** If you need to arrive after 10am, or will require a snack break on arrival, please let us know in advance, so we can adjust the timetable for the day. If you are delayed on your journey, please let us know by calling us on 01884 256295.

On arrival, please let us know how many children are attending. We ask that you have your classes divided into groups as per your timetable before you arrive. Groups may be based in different areas of the museum during your visit, so this makes it easier for us to direct you to the right place.

Please remember that you are responsible for your group's care and behaviour throughout the visit and pupils should be supervised at all times. Please be considerate of other visitors to the museum.

If anything should be lost or broken during your visit, please make us aware as soon as possible. At the end of each workshop activity, please leave the resources as you found them, ready for the next group.

Coat and Bag Storage

Coats and bags can be stored in the Education Room. For large groups, additional storage boxes will be located in the Farming Gallery. Please do not leave valuables unattended.

Lunch

The Education Room is available for lunch for both self-led and museum led groups at no extra charge. For self-led visits or half day workshops, please make your need for a lunch space known at the time of booking. For large groups, we may split the children between the Education Room and our Farming Gallery for lunch and snack times. **Food and drink should not be consumed in any of the other galleries.**

Toilets

There are toilets in the Education Room which are exclusively for the use of organised groups. There are also toilets at the main entrance to the museum, including an accessible toilet.

Accessibility

A lift is available so that all of the galleries are accessible for wheelchair users. We have an evacuation chair to assist people down the stairs in the event of an emergency. Please make us aware in advance of any specific access requirements, learning difficulties, special needs or allergies, so we can make the necessary adjustments. Simpler versions of our trail sheets may be available if required.

Emergency Procedures

In the event of fire or other emergency, please follow the instructions from museum staff and volunteers who will support all visitors in exiting the museum through the nearest fire exit. Please do not remain in the building to collect personal items. The muster point is in the car park opposite the museum entrance.

Medical Issues

Please ensure that you have trained first aiders in your group. There are also first aiders in the museum – please ask at the Front Desk – and first aid kits in the Education Room and at the Front Desk.

Museum Shop

The museum shop stocks a range of small 'pocket money' priced items, or can put together 'goody bags' to your preferred budget if ordered in advance. Please make sure that children visit the shop in small groups and are accompanied at all times.

We look forward to welcoming you to Tiverton Museum!

Any questions, please contact us at education@tivertonmuseum.org.uk or on 01884 256295