

## Your visit to Chelmsford Museum

Thank you for booking your school trip to Chelmsford Museum. These notes will provide the information you need to help you prepare your pupils and parents for the visit and embed learning experiences into your classroom work.

We want to make the day run smoothly for you, so please contact us if you have any questions about the visit by emailing: [caroline.hammer@chelmsford.gov.uk](mailto:caroline.hammer@chelmsford.gov.uk) or call 01245 605710.

### Before your visit

Please check all details on your booking confirmation form, add any additional information and then sign and email back a copy to confirm your visit.

### Risk assessment and online resources

The following documents can be downloaded from the museum website in [Information for Teachers](#)

- Generic risk assessment for the museum and specific risk assessments sessions and Museum iPads
- Teacher Packs at the bottom of the page, contain powerpoint resources for each session. They contain pre and post visit materials to enable your pupils to gain the most from the visit. The 'Visual journey through Chelmsford Museum' powerpoint that will allow your pupils to see 'inside' the museum before they visit.

We recommend that you come on a 'pre-visit'. The museum is open every day from 10am to 5pm. If you would like to talk to a member of staff about a pre-visit please email:

[caroline.hammer@chelmsford.gov.uk](mailto:caroline.hammer@chelmsford.gov.uk)

### SEND pupils and groups

Our sessions are designed to cater for a wide range of abilities and learning styles and are led by museum tutors who are highly experienced working with pupils of all abilities. Please talk to us about your group and pupils with additional needs so we can tailor the session and activities to ensure that all are able to participate fully and enjoy the visit. Please check details of any pupil's additional needs are correct on the Booking Confirmation form.

The museum is fully wheelchair accessible and has a large accessible toilet. To give your pupils an idea of what to expect before they visit, you can download our 'Visiting Chelmsford Museum' guide from the [Teachers Resources](#).

## Planning your day – logistical information

### Getting here

- By coach: the coach stop is on the road directly outside the front gate. Please walk up the drive to the main museum doors. There are no roads to cross.
- By mini bus or car: there is a large car park with accessible bays for mini bus parking. Please let us know when booking if you are coming by mini bus.
- By bus: buses such as the number 100 run up and down New London Road to the city centre at regular intervals stopping close to the museum.

Chelmsford Museum  
Oaklands Park  
Moulsham Street  
Chelmsford  
Essex  
CM2 9AQ

Reception: 01245 605700 or Learning Team: 01245 605710



### Museum led sessions

Our morning sessions usually begin at 10.15am and afternoon sessions at 12.45pm. Exact timings will be given on your Booking Confirmation form.

For morning sessions we recommend you aim to arrive at 10am to allow time to hang up coats and use the toilets before the session starts. If you arrive before 10am there are picnic benches in the park and you can have a snack before you come in.

In the afternoon, if you need to leave before 2.45pm, please let us know when booking and we will ensure sessions fit with your coach times.

### Lunch time

We have an indoor space for lunch or if the weather is fine, you can enjoy a picnic in the park. If you are coming for a half-day museum led session please let us know when booking if you would like to stay for lunch.

### Independent visits

Entry to Chelmsford Museum is free, but it is essential that you still book your visit in advance if you are bringing a group of more than 6 pupils. Please complete a [Booking Enquiry Form](#).

### Lunchtime

Our indoor lunch space is not available for groups on an independent visit. You are welcome to picnic in the park or visit the Hive Café in the museum. If you would like to take your group into the café please let us know before you visit.

### Museum shop

The shop has a good range of 'pocket money' souvenirs. Please let us know if your group would like to use the shop during their visit so we can timetable this in. Most children bring between £3 and £5 to spend.

### Picnic and play areas in the park

There are 2 fully fenced play areas with a range of play equipment suitable for nursery and primary age children. There are picnic benches in the park and plenty of space for pupils to run around on the lawn in front of the museum. There is a quieter 'secret garden' to the side of the museum.

Please be aware dog walkers enjoy our park too. They are asked to ensure their dogs are under control/on a lead and clear up any fouling that occurs. The museum cannot take responsibility for the behaviour of dog owners when pupils are in the park either during a session or free time. If a dog approaches your pupils and they are concerned encourage them to stay still and calm.

## Health and safety information

### Group supervision

The behaviour of pupils remains the responsibility of the school or organisation at all times during your visit. There is no limit on adult helpers so please bring sufficient people to supervise and support pupils when they are working in small groups. We strongly advise the following adult:child ratios:

- 1:4 Under 5's, Nurseries, pre-school, EYFS
- 1:6 Years 1 & 2, (Rainbows, Beavers)
- 1:8 Years 3, 4, 5 & 6, (Brownies, Cubs)
- 1:10 Years 7 to 11, (Scouts, Guides)

We encourage adults with the group to be actively involved in session by asking children questions and listening to their ideas. Please assure your parent helpers they do not need to know the topic.

### First Aid

We require your school to provide a designated first aider to accompany the trip and be the first point of call as you have the health information sheets for each of your children. There are first aid boxes in the museum and always a first aider on site who will provide additional support as required.

### Using iPads

In some sessions children will use museum iPads when investigating the galleries to gather 'evidence' that will be emailed to your school to support post-visit learning. The iPads have stringent security restrictions enabled to minimise any chance of images being taken and forwarded inappropriately or posted on social media.

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