

Organising School Visits to Norwich Castle

Planning your visit

- You can find details of our **offers for schools**, trails, resources and information to help you write risk assessments on our website:
www.museums.norfolk.gov.uk/Learning/Norwich_learning/index.htm.
- We can usually provide **areas for lunch**. Please ask when booking your visit and please leave lunch spaces clean and tidy.
- Once your planned activities are over** you are welcome to stay on site while the museum is open – 10am to 4.30pm.
- The **Museum Shop** has a good range of pocket money-priced souvenirs. *Please arrange for children to visit in small groups.*

Pre-visits

We strongly recommend that teachers visit Norwich Castle before bringing a school party. Pre-visits for teachers are FREE. You don't need to pre-book just come along any time the museum is open to the public. Tell the ticket desk that you're a teacher, and the name of your school.

Bookings 01603 493636, norwichcastle.bookings@norfolk.gov.uk
Advance booking is essential.

Admission and workshop fees

<i>Schools in Norfolk (term-time)</i>		<i>Schools outside Norfolk (term-time)</i>	
Pupils (admission only)	free	Pupils	£2.40 per child
Accompanying adults	free	Accompanying adults	free
Workshops and events	charges apply	Workshops and events	charges apply
NCC schools: Payment by journal transfer after the visit. Other schools: Payment on the day by cash, credit card or cheque payable to "Norfolk County Council".		Payment on the day by cash, credit card or cheque payable to "Norfolk County Council".	
Outside of term-time, school groups are charged £2.40 per pupil		Outside of term-time, school groups are charged £2.40 per pupil	

Example

Schools in Norfolk

A Day with the Romans: free admission + £5 per child for workshop
Self-led visit: free admission

Schools outside Norfolk

A Day with the Romans: free admission + £5 per child for workshop
Self-led visit: £2.40 admission per child

Cancellation policy

If you need to cancel your booking please give 21 days notice in writing. Failure to do so may result in a cancellation fee.

Access

We aim to make our activities as inclusive as possible. If anybody in your party has mobility difficulties you will need to visit the museum before the trip and talk through with staff how to evacuate in an emergency. We offer help with various services including disabled access parking for cars and minibuses and wheelchairs to borrow. An access guide is available on our website www.museums.norfolk.gov.uk/view/NCC081259

Running late?

If you are taking part in an event or workshop and your arrival time is delayed for any reason please call us on 01603 493636.

On arrival

- Ask your coach driver to **drop you off / pick you up** on Castle Meadow. There is then a short walk along a pedestrian path and steps to the museum entrance. There is also a lift.
- Please report directly to the information desk at the main entrance where a member of staff will meet you and ask the group leader to sign in and confirm the number of pupils and adults in the group. *NB. The museum opens at 10am. Before then there is nowhere to wait inside.*
- You will then be directed to your **drop off space for coats and bags**, shown your **lunch space** if you are staying for lunch, and taken to your **first activity**.

Responsibilities and expectations during your visit

The group leader has responsibility for adult helpers and for:

- briefing students and adult helpers before the visit on health and safety (see Risk Assessment Information), and on roles and responsibilities (see below).

All visiting teachers have responsibility for:

- their pupils' behaviour throughout the visit including led sessions and breaks.
- sole responsibility for the welfare of their pupils during breaks and lunchtimes.
- staying with their group at all times, especially during breaks and lunchtimes.
- being responsible, in case of evacuation, for escorting their group to fire assembly point, taking the register and reporting any missing person to museum staff.

Adult helpers are expected to assist teachers with the above

Students are expected to have a responsible attitude and show regard for the fabric of the museum, its contents and other museum visitors.

Departing the museum

When you are ready to leave, we recommend you phone your driver to check the coach is waiting for you on Castle Meadow. If there's a delay you'll then be able to wait in the museum.

After your visit

We will post you an evaluation form to complete and welcome your comments on how the visit went. We're also happy to receive children's work and photographs.

Thank you. We hope you enjoy your visit.

Norwich Museums, Learning and Access Team

www.museums.norfolk.gov.uk/learning

