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We’re looking forward to welcoming your school to The Postal Museum. These top tips will help you to book and prepare for your visit.

**Plan your visit**

* **The Postal Museum** is split across two sites. The Postal Museum has five exhibition galleries, shop and café, archive discovery room, learning space, lunch room and lockable bag and coat cupboards for schools.
* **Mail Rail** is across the road and down steps to the Mail Rail gallery, the Mail Rail ride and *Sorted!* The Postal Play Space.
* **Browse our programmes** and choose from facilitated sessions, gallery trails, a self-led visit or a Postal Package with the option to ride Mail Rail or play in *Sorted!* Make sure activities are suitable for the age of your learners.
* **Booked sessions** start between 10:15 – 10:30am (depending on travel time). Schools can bring up to three classes of 30 pupils per day. Book for more than one class to receive a discount.
* **School facilities** for booked sessions include lockable cupboards, and 30 minute timeslots in the lunch room. Self-led visits can request both subject to availability.

**Book Early**

* **Advanced booking** is essential for schools and learning groups. Book early to help us provide your preferred date and activities.
* **Complete our booking request form** with accurate information. Identify special educational or access needs to help us plan a first class visit for all your pupils.
* **Booking confirmation** will be sent by email within two weeks. If you do not receive it in that time email schools@postalmuseum.org
* **Your Welcome Pack** with timetable for your day, guidance notes and payment details will be included in the email.
* **Payment** must be made at least 30 days before your visit. Check your invoice carefully. Full details of payment methods will be on the invoice.

**Get prepared**

* **Request a familiarisation visit** on the school booking request form. Please note this does not include a Mail Rail ride (other restrictions may apply depending on dates).
* **Plan your journey**. Allow plenty of time for your travel. Schools are encouraged to travel by public transport. There is no parking at the museum. Drop-off and collection points must be arranged with your coach operator.
* **Read your Welcome Pack**. This will include a timetable for your day, health and safety information and guidance notes for Mail Rail and *Sorted!* (as relevant to your visit)
* **Risk assessments** are available for all museum spaces, Mail Rail and *Sorted!* and will be sent with the Welcome Pack. Teachers are encouraged to complete their own.
* **Learning resources and gallery trails** can be downloaded from our website to support your visit. Use them to introduce the topic, and prepare learners for the visit.

**On the day**

* **Arrive promptly** in The Postal Museum Welcome Space at least 15 minutes before the start of your first activity.
* **School briefings** will be provided by a friendly member of our team who will check your booking confirmation.
* **Brief your class** about the visit. Divide the class into groups, and give each adult a copy of your timetable. Print gallery trails and resources as needed.
* **Health and safety information** will be sent with your welcome pack. Teachers are responsible for the general health and safety and behaviour of pupils.
* **Adult: child ratios** must be as agreed in your booking. Schools that bring additional pupils/adults may have to pay full child/adult rates (at discretion of the museum).

**Minimum Adult: child ratios (not including additional SEND support)**

* **FDN:** 1 to 3
* **KS1:** 1 to 4
* **KS2:** 1 to 6
* **KS3:** 1 to 10
* **KS4 +** 1 to 15

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**Share your experience**

* **Photograph your visit** (flash photography is restricted in the exhibition galleries) and share them with us on social media @thepostalmuseum
* **Feedback forms** with prepaid envelopes will be given to teachers. Your comments will help us provide an engaging learning experience for schools.

**Read our** **Terms and conditions for schools** for full details about changes and cancellations.

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**Got a question for us?**

**Email** schools@postalmuseum.org

**Call** 020 8183 0064