

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

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.

Got a question for us?

Email schools@postalmuseum.org

Call 020 8183 0064