

## Visit Practicalities: Nottingham



### Before your visit

#### Teacher pre-visits

It is recommended you visit the National Justice Museum before you visit with your group. We offer free visits\* to teachers who are looking to visit the museum (\*admits two adults or 1 adult and 1 child.) You will need to pre-book a teacher visit by calling 0115 9939811.

#### Risk assessments

Risk assessments for the National Justice Museum and the City of Caves are available on our website: <http://www.nationaljusticemuseum.org.uk/education/book-educational-visit/risk-assessments/>

#### Supervision

Primary Schools - Admission for staff is free of charge and we require as many staff as possible to accompany the group. We need at least one adult for every seven pupils.

Secondary schools and colleges - We require at least two members of staff for every group of 30. One teacher for every 10 pupils booked will be admitted free of charge. Any teachers over the suggested quota will be charged the same price as the students. Any carers/teaching assistants who are accompanying individuals with SEN will be admitted for free.

#### Lunch rooms

You will be allocated one or more lunch rooms (depending on the size of your group) to store your bags and have lunch on the day. To obtain keys to the lunch room(s) we will require a £5 deposit for each lunch room on arrival which is then refunded when the keys are returned at the end of the day.

#### Gift shop

We have a small gift shop located next to the reception which sells a range of confectionary, souvenirs and pocket money toys. Students visiting the gift shop must be supervised at all times and 15 pupils at a time are permitted. You will be allocated time on your timetable to visit the shop.

#### Cafe

Our self service cafe sells drinks and snacks and is open 7 days a week. Please note under 16s must be supervised and only food and drink purchased in the café can be consumed there.

#### Toilets

Our main public toilets are located opposite the Civil Court Room just off the reception area. Upon arrival at the museum there will be an opportunity for pupils to use the toilets before beginning their activities. Our disabled toilet is located in the corridor leading to our temporary exhibition space just off reception.

## Directions

Directions for the National Justice Museum are available here:

<http://www.nationaljusticemuseum.org.uk/venue/national-justice-museum/>

## Coach parking

Unfortunately, due to our location, we are unable to offer coach or mini bus parking at the National Justice Museum. Your coach company will be able to drop off and pick up your students outside the museum but will need to find somewhere to park during the day. For information on where to park a coach in the city please click on the link to Nottingham City Council Website:

<http://www.nottinghamcity.gov.uk/article/23000/Coach-Parking>

## Mini bus parking

If you are travelling to the museum in a mini bus you will be able to drop off and pick up from directly outside the museum but there is nowhere to park. We recommend that mini buses be parked at the 'Park Centre' car park: Park Centre, Queens Road, Nottinghamshire, Nottingham NG2 3AS.

The car park is only a ten minute walk at leisure from the museum (NG1 1HN). To reserve spaces at this car park please call 0115 9866000.

## Before the visit checklist

- Have you photocopied your resources to bring on the day?
- Have you allocated roles for the courtroom workshop?
- Do you have a £5 for each key to your lunch room(s)? (One £5 deposit is required for each lunch room)
- Have you split students into separate groups as per the timetable?
- Does the timetable we have proposed match up with your travel arrangements?
- Have you made us aware of any SEN pupils attending?
- Has the payment been arranged? Please note, we need to receive full payment at least 7 days before the visit

## During your visit

### What do I do when I arrive?

On arrival the lead teacher will need to report to reception, via the main entrance (please leave your pupils on the coach at this point). One of our facilitators will be waiting to greet you. At reception you will be required to sign a booking form and collect your lunch room keys. (Please note that in the interests of security only one key per lunch room is issued) The facilitator will then escort you and your group to your designated lunch room(s) via the schools entrance (accessed from the pavement) and then deliver a brief health and safety talk before your activities begin.

### What should I do if I think we might be late / early?

If you anticipate that you will arrive earlier or later than expected, we would be grateful if you could notify the museum by calling the main reception desk on 0115 9520555 extension 200.

## **How do we get from one activity to the next?**

Unless otherwise stated you will be expected to move your group to your activities. On arrival you will be given a map to help you navigate the site.

## **The museum**

Due to the nature of the museum and prison, we advise students to keep their coats with them for the museum workshops during the colder months.

## **Conduct**

The National Justice Museum is a working building and has a number of external companies residing in offices around the building. We also regularly have members of the public visiting the museum and corporate functions taking place. Therefore, we ask all groups to respect all visitors, keep noise to a minimum and do not run in the corridors. For more information on visit conduct please refer to our code of conduct for visiting schools which you received with your provisional booking letter.

## **Post-visit**

An e-mail containing a teacher evaluation form will be sent to your e-mail address after the visit. We are always keen to receive teacher feedback so would be grateful if you could take the time to complete the evaluation and e-mail it back to us.

If you would like to discuss your visit in more detail please contact our Learning Manager, Naomi Garnett via e-mail [naomi.garnett@nationaljusticemuseum.org.uk](mailto:naomi.garnett@nationaljusticemuseum.org.uk) or alternatively you can call on 0115 9520555 extension 224.

If you would like to book another visit, please contact our Bookings Coordinators, Amanda Roberts or Denise Heritage via e-mail [education@nationaljusticemuseum.org.uk](mailto:education@nationaljusticemuseum.org.uk) or alternatively you can call on 0115 9520555 extension 212.

If you took any photographs on your visit or would like to share any positive feedback we would love you to do so on our social media outlets:

Twitter: @JusticeMuseum      Facebook: /NationalJusticeMuseum