

Museums & Galleries Teacher Information

Booking your visit

Is there a charge to visit the university museums? No, entry is free. Tours are also free but there is a charge for workshops.

How do I book a workshop or tour for my class or group? You can email museum.learning@liverpool.ac.uk or call 0151 795 7193.

Can I visit the museums before I bring my class? Yes. We recommend you make a pre-visit to familiarise yourself with the building and facilities. If you would like a member of the learning team to meet you, please contact us to arrange: museum.learning@liverpool.ac.uk or 0151 795 7193.

- The Victoria Gallery & Museum (VG&M) is open: 10am to 5pm Tuesday to Saturday.
- The Garstang Museum is open: 10am to 4pm Wednesdays and Thursdays. Visits on other days may be possible. Please contact us to arrange a visit on another day.

Are any workshops available for school and colleges? Yes, information about our range of KS1 to post-16 workshops is available on the VG&M website. We can adapt workshops (to a degree and with sufficient notice) if you have specific requirements.

Most workshops last 90 minutes with the artist-led workshops lasting approximately two hours. We can be flexible with the times of workshops but generally run the morning session from 10.15am to 11.45am and the afternoon session from 1.00 – 2.30pm. Most school and college visits to the museums are for a half day. If you are going to arrive late and/or need to leave early, let us know as soon as possible, as we may be able to shorten or adapt a workshop.

Do you offer schools and colleges guided tours? Yes. Most of our workshops include the opportunity to look around the museums, but we also offer free standalone tours. These generally last about 30 minutes. The VG&M tour covers the history and design of the building and the current exhibitions; The Garstang Museum tour focuses on the archaeology displays and collections. If necessary we can adapt the tour to emphasise a specific aspect of the museum relevant to the class's area of study.

Are any learning resources available? These are currently under development. If you have a suggestion for a resource, please contact us: museum.learning@liverpool.ac.uk



Can I just bring my class or group to visit without booking a workshop or tour? Yes. You are welcome to visit on a 'self-guided' basis but we recommend that you still book this with us because access to parts of the building may occasionally be restricted due to maintenance work, exhibition changeovers or events.

How many adults do I need to bring? We recommend a ratio of 1:5 for Key Stage 1 and 1:10 for Key Stage 2 and above but you will need to check your local authority or school guidelines. Most KS2 classes with around 30 children typically bring 3 or 4 adults. Accompanying adults should be prepared to be involved in the workshops, assisting with workshop activities and managing behaviour.

On the day of your visit

Where are the museums? The VG&M is on Brownlow Hill almost opposite the back of the Metropolitan Cathedral and housed in a distinctive red brick building with a clocktower (postcode L69 3DR). The Garstang Museum is at 12-14 Abercromby Square, Liverpool L69 7WZ next to the Sydney Jones Library. The entrance is round the back of the building – there is signage.

Where can my coach drop off? For the VG&M coaches can drop off on Brownlow Hill or Crown Street (coach drop off point marked on campus map). For the Garstang, buses can drop off on Oxford Street. There is no parking at the museums for coaches. There are some visitor car parks and public car parks nearby accessible to minibuses (marked on campus map).

Can I get to the museums on public transport? The museums are served by many bus routes with buses stopping very near to both museums. The nearest rail stations are Liverpool Lime Street and Liverpool Central (both 15 minutes' walk).

What should I do when I arrive at the museum? Let the reception desk know you have arrived. If you are taking part in a workshop or tour, the leader of the session will meet you in the entrance area.

Who's responsible for supervising my class or groups? You will need to ensure that children under the age of 16 in your care are supervised by you at all times. The VG&M is always open to the general public during school visits and the Garstang Museum may sometimes be open to other visitors. We do not expect any visitors to be silent but would ask that groups consider other visitors and staff.

Where do the workshops take place? Part of every workshop takes place amongst the exhibitions in the museums but we also have classrooms in both museums for some activities. We can accommodate a maximum of 32 students (plus accompanying adults) per workshop. You are welcome to leave items in the classrooms. The University of Liverpool cannot take responsibility for any lost or damaged items.

Can you sketch in the galleries?

Yes you can but you must use pencils only. Sketchbooks may be used or we can provide clipboards on request. No cases or walls must be leant on whilst sketching.

What are the arrangements for eating lunch? We do not have a dedicated lunch space for school groups and the café is not available for groups to eat a packed lunch. We may be able to arrange for your group/class to eat a packed lunch but this must be agreed in advance.

There is a grassed quadrangle at the back of the VG&M and a large grassed area in Abercromby Square near to the Garstang Museum, where groups could picnic during good weather. There are also many restaurants and cafes in the Hope Street area a few minutes' walk away that may be appropriate for older students.

Food and drink (other than bottled water) may not be consumed in the museums. This policy is to protect the buildings and collections from pests and spillages.

Can we take photographs? Photography is allowed in most areas without flash or tripods. Photography may not be allowed in some areas, due to conservation reasons or loan agreements – there will be notices advising of this.

What about access for people in wheelchairs? Both buildings are fully accessible. The Garstang Museum is situated on the ground floor only and the VG&M has a lift to all floors.

Where are the toilets? In the VG&M there are toilets on each floor. In the Garstang there is a disabled toilet on the ground floor and further toilets down one flight of stairs.

How can I provide feedback to the museums? You are welcome to email any comments or queries to the Learning team at museum.learning@liverpool.ac.uk If you participate in a workshop we will ask you to complete feedback forms after the workshop.

What else does the University of Liverpool offer for schools and colleges? Visit <https://www.liverpool.ac.uk/museums-and-collections/> to discover more.

The University's Widening Participation team also offer lots of school and college programmes run in partnership with a number of university departments <https://www.liverpool.ac.uk/widening-participation/>



Where else can I visit with my group or class? The following cultural attractions are within 10-15 minutes' walk of the Museums.

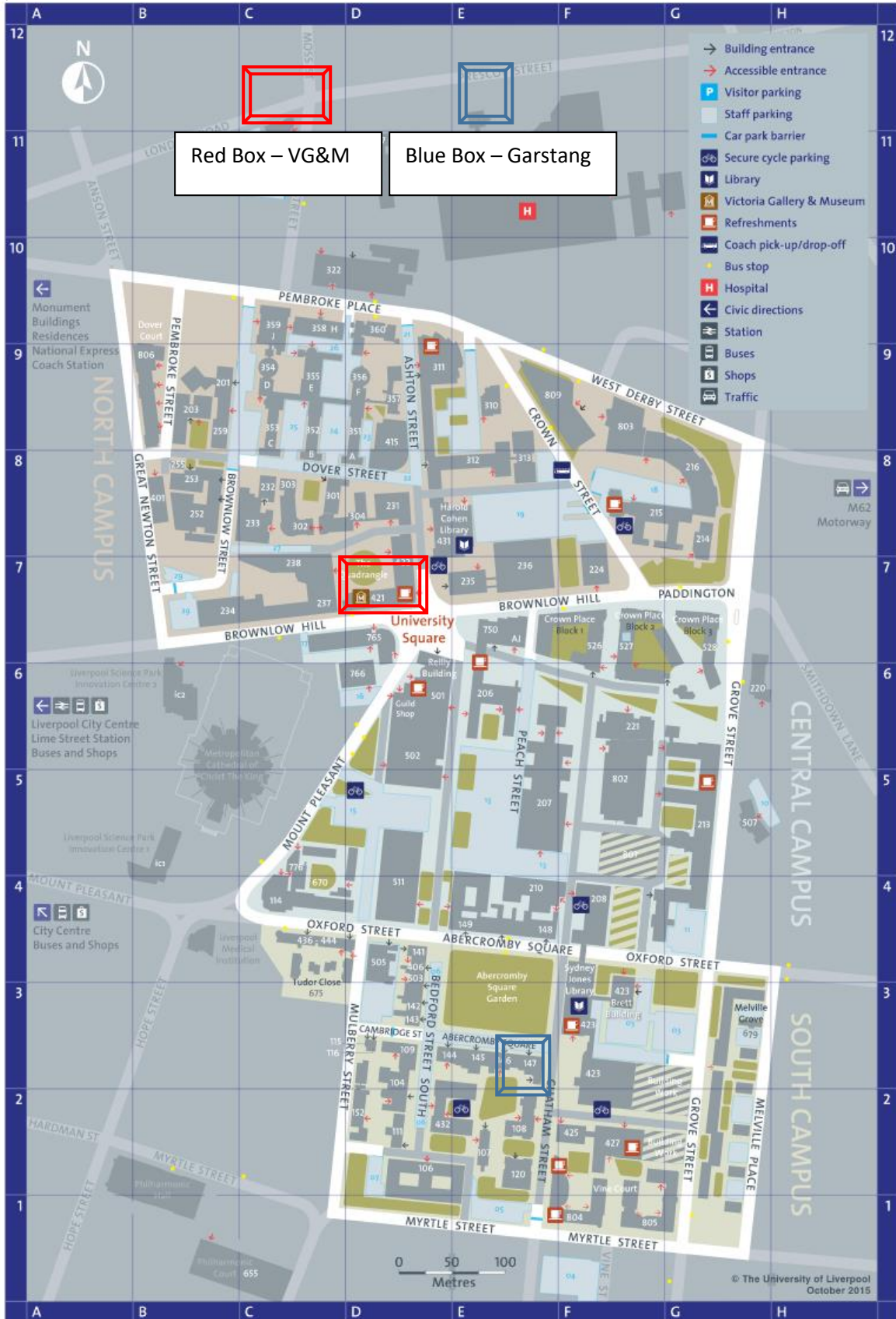
- Williamson Tunnels
- Metropolitan Cathedral and Liverpool Cathedral
- Everyman Theatre
- Hardmans' House, National Trust
- World Museum Liverpool
- Walker Art Gallery
- Central Library
- St. George's Hall

Health & Safety

What about a risk assessment? The museums are low hazard environments. Hazard identification sheets are available on request to allow you to complete your own visit risk assessment. Risk assessments are produced for every workshop and will be sent out once a workshop booking is confirmed.

What happens if the fire alarm is activated? Museum staff will lead you and your group out of the building and to the assembly point. There are refuge areas for people who are unable to use the stairs to evacuate the building.

What do we do if we need first aid or there is a medical emergency? Tell your workshop leader, contact a uniformed Visitor Services Assistant or the reception desk. There will always be First Aiders in the building or at the Sydney Jones Library, in the case of the Garstang Museum.



VG&M

VICTORIA GALLERY & MUSEUM



GARSTANG MUSEUM

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