



## Important information for teachers

### Expectations for teachers and supervising adults

- Please supervise your groups of learners at all times. Refer to the supervision ratios.
- Respect the needs of other classes that have booked. Please be on time and only visit the galleries you have booked at the times allocated.
- When you arrive please let the staff at the front desk know. If the weather is fine, your students can enjoy the outside lawn area while you check in.
- Do not use clipboards with metal backings and clips. For your convenience and to protect our exhibits, plastic backings are available at the front desk.
- The Museum Café and the Museum Shop do not cater for large groups. Small groups can visit, with adult supervision. Bags must not be taken into the Shop or Café.
- Only students with special needs should use the lifts. Many students visit the Museum and using the lifts would cause excessive delays for people who really need them.

Unfortunately the museum has limited capacity to store bags. A large crate or two for lunches is easier to keep secure. Supervisors' bags must be left at the security desk, or be inspected and tagged by the security officers.

### Expectations for students

We would like you, and all our visitors, to enjoy visiting the Museum.

- Please stay with your group.
- Walk safely around the galleries and displays.
- Share the space with other visitors.
- Talking is an important part of learning. Please remember to use a quiet voice.
- The Museum glass cases can get dirty or scratched. Please enjoy looking without touching.
- Please use the stairs and avoid the lifts. They are needed by people who can't use the stairs.
- Help keep the Museum clean. Please eat and drink outside on the lawns.