

<b>WHAT SCHOOLS/PARTIES NEED TO KNOW</b> <b>(For putting into Teacher's pack with notes)</b>	<b>WHAT THE MUSEUM WILL NEED TO KNOW</b> <b>(For booking &amp; record-keeping)</b>
<p><b>LEARNING OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>• Appropriate displays for topic</li> <li>• A/V or tape tour appropriate</li> <li>• Reading level of labels/worksheets</li> <li>• Handling materials/loans</li> <li>• Museum sessions/activities</li> <li>• Space for working near displays</li> <li>• Is photography allowed?</li> </ul>	<p><b>TEACHER IN CHARGE OF VISIT</b></p> <ul style="list-style-type: none"> <li>• Number of pupils</li> <li>• Age and ability</li> <li>• Any special needs</li> <li>• Number of other adults</li> <li>• Parking space</li> </ul>
<p><b>RESOURCES AVAILABLE</b></p> <ul style="list-style-type: none"> <li>• Museum plan</li> <li>• Teacher's notes/session outline</li> <li>• Gallery guides/leaflets</li> <li>• Worksheets</li> <li>• Reading lists</li> <li>• Archive documents</li> <li>• Pre-visit slides/video</li> </ul>	<p><b>TOPIC STUDIED</b></p> <ul style="list-style-type: none"> <li>• ETV/Radio</li> <li>• Curricular links</li> <li>• Preparation done?</li> <li>• Aims of visit &amp; follow-up</li> <li>• Which displays needed</li> <li>• Handling/role play activity</li> </ul>
<p><b>FACILITIES TO CHECK</b></p> <ul style="list-style-type: none"> <li>• Parking</li> <li>• Reception point</li> <li>• Clip boards/pencils/stools</li> <li>• Cost &amp; what's included, including freebies</li> <li>• Sandwich room/picnic area</li> <li>• Cloakroom/toilets</li> <li>• Disabled access/WC</li> <li>• Induction loop</li> </ul>	<p><b>DATES AND TIMES OF</b></p> <ul style="list-style-type: none"> <li>• Arrival/departure</li> <li>• Museum staff available</li> <li>• No conflict with work in gallery/other booking</li> <li>• A/V booking</li> <li>• Time for snack/toilet break</li> </ul>