

COVENTRY TRANSPORT MUSEUM

Schools Information Pack



COVENTRY
Transport
MUSEUM

General guidelines

Thank you for considering Coventry Transport Museum for your educational visit. The following guidelines are designed to support you and help to ensure your visit is a success.

- For the health and safety of your group please bring with you a comprehensive register of all members of your party – adults and children. Schools are responsible for drawing up their own risk assessments, but we provide a model for your use – please follow the link at the foot of the [Primary School Visits](#) page.
- There are coach drop-off and pick-up points near the Museum and coach parking nearby.
- On arrival at the Museum you will be greeted by a member of our Learning or Customer Services Team and provided with information on the location of toilets, pre-booked activity areas and any allocated lunch areas. An area can be arranged for eating packed lunches and we can store your coats and bags. At present, use of our lunch area is restricted to schools taking part in facilitated sessions and is at no additional cost. Lunch spaces must be pre-booked.



Please remember...

Please remember that, as group organiser, you are responsible for the conduct of your group whilst visiting the Museum. Please encourage your group to walk and not run around the Museum and to be sensitive to other visitors.

- Please don't touch the vehicles, or attempt to sit in or on exhibits.
- Photographs are permitted and we encourage school groups to bring a camera with them.
- If you require assistance or experience any difficulties during your visit please approach one of our Museum Assistants who will do all they can to assist you.
- Our Access Policy is available to download from the Museum website at <http://www.transport-museum.com/visiting/furtherinfo.aspx>.
- Have a great day. Please ring if you have any queries.



Please note:

In order to ensure your day runs smoothly please aim to arrive at least 15 minutes before your pre-booked session. If you believe you may be late please contact the museum to let us know. This will help us to rearrange other sessions that may be booked in if necessary. Sessions are pre-booked at a set time and while we will always aim to deliver, the Museum reserves the right to cancel, or rearrange the timings for a session if your group arrives more than 30 minutes late.

How to book

If you would like to book a school visit please contact us using one of the following methods:

Tel: 024 7623 4270

Fax: 024 7623 4284

Email: enquiries@transport-museum.com

Please let us know...

- What session times would suit your visit best
- How long you would like to spend visiting the museum
- Whether you would like more than one school session
- How many learners and adults you plan to bring
- Alternative dates in case we cannot manage your first choice
- Any particular access requirements or Special Educational Needs
- Whether you require a lunch facility

