

## **Booking – teacher's notes**

Thank you very much for your interest in Gunnersbury Park Museum and in booking learning sessions with us.

### **History of the site**

The previous house on this site was in 1761 home to Princess Amelia (1711 – 1786) daughter of King George II. The current house was built in 1802 and was owned by the Rothschild family from 1835 to 1925. It opened as a public park in 1926 and as a public museum in 1929 with a collection of local history items on display.

### **The Galleries**

#### **Ground Floor**

##### **Skylight Gallery**

This introduces the museum with lots of images of the site and local history. There is a monument to the setting up of the Brentford Girls' School in memory of Evelina Rothschild. There is a bell on display that was used to summon servants in this former country house. There is also a Stanhope printing press on open display but please ensure pupils do not touch it.

##### **People and Place**

In this room we celebrate the people of Ealing and Hounslow, their lives and achievements through a selection of individuals. From our early ancestors through a collection of Stone Age tools, Bronze Age, Iron Age and Roman artefacts to modern day objects in a room that was once the library in Victorian times.

##### **Toys and Games**

The objects in here show how toys and games have changed through the years. There are lots of toys for younger children. Some paper can be drawn on and there is a chalkboard which can be drawn on. Please ensure pupils do not leave paper on the floor or draw on the table/walls and tidy away toys afterwards.

##### **Butler's pantry**

This is currently part of our temporary exhibition called 'People's Unite! How Southall Changed the Country' It contains an installation by a local person recreating some aspects of her parents' living room in Southall in the 1980s and includes a few costumes the children can carefully try on.

##### **Historic rooms**

Some of the more historic rooms may be open when you visit although they are also used for private events.

##### **Shop**

The museum gift shop contains a range of items that will appeal to pupils such as toys, books and stationery. Pupils may wish to buy items from the shop. It is best to do this with smaller groups at a time. It is also possible to reserve certain items from the shop as a set of goody bags which we can

add to your invoice afterwards.

## **First Floor**

### **Leisure**

At the top of the grand staircase is the room that was once a bedroom, but this is currently part of our temporary exhibition called 'People's Unite! How Southall Changed the Country' and this room focuses on the music scene of Southall, such as Bhangra and reggae. Children can try listening on two headphones to their selection of mixed tapes on a tape player.

### **Home Gallery**

This room is currently part of the 'Peoples Unite!' exhibition and this room focuses on activism in the 1970s and 1980s in Southall. Please be aware that two of the drawers, which are ordinarily kept closed, contain sensitive material such as a school logbook that refers to a racist incident and a photo of police brutality. The room does have a few colouring sheets and posters to create but because of the numbers and times those are for families to do rather than schools. Do ask if you want further details.

## **Second Floor**

### **Industry**

The local boroughs supported an enormous range of industries, including agriculture, factories, waterways and markets. There are a few interactive items for example in the far corner on the right is an area where small groups at a time can print using stamps onto the paper provided. However, there is a weighing machine on open display in the corner to the left and a milk cart in the centre. Please ensure pupils do not touch either of these.

### **Fashion**

We have a large fashion collection. In this room some highlights of it are on display. Pupils enjoy this room and often it can be the best room to start with. It is best to sit the pupils on the floor to start with then watch some of the film and as it plays allow selected pupils to try on costume under supervision while other pupils look around the room. Please ensure costume is put back on hangers afterwards. Please be aware that noise levels can tend to build up easily in this room if not checked.

## **On the day of the group visit**

### **Getting here**

If you are travelling by public transport, please note that our nearest underground station is Acton Town (District and Piccadilly Lines) and the E3 Bus stops right outside Gunnersbury Park. If you are travelling by coach, please inform the driver that the drop off point is on Popes Lane, just outside the main entrance to the park.

### **Parking**

If you are travelling by coach, please ask your driver to let your group alight at the Popes Lane entrance. Unfortunately, there is no access for coaches to the site. Cars and minibuses can park in our small car park further along Popes Lane. Please look for the lane signed Gunnersbury Park and Capel Manor College. Other than blue badge holders who can use the accessible carpark next to the museum, the standard parking for cars is in the main public car park where charges now apply. Just email the museum reception or learning team if you have any queries.

### **Arrival**

The entrances nearest to the museum are the main entrance to Gunnersbury Park on Popes Lane or, if coming from Acton Town tube station, the side entrance along the A406, Gunnersbury Avenue.

Please come to the Museum main entrance and let the reception staff know that you are here for a pre-booked visit. They will then contact the learning team. Your group will be met by an experienced member of staff who can answer any queries plus give information such as what to expect during your visit and what to do in the case of an emergency. They will ask you for numbers of your group for our records and will then greet and welcome the group and lead them inside. They will show you where to put bags and coats and where the toilets are. Your group is welcome to spend time in the park if you arrive before the museum is open.

### **Toilet facilities**

If you are visiting the museum, you will find toilets and accessible ones on the ground floor. Classes attending workshops will be directed to these toilets prior to their workshop. Please note that these are also used by the general public so do check them first. Please ensure that the adult with your school group checks that pupils do not leave paper towels on the floor. Please check that pupils do not forget to flush the loos. There is a unisex toilet in the Studio lunch room area if needed but it has only two cubicles.

### **Accessibility**

Please ensure you tell us beforehand if anyone with your group has additional or special needs especially such as wheelchair users because certain areas are not/less accessible and we can alter the rooms used accordingly and because we can adapt/tailor things in our workshops with a little prior awareness of the main additional needs. We can then be more prepared and can plan and look at any additional support or other options if needed. For example, we have workshop-specific sensory items available for those with ASD who may wish to use them. We can identify rooms and point out where break-out spaces are. We can email you additional resources and information if helpful. We can use ground floor spaces for activities or take a wheelchair user or those with limited mobility via an alternative route in the park or museum but we would need to discuss this with you as part of the booking process. If in doubt, please check with us beforehand.

### **Health & Safety**

We do ask you to let us know about any medical conditions such as allergies or medical requirements that are specific to those in your group which you feel we should be aware of. If a first aid incident occurs during your visit, the school's class teacher is responsible for assessing the situation, administering first aid, looking after the person affected and informing us as necessary. The school is responsible for bringing the correct first aid items on the trip and having them at hand (if the two or three classes are in separate locations in the park and museum there must be first aid items with each group as groups can be a long way from each other). There must be at least one DBS-checked first aid-trained member of school staff with each class and there must be an additional DBS-checked member of school staff who could then assume supervision of the class if the other person has to leave or look after the child who is ill. Responsibility for your group is the responsibility of the school class teacher at all times as is a risk assessment for the trip and for your group. We will provide risk assessment guidelines and information about the site and the workshop activities but ask if you have queries. We strongly recommend that you visit the site for yourself before the day of your trip. Your own on-site risk assessment can be done here pre-visit at any point during opening times. If you wish to meet someone about it, you can contact us and with enough advance notice, we will try to arrange for a member of staff to meet with you at the venue from Monday to Friday.

On the day please ensure you bring your class/group register with you. Fire exits are clearly marked above doors. All spaces are regularly checked, and the building is fully protected with automatic alarm system. In case of a fire alarm sounding the group will exit the building and wait in the car park at the front and to the side of the main museum building until further instruction is given. During self-guided time eg the lunch break where school classes and their teachers are not with the museum staff, they are responsible for their own evacuation of their class from the building. This

includes teachers writing, in advance of the trip, their personal evacuation plans for anyone needing additional consideration/measures eg for those with limited mobility. Liaison and site visit, arranged via the museum staff, would be required in such cases if a personal evacuation plan is required. Museum staff will remind the lead teacher prior to their lunch break what is required in emergencies and there is signage in the lunchroom with guidance on it. Exit from the lunchroom is down the narrow stairs the class used to enter the lunch room and then out through the nearest fire exit (the staff entrance back door by pressing green button to left of it) or if that exit is blocked they should use the alternative signposted exit at the back of the lunchroom.

### **Code of conduct**

We hope you enjoy your visit to Gunnersbury Park Museum and we are sure you will do. Incidents of concern are extremely rare. We hope this guidance will help you and others to have a safe and well-organized experience. Please be aware that this is a venue with historic/cultural significance which is open to the public. It is possible that children's over-excitement in a given space could lead to carelessness or accidents. Please ensure your group are aware of the following.

#### Pupils must:

1. not run,
2. not climb on displays or parts of the building eg radiators,
3. not touch anything unless you say they can (ask museum staff if unsure),
4. keep noise levels to a minimum,
5. leave all rooms and toilets in a clean and tidy condition after use,
6. show respect to museum staff, volunteers, other visitors and museum property and not behave in a way that may be likely to cause negative effects/harm/damage to others or to the site/property.

#### Groups leaders must ensure:

1. there is an appropriate standard of behaviour at all times by all the people in your group,
2. correct ratios of suitable adults are brought, as outlined on your letter of confirmation.
3. pupils are closely supervised at all times by the adults who are responsible for them,
4. prior to the visit, the expected behaviour of those in the group has been discussed with them,
5. information has been given to all accompanying adults so they are aware of what is expected of them too,
6. museum staff are not left alone with your group or with any children within your group or be expected to be responsible for your group.
7. museum staff are informed of any incidents or issues of concern where appropriate.

If you decide to split your class into two (**or a maximum of three groups**) please only do that if those accompanying adults are members of your school staff rather than parent helpers as parents must not be responsible for managing groups in different rooms of the museum. Please ensure you have allocated a sufficient number of adult supervisors so that even should this be diminished on the day due to illness etc the correct adult/pupil ratio can be maintained during the visit. For these purposes, six-formers or work placement students under 18 years of age are not to be deemed as responsible adults. The overall behaviour of the people on your trip remains your responsibility. This applies, in particular, to respect for the venue, collections, other visitors and staff. If misbehaviour by students

is causing a significant problem and continues as such after our workshop facilitator has asked you to rectify it, then our workshop facilitator will either end the workshop (which you will still be charged for) or escalate the issue to a museum manager who will decide the next action to take.

Although it is extremely rare that any problems occur we do reserve the right to ask people or groups to leave the premises in cases where behaviour is highly inappropriate or is likely to cause a risk to health and safety or to property. If damage is caused as a result of the actions or neglect of those in the group we reserve the right to pass the subsequent costs on to the school.

### **Workshops**

Workshops start at the time indicated on your booking confirmation letter. The session is led by a trained member of museum staff and all takes place within a specific museum space. It is possible that children's over-excitement in the space could lead to carelessness and trips or collisions. They should be aware that museum objects may be used as part of the session but only under the instruction and guidance of the workshop leader. If you are late arriving, we may not be able to deliver the whole of the workshop. Please note that video recording of all or part of a session is not allowed.

### **Time when not in workshops**

You may wish to leave straight after your workshop or arrive just before your workshop or you may wish to look around the galleries/park. Please ensure you let us know what you wish to do. There are lots of museum galleries to look at as described above and these will complement your workshops and topic well so do ensure you have got sufficient time to look around. There is also a lot to see and do in the park and there are playgrounds next to the museum. The park is a beautiful area to explore with your class and contains many historic features. Do ask for a free map of the museum and park at the front desk to help you to explore. We recommend you bring a camera (no flash photography in the galleries please)

### **Lunch spaces**

During the times of the year when the weather is warm enough it is very nice for your class to use the outdoor spaces in the park to have their lunches. Just tell us that is what you intend to do and ensure you come back to the front desk in time for your workshop. Be aware that the park is also used by many dog walkers and it would be advisable if the pupils want to run or roll around or pick up things that you check the area first. There are rooms indoors that can be booked beforehand as a lunch space which we can direct you to and children can sit on the floor in order to eat their packed lunches. In the Studio Two room please ensure children do not lean or climb on the radiators in order to try to look out of those windows. When finished in the room, please use the bins provided for rubbish rather than leaving extra bags next to the bin and please use the dustpans and brushes provided to sweep up any mess. This is an old building, and even though our cleaners clean the rooms every day, there may still be some occasional pests such as ladybirds or even sometimes mice coming in. If you do see traps in some of our spaces, children must not move or interfere with them. During a lunch or specified break you may bring a coffee/hot drink, purchased from the pop up refreshment vans, into the museum if it is covered with a secure lid and if you take it directly to the lunch area and use a route as directed rather than via the galleries/collection items. It is not permissible to have hot drinks or any food while looking around the galleries or while in workshops. It is not permissible for adults to leave the workshop for a drink and thereby reduce the required ratio. We also require the adults to take part in the workshop and often help supervise smaller groups or elements of the workshops whether they are indoor or outdoor workshops.

### **Payment**

You will be invoiced per workshop. This will typically be after your visit, unless required earlier. Please do not worry if there is a delay in invoicing you. It will contain a link for making payment.

Please ensure you state clearly on the payment the correct name of our company, namely Gunnersbury Museum & Park Development Trust. Please let us know if you have any queries or concerns. Do be aware of the cancellation fees as outlined on your letter of confirmation.

**Booking for your next trip**

We look forward to seeing you again for your next visit. We often have whole schools who bring each year group for a different topic. Please fill in our 'enquire today' form on our website on the schools page so we can process your request. Certain times of year can get very busy, for example October/November and February/March in particular. The earlier you can contact us to book (up to a year in advance is possible as some schools do) the more chance we have of accommodating your request. Autumn Term is the busiest time for us and it is quite likely that the Autumn Term will be full or very nearly full up even by the start of the summer holidays and enquiries are dealt with in the order they are made on a first come, first served basis.

**We look forward to seeing you again soon.**

**Thank you**