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## 1. Welcome to STEAM Education.

This Pack includes practical information, directions to STEAM and a map of the Museum.

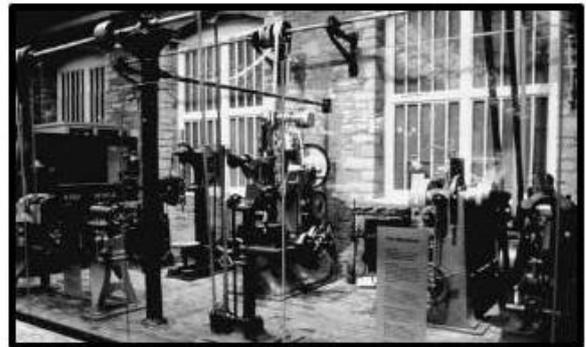
**Please read the Practical Information for Schools carefully and note the following point in particular:**

Schools are asked to photocopy a map of the Museum for each teacher and adult helper accompanying the class, as this will definitely be needed for navigating around the Museum during the visit.

**We hope you enjoy your visit to STEAM.**



*George V Locomotive*



*Machine Shop*



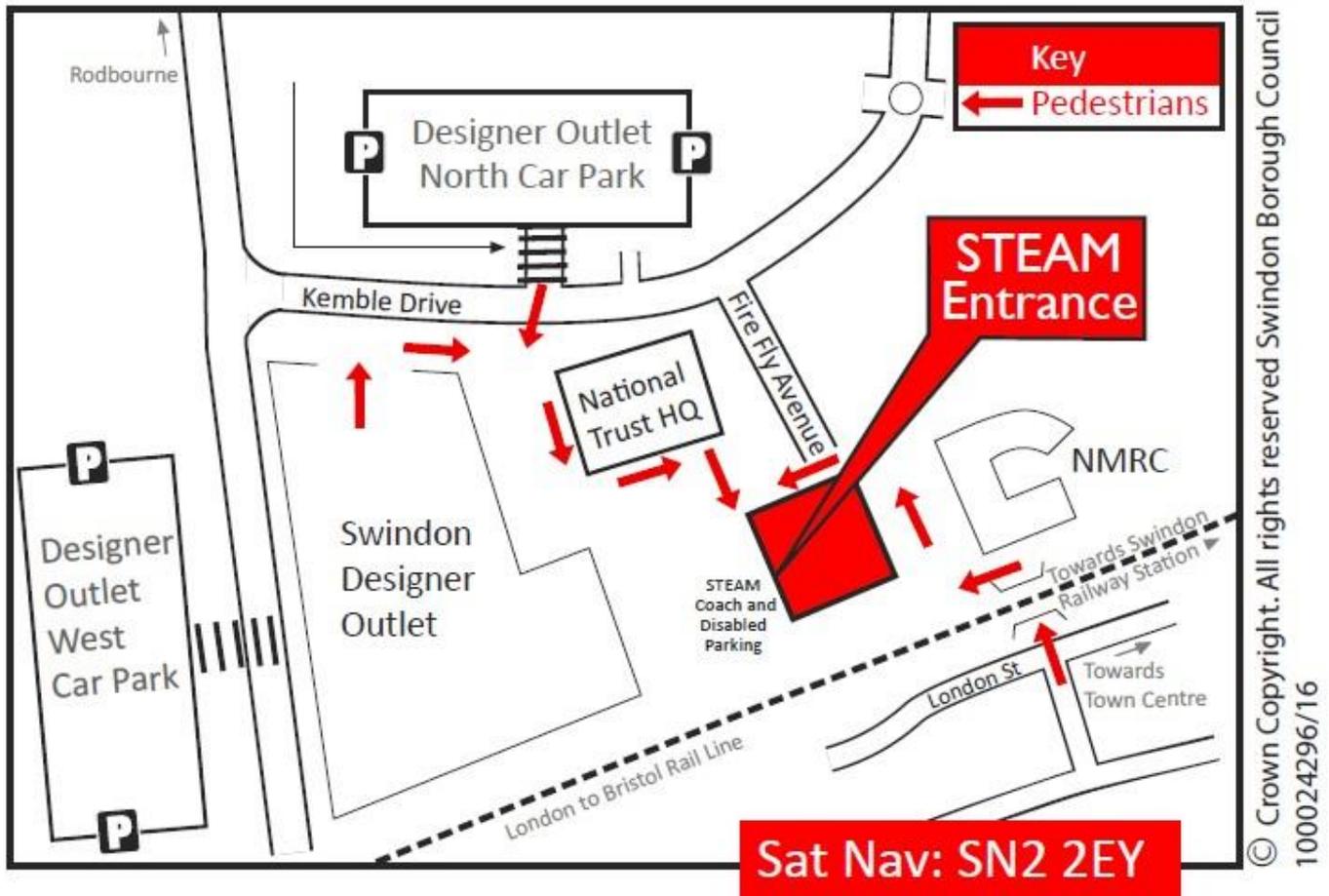
*Artificial hand in Carriage Shop*

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## 2. Getting to STEAM - Museum of the Great Western Railway

How to find us:



### From Junction 16 M4

Coaches should follow the brown tourist signs for 'Outlet Centre' and "M" for STEAM, toward Swindon from Junction 16 (A3102).

Proceed straight over the next 3 roundabouts (following B4006) until you reach the Bruce Street Bridges roundabout.

On reaching the Bruce Street Bridges roundabout, take the third exit on to Kemble Drive. Follow Kemble Drive to the next roundabout, turning right. Turn next left on to Fire Fly Avenue. At the end of Fire Fly Avenue, turn right. Cross the pedestrian crossing and follow the road around to the left until you reach the parking barrier. Press the intercom button and tell Security you are visiting STEAM with a school party. Once the barrier is raised, proceed to the front entrance of STEAM, which is on your left.

### Coach Parking

The coach drop off and pick up point is at the front entrance to the Museum. Coach parking is near the entrance to the Museum.

### From all other routes

Follow the brown tourist signs to "Outlet Centre" and "M" for STEAM. Once you reach the Bruce Street Bridges roundabout, take the appropriate exit for Kemble Drive, and follow the directions above.

### 3. Practical Information for Schools

**Thank you for booking a visit to STEAM – Museum of the Great Western Railway. We hope you enjoy your visit.**

To ensure your visit goes as smoothly as possible, please read the following directions.

#### **Preparation for the Visit and Arriving at the Museum**

##### **Arrival**

Your coach will need to enter into the parking area in front of the museum through a barrier that is operated by the Outlet Centre. Please note that the barrier will only remain in an upright position whilst the coach is travelling through the barrier. We advise that anyone who has left the coach at the barrier should walk around it rather than under the raised barrier.

From the coach drop off point, which is right outside the main entrance to the Museum, pupils should be led inside the Museum and gathered quietly in the main foyer. Please ensure that the pupils remain here while the Group Leader registers your arrival at the Ticket Desk.

##### **Meeting and Greeting**

While the Group Leader is registering your arrival at the Ticket Desk, STEAM staff will meet and greet your group/s, give a brief introduction to the Museum, explain the STEAM Code of Conduct for school visitors and our guidelines for Health and Safety, including Fire and Emergency Evacuation procedures and what pupils should do if they become lost or separated.

STEAM staff will also count the number of children in each group and ask the Group Leader to sign to confirm the number of children attending on the day. Minimum supervision ratios will also be checked on arrival at the Museum. You may be refused entry if you do not meet STEAM's minimum supervision ratios for school groups.

##### **Coats, Bags, Lunches and Spending Money**

STEAM staff will meet and greet your group/s and supervise while coats and bags are collected and locked in a secure cloakroom. The cloakroom will be available to the group/s again only at lunchtime and on departure. Please take any essential medicines that pupils may need into the Museum with you.

Lunches are collected separately and will be taken to the school lunchroom, so please ensure no valuables are left with the lunches.

Where a school has planned a visit to the STEAM Gift Shop, we find that the Group Leader usually takes charge of the pupils' money and takes this into the Museum with the class/es. This is what we prefer, as money can become a distraction to individual pupils during their Discovery Session/s. Parents can be asked to provide a named purse containing spending money, which is easier for the Group Leader to manage. Any visit to the Shop should be timed at either lunchtime or at the end of the Museum visit.

##### **Water Bottles**

We are aware that children need regular access to drinking water through their working day at school. If you feel it is necessary on the day of your visit, school children (unlike the rest of our visitors) are permitted to take a small bottle of still water with a screw top into the Museum with them. Please respect this privilege by ensuring ONLY still water is taken into the Museum, as this rule is in place to protect the Museum Collections in general as well as the handling collections, historical reconstructions and displays used with school children. Please also ensure that water bottles do not cause a distraction during Discovery Sessions with Education Officers.

**Toilets**

All toilets are marked on the STEAM Map for Teachers and Adult Helpers. The main toilet block is located in the Museum foyer (general use) for pupils who need to visit the toilet at this point, before entering the Museum. There is an additional single male and single female toilet on the Station Platform (general use), and further toilets alongside the school lunchroom on the second floor (school groups only). There is an accessible toilet in each location.

## Practical Information for Schools – Continued

### **Children need to have something to focus on in the Museum when they are not taking part in Discovery sessions.**

We ask our visiting teachers to provide additional learning resources on the day of the visit to engage pupils during their periods of free time in the Museum.

### **Additional Learning Resources for Your Visit**

Please bring along enough copies of the Map of STEAM for Teachers and Adult Helpers (which is provided in this pack) for all your accompanying adults. Every adult should also have a copy of your timetable for the day, which includes timings of lunchroom slots, timings of Discovery Session slots and locations of Discovery Sessions for each group. These are detailed on the Booking Confirmation email sent after you made your booking. These measures help to avoid difficulties for other groups using STEAM Education on the day of your visit.

Additional learning resources can be downloaded from the Planning Your School visit page of the website. Please photocopy a selection suitable for your class and bring class sets of these resources along on the day of your visit. Alternatively, please devise your own activities for your class/es during your Familiarisation Visit.

The Museum supplies clipboards and pencils, which can be requested at and should be returned to the Ticket Desk on the day of your visit. Please ensure that pupils do not have clipboards during Discovery Sessions with Education Officers, as they are a huge distraction.



## 4. Supervision, Behaviour and Health and Safety of Pupils

### Risk Assessments

We have detailed Risk Assessments and Safe Systems of Work for all educational activities. Please see Risk Assessments and Health and Safety requirements on the Planning Your School Visit page of the website.

Please ensure you fully familiarise yourself with all STEAM's Risk Assessments for school visitors before your visit. The Group Leader should thoroughly brief all accompanying adults and, where applicable, the children, in advance of the visit.

Please note that these Risk Assessments are written from the Museum's perspective and especially from the perspective of the Learning Team at STEAM. We strongly recommend that all Group Leaders also conduct their own additional Risk Assessment during a Familiarisation Visit and use the materials we provide to complement your own.

**There is always a first aider on site when STEAM is open to the public.**

### Gas Masks

Children should under no circumstances bring original or vintage gas masks to the Museum as part of their World War Two visit. Templates for making replicas are provided in STEAM's additional learning resources for World War Two on the Planning Your School Visit page.

### Health and Safety Requirements

The Risk Assessments and Health and Safety requirements also include Standard Conditions for School Groups visiting STEAM. These detail the behaviour we expect from school children on a visit to the Museum, and what the Health and Safety responsibilities of Group Leaders and other accompanying adults are, including minimum supervision ratios and maximum group walkabout numbers. The behaviour and supervision of the pupils at STEAM is the responsibility of the teacher.

Also included are procedures for Fire and Emergency Evacuation of the building and for Children becoming Lost or Separated.

Please ensure you fully familiarise yourself with these documents so that you are aware of your responsibilities whilst at STEAM. The Group Leader should thoroughly brief all accompanying adults and, where applicable, the children, in advance of the visit.

### Supervision of Pupils

We require that schools observe a minimum supervision ratio of 1 to 6 at KS1, 1 to 10 at KS2 and 1 to 12 at KS3 and above. This is also the maximum group walkabout number. Classes are to be divided into small groups (as above) with a competent/trained/qualified adult responsible for the supervision and behavior of each group at all times. The behaviour and supervision of the pupils at STEAM is the responsibility of the teacher.

STEAM's Standard Conditions for School Groups visiting STEAM must be upheld at all times. In circumstances where these conditions are not being effectively enforced, the school will be asked to leave the premises. Adults are to remain with their designated group at ALL times and UNDER NO CIRCUMSTANCES are to leave a group alone with an Education Officer during a Discovery Session.



## Supervision, Behaviour and Health and Safety of Pupils - Continued

### Shop Visits

The STEAM Gift Shop is stocked with a range of child friendly and pocket money priced items. We recommend at least £2 per pupil for a shop visit. Pre-ordered Goody Bags (to pick up on the day of your visit) are also available from £3 per bag, but must be ordered at least 2 weeks in advance of your visit. Please email [adminsteam@swindon.gov.uk](mailto:adminsteam@swindon.gov.uk) or call 01793 466637.

Please be aware that Standard Conditions still apply during a shop visit i.e. minimum supervision ratios need to be adhered to and behaviour of pupils closely monitored. The maximum group walkabout number also still applies i.e. at KS1, the group needs to be divided into smaller groups of no more than 5 (under the supervision of an adult) and at KS2, the group needs to be divided into smaller groups of no larger than 8 (under the supervision of an adult).

**PLEASE NOTE:** During busy periods, the number of children allowed in the Shop at one time may be limited to 8 pupils. Please build this into your planning on the day.

### Safeguarding

STEAM – Museum of the Great western Railway is strongly committed to protecting and promoting the welfare of children and young people and expects all staff, volunteers and visitors to embrace this commitment.

Please contact us if you would like a copy of our Safeguarding Policy and Procedure.

### Photography and Filming

STEAM currently operates a policy whereby photography and filming of school children on organised school visits by general visitors are not permitted in the Museum. Visitors and other members of the public who appear to be taking photographs in inappropriate circumstances should be challenged.

Whilst we are happy for you to take photographs of the children in your own school, at points that the Education Officer will stage for you, we do not permit filming of any Education Officer or volunteer led session.

### Accessibility

Most areas within the Museum (including some toilets) have wheel chair access, and lifts and ramps connect all floors. One toilet in the Museum is equipped with an adult changing table.

Our Air Raid Shelter has wheelchair access. Our Evacuation carriage can be fitted with a ramp for standard, manual wheel chairs but we apologise that this Victorian carriage does not have a wide enough turning circle for motorised wheel chairs.

We also apologise that wheel chair access to the footplate and tender of Caerphilly Castle Locomotive during the We'll Meet Again event is not possible. Alternative interactive activities will be provided.

Please always make us aware of any wheelchair users at the time of booking or before the day of your visit, as arrangements need to be made in advance for Evacuation Experience and aspects of We'll Meet Again.



## 5. Lunchtime Arrangements

The purpose built school lunchroom is available for visiting school groups at no extra charge. The lunchroom is located on the second floor of the Museum along with toilets. It is also accessible by lift.

Your lunches will be collected from you on arrival at the Museum, and delivered to the lunchroom in a trolley with your school name on it. Please ensure that no valuables are left with lunches. After your lunch slot, STEAM staff will take the trolley with your lunch boxes to the main foyer of the museum, ready for your departure at the end of the visit.

30-minute lunchroom slots for each group (of up to 33 pupils) are allocated at the time of booking. Your slot/s will be confirmed on your Booking Confirmation email. These timings must be adhered to because of the high volume of schools using STEAM each day, and the venue's responsibility to safely evacuate visitors from the Museum if necessary. Please ensure that all accompanying adults are aware of these timings on the day and keep to your allotted times to avoid difficulties for other groups using the facility before or after your group.

There is no negotiation over allocated lunchtimes. Each Discovery Session/combination of Sessions has its own pre-determined lunchtime slot to enable us to deliver the maximum number of Sessions per day. Depending on the combination of Sessions you choose and pre-existing bookings on that day, you may be allocated an early lunch (11am -11.30am) or a late lunch (1.05pm -1.35pm). If you are bringing more than one class, it is very unlikely that the different classes will eat at the same time.

Please note that the lunchroom accommodates up to two classes simultaneously, so it is very likely that you will be sharing the lunchroom with a group from another school. If you enter the lunchroom and it is empty, please arrange your class over one half of the tables so that space remains for the second group.

The behaviour of pupils in the lunchroom is the responsibility of the teacher. Please clear up any litter before leaving the area. If any cleaning materials or extra bin bags are needed, please ask for the Duty Manager at the Ticket Desk and s/he will organise the attentions of a Housekeeper.



## 6. During Visits

### Discovery Sessions with Education Officers

Each Discovery Session can accommodate up to 33 pupils and lasts 60 minutes. All Discovery Sessions are delivered by Education Officers, who are qualified teachers with enhanced DBS clearance, experienced at all Key Stages and in Special Needs.

Discovery Sessions are sold as pre-allocated, timed slots, which are not negotiable. Groupings for your pupils and the timings and locations of Discovery Sessions for your group/s will be itemised on your Booking Confirmation email. These timings must be adhered to because of the high volume of schools using STEAM each day. Please note that because of the volume of school groups using STEAM, we are usually full during the peak weeks of school term time so there is little room for manoeuvre once the slot/s have been booked.

Please make sure that the children are pre-divided into their groups before arrival at STEAM. Also ensure that all of your accompanying adults are aware of the timings and locations of Discovery Sessions on the day to avoid difficulties for other groups using STEAM Education.

The behaviour and supervision of the pupils during a Discovery Session is the responsibility of the teacher. Please ensure that you are fully familiar with the Risk Assessments and Safe Systems of Work for the Session/s you have booked and that all adults and, where applicable, the children are fully briefed.

The Group Leader/teacher should ALWAYS remain with the Education Officer and the group during the Discovery Session/s. Minimum supervision ratios continue to apply during Session/s. Supervision of the handling artefacts and the safety of the pupils whilst they are doing it remains the responsibility of the Group Leader/ teacher.

The Education Officer reserves the right to stop a Discovery Session if the Standard Conditions for School Groups Visiting STEAM are not met, or if any pupils behave in a manner that s/he deems unsafe for themselves or others. S/he will also stop a Discovery Session if the children are inadequately supervised.

### Self-guided Visits to STEAM

If you are visiting STEAM without any input from Education Officers, and are exploring the Museum on a self-guided visit, we would in particular like to draw your attention to the Standard Conditions for School Groups Visiting STEAM.

Now that we have up to 240 pupils a day visiting the Museum, Discovery Sessions are taking place in four locations on most days. We have a very open plan Museum and noise carries a considerable distance. We do ask especially that children do not run, shout or scream, remain in walkabout groups of no more than 6 pupils to 1 adult at KS1, 10 pupils to 1 adult at KS2 and 12 pupils to 1 adult at KS3 and above, and that they are kept as a group with their responsible adult at all times. We also ask that everyone is considerate in the vicinity of Discovery Sessions in progress, especially the Station Platform and Building the Railway areas. Failure to comply may result in your being asked to leave.

Please ensure that you have brought along class sets of additional learning resources on the day of the visit, so that the children have something to focus on and remain engaged. Additional learning resources can be downloaded from the Planning Your School visit page of the website. Alternatively, please devise your own activities for your class/es during your Familiarisation Visit. A reminder that the Museum does supply clipboards and pencils, which can be requested at and should be returned to the Ticket Desk on the day of your visit.

## 7. Other Information

### **Preliminary/Familiarisation Visits**

Teachers who have already booked a school visit to STEAM can make a free preliminary or Familiarisation Visit. Because of the high volume of schools using STEAM, it is not necessary to book a Familiarisation Visit or to tell us you are coming. Simply bring along a copy of your Booking Confirmation email to show at the Ticket desk on arrival and you will be let into the Museum free of charge.

STEAM is open 7 days a week except Christmas Day, Boxing Day and New Year's Day. Our standard opening times are 10am to 5pm Monday to Saturday (last admission 4pm), and 11am to 4pm on Sundays (last admission 3pm).

Please always check the website before visiting STEAM for any unscheduled closures, and be aware that free entry does not apply on special event days e.g. The Brick Show, Comicon, STEAM Punk etc., nor for individuals who are not members of school staff.

We are happy for any school staff that will be accompanying the children on the day of the actual visit to attend the Familiarisation Visit, so that everyone feels fully confident about planning for their visit.

Although comprehensive Risk Assessments are provided in Risk Assessments and Health and Safety requirements, we strongly recommend that all Group Leaders also conduct their own additional Risk Assessment during a Familiarisation Visit and use the materials we provide to complement your own.

Although additional learning resources are provided on the Planning Your School visit page of the website, you may wish to devise your own activities for your class/es during your Familiarisation visit. Children need to have something to focus on in the Museum when they are not taking part in Discovery sessions. We ask our visiting teachers to provide additional learning resources on the day of the visit to engage pupils during their periods of free time in the Museum.

### **Departure Arrangements**

When it is time to leave, your group/s should congregate again in the foyer area. STEAM staff will assist in the distribution of coats, bags and lunches from trolleys. The coach pick up point is directly outside the Museum entrance.

Please make sure that pencils and clipboards have been returned to the Ticket Desk before you leave.

We hope that you have a great day at STEAM and would love to hear from you after your visit. Evaluation Forms are available on the day from the Ticket Desk. They are also available from the Education Officer teaching your Discovery Session. Please return them to the Ticket Desk when you have completed them.

Alternatively, you can find an online version of our evaluation form at:

<https://www.surveymonkey.co.uk/r/STEAMDS2016>

### **Prices**

Current prices are listed on the Frequently Asked Questions page of the website.

Please note that adults are free at the minimum supervision ratio required at STEAM. One to one supports for individual children with Special Needs also go free on top of this, but must be declared at the time of booking.

### **Cancellation Charges**

Details of our Cancellation Charges are found on the Frequently Asked Questions page of the website and also on our Terms and Conditions, which are sent to with your Booking Request Form and your Booking Confirmation email.

## Other Information - Continued

### Teachers FAQs

Please take a look at our Teachers Frequently Asked Questions on the Planning Your School visit page of the website. Here we have provided answers to some of the most common questions that teachers visiting STEAM ask us.



## 8. Map of STEAM for Teachers and Adult Helpers

