

The Staffordshire Regiment Museum

DMS Whittington, Lichfield, Staffordshire, WS14 9PY

Telephone: 01543 434394

Email: info@staffordshireregimentmuseum.com

Finance enquiries: finance@staffordshireregimentmuseum.com

Thank you for considering an educational visit to The Staffordshire Regiment Museum.

Our educational tours start at 10.00 and finish approximately at 12.30.

You are welcome to stay on site for lunch; we have picnic areas in the grounds; there is a small indoor seating facility for this purpose. You are welcome to bring your own picnic blankets which can be stored, along with coats and bags, whilst you are having your tour. We also have a play area - 'Camp Fisher' - which children are welcome to use under supervision by staff.

Guided visit: We take group bookings of **45 children** per day who will be divided into smaller groups of around 10-15 to be taken on the tour of your choice (WW1, WW2 or both). If you require a larger group booking, please contact the Museum about visit options. The indoor areas can accommodate a maximum of 15 people at a time – (classroom, Anderson shelter, community shelter, trench tours), hence the need to split into smaller groups. **(£8.00 + VAT per student)**

Supported visit: However, with larger groups, we offer a supported visit where our guides are on hand to answer questions in the gallery, show the uniforms and weapons or be along 'Smart Street', our WW2 outdoor area or in the WW1 trenches to answer questions. The groups would be led by staff from your school and expected to move the children around the site. **(£8.00 + VAT per student)**

Self-guided visit: The option to self-guide your visit is also available. There would be no support from Museum volunteers, your school team would lead the visit and manage the children whilst onsite. You are welcome to arrive from 10am and must leave the site by 4pm. **(£6.00 + VAT per student)**

The tours are led by our volunteer Education Team, who will be wearing period costume or Museum branded uniform and will introduce themselves at the start of the day.

First World War

- **History Detectives** – a new interactive session. Evidence based learning using artefacts and documentation to find out about the life of a soldier.
- **Life in the trenches** – the living and fighting conditions, food, toileting, hygiene, first aid; a walking tour of the 'Coltman' WW1 trench system.
- **Weapons** – the opportunity to see and handle deactivated weapons. The development of WW1 weapons, how they adapted through the course of the war and how they were used.
- **Uniform & Equipment** – an opportunity to handle and discuss use and development.

Second World War

- **Take a tour of 'Smart Street'** the Museum's outdoor collection; Anderson shelters, community shelter, Pill Box, bunker, 'Dig for Victory' allotment and UXB display.
- **Weapons** – the opportunity to see and handle deactivated weapons. The development of WW2 weapons, how they adapted through the course of the war and how they were used.
- **Uniform & Equipment** – an opportunity to handle and discuss use and development.
- **Home front** – life during the blitz, evacuees, blackout, rationing. Use a stirrup pump and hear a siren sound. These points of discussion may be covered whilst exploring Smart Street.

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Both tours include an opportunity to explore the Museum indoor gallery.

Our education team may adapt the content to be age appropriate according to the key stage level of the children.

Please bear in mind that the trench system and Smart Street are outside so weather appropriate clothing and footwear is to be worn for your visit.

Cost: Accompanying staff are free.

Guided visit £8.00 + VAT per child

Supported visit £8.00 + VAT per child

Self-guided visit £6.00 + VAT per child

Invoices will be sent via email to the office email address provided, following the visit. Payment Terms are 28 days following the date of the visit. Payment can also be made in cash or by card at reception on the day of your visit.

It is important to note that if the Museum is a new supplier for your organisation, please ensure that you send the authorisation/verification forms and set-up the Museum well in advance of the invoice being sent (ideally at the point of booking).

Cancellation Policy:

The Museum has a cancellation policy where pre-booked sessions which are cancelled less than **7 days** before your visit will incur a fee of half the amount that would have been invoiced. Cancellations less than **24 hours** before your visit or bringing less than half your booked numbers, will incur a fee of the total amount that would have been invoiced.

Risk Assessment Information:

The Museum's public galleries have been designed and are maintained as safe spaces for all our visiting public. Activities for schools are designed with full consideration of risks.

Please note:

- Any materials to be handled as part of workshops have been risk-assessed. Team members leading the activities will advise those taking part of any precautions required and your staff will ensure safe behavior.
- **Please be aware that unless we are notified otherwise, pupils may have the opportunity to handle real weapons. Firearms are de-activated and cannot be live fired, but they do have working mechanisms and can be heavy.**
- Trip hazards are identified and isolated from access routes.
- In the gallery, please ensure that pupils walk, take care near display cases and do not climb on or lean over the displays. Areas of the Museum casing are alarmed and will activate if leant on.
- The building has fire doors and is fitted with smoke and heat sensing systems that will trigger alarm systems to alert staff to the need for evacuation. Fire exits are clearly sign posted and well-rehearsed evacuation procedures ensure visitors can safely and quickly exit the premises.

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Registered Charity number 1096944

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- Teachers (or other accompanying adults) remain responsible for the general health and safety of pupils and are required to supervise groups at all times and accompany them in the case of an evacuation.
- The Fire Assembly Point for schools is located at the front of the Museum grounds (near the wall alongside the main road). Please ask a member of staff for assistance in locating this area if needed.
- The Front of House team is the first point of call for lost pupils, emergency incidents, and can contact a first aider if required.
- Clothing: All visitors must wear appropriate footwear when visiting the site. The trench has wooden duckboards that can be slippery with an uneven tread. It is advisable that flat footwear be worn. The site becomes very cold between October and March. Please ensure pupils arrive in appropriate clothing for the lower temperatures. Coats will be required when exploring the outdoor installations.

Whilst the Museum does have a generic school visit risk assessment in place it is the responsibility of the school to ensure that their own risk assessment is completed, which we strongly advise.

Shopping. There is a small gift shop, with lots of relevant souvenirs to purchase at pocket money prices.

Please advise on booking if your group will be shopping. A maximum of 6 students advised in the shop at one time due to restricted space. Waiting space is available indoors opposite the shop area. The Museum also offers pre-ordered themed goodie bags priced at £5.00 per bag. Please see attached flyer.

To organise a pre-visit please contact the Museum team.

To make a booking please complete and return the booking form. Once received, we can confirm our availability with you.

We look forward to welcoming your group to the Museum.

The Staffordshire Regiment Museum Team

