



BENTLEY PRIORY Museum

www.bentleyprioryMuseum.org.uk

Schools information

PRE-VISIT

Your visit will be confirmed by the completion of a Booking Form. This will be sent out to you by the Learning Officer after a visit has been provisionally booked by phone or email.

Teachers are welcome to come on a free, pre-visit to the Museum. These can be on any of our open days - Monday, Wednesday, Friday or Saturday. Please book your pre-visit in advance with the Learning Officer.

Please note that the Learning Officer works Monday - Friday.



PRACTICAL INFORMATION

There is space inside the Museum to use as a lunch room.

Weather permitting, there is an outdoor picnic area about a 2 minute walk from the Museum.

Apart from the picnic area and two WWII aircraft at the front of the Museum, all other areas you will be visiting are in one building. The Museum, Learning Centre and toilets are all on two floors, accessed by stairs or lift.

Food and drink are not permitted in the workshop or on the Museum tour.

ADULT SUPERVISION

School staff and supporting adults are responsible for the behaviour of students during the visit.

The workshop is led by the Museum's Learning Officer and the Museum tour is facilitated by Museum volunteers, with supervision by school staff/adults.

The minimum number of adults per students required is as follows: FS/KS1: 1:5
KS2/KS3/KS4/KS5: 1:10

YOUR VISIT

Visits can take place on any weekday (Monday - Friday). Whilst the Museum is not open to the public on Tuesdays or Thursdays, we still takes school visits on those days.

Visits include a full day's facilitation and usually take place between 10am - 2pm.

The visit includes a facilitated workshop (please see Key Stage information for options for your students), tour of the Museum and 45 minutes for lunch.

TRANSPORT

All groups will be met by the Learning Officer on arrival.

COACH: Coaches are able to drop off students directly outside the Museum. Free coach parking is available in the Museum's car park. There is a 2 minute walk from the car park to the Museum entrance.

BUS: For schools with free access to London transport, we can be accessed by the 142 or 258 bus. There is a 5 minute walk from the bus stop to the Museum entrance.

TUBE: Our nearest tube station is Stanmore (Jubilee Line). This is about a 50 minute walk from the Museum, so the 142 bus to the Museum entrance is advisable.

Please note that the Museum is located within a residential area. There are manned gates at the entrance.



CANCELLATION POLICY

If you cancel your booking within 10 working days of your visit, you will be charged a 50% administration fee.



BENTLEY PRIORY MUSEUM

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Frequently asked questions

What is the maximum number of students per visit?

We can take up to two classes in one day - a maximum of 64 students.

Larger groups can be spread over two days, i.e. year groups with 3 classes or more. This will not affect the total cost of the museum visit as it is charged per student.

What is the minimum number of students per visit?

Our minimum number is 25. For smaller numbers, we may be able to match up groups with other small groups to reach the minimum number, or you can pay to make up the cost.

When can we visit the shop?

Our shop is relatively small, so we encourage visits to the shop during the lunch break and after the final session at the end of the day. We suggest that students visit the shop in small groups of about 8-10.

If you want to avoid visiting the shop but purchase something for the students to take home, you could select either payment option 2 or 3:

- OPTION 1 £3 per student: student admission.
- OPTION 2 £5 per student: student admission plus Battle of Britain ruler for each student, which has a timeline of pertinent events in the Battle of Britain on one side.
- OPTION 3 £6.50 per student: student admission plus replica Battle of Britain newspaper for each student.



Can we photograph/film the workshop?

There are opportune moments to take photographs during the workshop. The Learning Officer will let you know when on the day.

During the museum tour, please ensure that photography does not intervene with the volunteer's facilitation.

Filming of the workshop is not permitted.

Photography / filming of the 10 minute audio visual film in ACM Sir Hugh Dowding's Office is also not permitted.

Is there somewhere to store bags, coats etc?

Yes. We have a cloakroom near to the Learning Centre and indoor space for lunch.

This can be locked if necessary whilst the workshop/ museum tour are taking place.

We only take one school booking at a time, so the cloakroom would be used exclusively by your school.

Our school timings don't fit in with your suggested visit times, can we alter them at all?

It can sometimes be possible to adjust timings to fit in with your schedule. Please contact the Learning Officer directly to discuss this.

