



TNMOC Learning Programme Visiting and Facilities Information

Health and Safety

There is a risk assessment guidance sheet available on the website. Teachers who book a visit to TNMOC are entitled to a free pre-visit. A member of staff will take you around the museum and discuss your needs with you. As well as highlighting any important issues.

Visiting Times

The National Museum of Computing is available to schools on weekdays during the usual working hours. Guided Tours may be arranged outside of these times by contacting our operations department. Please be aware that at times members of the public may also be visiting the Museum. In addition, other schools, colleges or university groups may also be visiting the Museum.

Disabled Access

Our facilities are fully accessible for wheelchair users. Areas of the museum are covered by T-loop for hearing impaired visitors. Ear defenders are available on request. We are happy to make any reasonable adjustments for the needs of your students. Please let us know what your group's needs are before your visit.

Charges and group sizes

As an independent museum our visitor charges are key to our financial sustainability. We do everything we can to ensure our prices remain competitive.

Please see our website's Learn section for details of the latest prices and numbers of students supported.

Staff and student supervision

For the Computability visit you will be split into groups of up to 15 for Key Stage 1&2 students, and 20 for Key Stage 3 and above. You will need to bring at least 1 member of staff to accompany each group, this number increases to 2 members of staff for Key Stage 1&2 visits. Most school visits are led by our education facilitators with input necessary from accompanying teachers. OFSTED recommended ratios for age groups must be maintained by teaching staff at all times. We do not allow our staff to have sole responsibility for children on the visit and therefore adequate staff supervision must be provided at all times by the visiting group. Discipline is the responsibility of the teachers or other staff, not the education staff.

Photography

Students are encouraged to take photos during their visit. Some areas of the Museum are covered by webcam (images only). We do occasionally have photographers in for the museum but this will be communicated with trip leaders ahead of time and red lanyards can be issued for those who choose to opt-out.



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Coats and Bags

Coats and bags can be left in either the meeting room or the classroom which will be secured when not in use. You will be advised which is your base for the day. All visitors to the museum are responsible for their own belongings on the day of their visit. The National Museum of Computing cannot be held responsible for items lost or stolen.

Lunch Arrangements

Students and staff will need to bring a packed lunch. You can bring some money if they wish to purchase a drink or confectionery. Our shop stocks crisps, chocolate and drinks. If you wish us to arrange lunch, please contact us for details. It is not practical for students to leave the site to purchase lunch during their visit. Please note that visitors must not eat anywhere in the Museum other than the designated lunch areas which are usually the meeting room or classroom

Parking

Coaches and minibuses can enter Bletchley Park and park directly in front of the Museum for students to disembark. We have to ask coaches to leave the site once your students are inside the Museum. There is a coach park at the MK Dons stadium. Coaches may return at the end of your visit period to collect your students. Minibuses are welcome to park and remain in the Museum car park.

Emergency Procedures

All visitors should abide by the emergency procedure (laid out below) in case of fire or other emergency. Please follow the directions of Museum staff.

Please advise Museum staff if any member of your group is injured or unwell while on the premises.

If the fire alarm is activated during your visit, or you are asked to leave the building for any other reason, please follow the directions of the fire warden and museum staff and evacuate the building immediately. Do not allow members of your group to stop and pick up personal possessions. Unless otherwise directed by the museum staff, you should assemble in the grass verge opposite the Block H car park. This will be pointed out to you during your introduction when you arrive. There is a fire assembly sign. Confirm that all members of your group are accounted for (remember to bring enough lists of the party for each group) If a member of your group is unaccounted for, inform a member of museum staff immediately. Do not re-enter the building until the Fire Brigade informs you that it is safe to do so. If you discover a fire, immediately raise the alarm. Break glass points are located around the museum inform a member of the museum staff.

Contact Information

If you require further details please contact our **Head of Learning and Development, Storm Rae** on **01908 374708** or email education@tnmoc.org.

The National Museum of Computing, Block H, Bletchley Park, Sherwood Drive, Bletchley, Bucks. MK3 6EB
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The company was granted charitable status in England and Wales on 6 June 2005 as No. 1109874.