



Useful Information for Supervisors of School Groups

We look forward to welcoming you and your students to the Pitt Rivers Museum!

This guide will help you plan your visit and make sure everything runs smoothly on the day.

Booking Your Visit

We offer a wide range of taught sessions and self-guided visit options for schools, which must be booked in advance. Enquiries for group visits can be made through completing the online form [here](#), or by emailing our Bookings Officer directly at education@prm.ox.ac.uk.

As we receive a lot of interest in group visits, we encourage schools to make enquiries as far ahead as possible in order to secure their preferred dates and times for visits. Please be aware, bookings are only confirmed once a **booking confirmation form** has been received.

Please note that visitor entry to the Pitt Rivers Museum is via the Oxford University Museum of Natural History on Parks Road (OX1 3PW). Group visits to the Museum of Natural History must be booked separately. If you would like to explore options for visiting both museums, please indicate this in your online enquiry form or email.

When You Arrive

- Please come to the Museum of Natural History's main entrance. Your group will need to wait outside whilst the trip lead reports to the Museum's Welcome Desk, just to the left as you enter the building.
- A member of staff will then contact the Pitt Rivers Museum team to inform of your arrival, and your group will be guided through to the Pitt Rivers Museum for their visit.

Schools may like to take this opportunity to eat a snack before entering the Museum, as food cannot be consumed once inside.

Supervision

Teachers and accompanying adults are responsible for supervising students at all times, with a member of staff on every floor that the students are using.

Please keep to a ratio of one adult to ten children under the age of 16.

Please remind students:

- Be curious - open drawers
- Walk, don't run
- Use indoor voices
- No food or drinks (except water) are allowed in the Museum
- Stay in the Pitt Rivers Museum for all of your booked time. *To visit the Museum of Natural History requires a separate booking*
- Be mindful of other visitors
- Leave lifts for the use of other visitors unless there is a reason that the accompanying member of staff is aware of
- Look all around. There are objects in surprising places

Our Visitor Experience Team are available on each floor should you have any questions.

Bags and Coats

Gallery space is tight.

- Storage tubs are available for Primary School groups and Secondary School groups taking part in a taught session.
 - Self-guided groups should keep their belongings with them at all times.
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Drawing in the Galleries

Drawing is very welcome!

Students can make use of the folding art stools which can be found by the lifts on the ground and first floor. Please be mindful not to block corridors and doorways for other visitors when using the stools, and ***remember to return them to the stand before the end of your visit.***

You can bring:

- Pencils
- Coloured pencils
- Non-permanent fineline pens
- Sketchbooks up to A3 size
- Drawing boards without metal clips
- Collage materials
- Staplers
- Scissors
- Water based glue sticks

Please don't bring:

- Paint
 - Ink
 - Charcoal
 - Pastels
 - Fixative sprays
 - Wet materials of any kind
 - Easels or large boards
 - Permanent pens
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Photography

Students are welcome to take photographs for educational use.

You can bring:

- Handheld cameras
- Mobile phones

Please don't bring:

- Tripods or selfie sticks
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Facilities and Access

- Our lunchroom can be booked in advance, in half-hour slots between 11:30 and 13:30. It costs £30.
- Information on alternative lunch venues within walking distance can be found [here](#).
- There are unisex toilets and an adapted toilet facility on the ground floor of the Pitt Rivers Museum.
- For wheelchair access there is a lift in the Museum of Natural History and a platform lift in the shop of the Pitt Rivers Museum. Please consult our [access guide](#) for further information.
- Please download or pick up a copy of our [Easy Read Guide](#) in the Museum. This is a visual guide to the Museum, which can help you find your way around and make the most of your visit.
- Our Social Story for visiting school groups can be viewed by clicking on this [link](#).

To get in touch please contact our Bookings Officer:

- Email: education@prm.ox.ac.uk
- Tel.: 01865 613031