



PLANNING YOUR DAYTIME VISIT:

Before your visit

- 1. Special requirements.** In planning your visit please inform us if any of the group have a heart pacemaker, cochlear implant or insulin pump as there is equipment in the museum which may interfere with these. This equipment will be switched off for the duration of your visit if necessary.
- 2. Mobile phones.** Please note that there is **no** mobile phone reception, on any network, at the museum and in the valley. The nearest mobile signal is outside the Minnick Theatre which involves a steep uphill walk. A pay phone is available by the bus stop at the edge of the car park. In emergency you can, of course, use the museum office phones to make a call out. We recommend that any emergency contact procedures, telephone trees etc take this into account. Should your school or college need a contact number to call whilst you are at the museum, they can ring in on **01736 810 592**.
- 3. Entry charges.** The cost of entry for school and college groups is £2.50 per student. This rate is available to formal educational groups of students under the age of 21 including schools, colleges, home education and social services. Other groups can also apply for special rates: please phone Caroline Seats on 01736 811 911 for prices.
- 4. Accompanying adults.** Adults accompanying the group in a supervisory role have free entry to the museum. The minimum expected ratios of accompanying adults to students (in line with Cornwall County advice) is as follows:

Years 1- 3	1 adult to 6 children
Years 4 – 6	1 adult to 10 children
Years 7 onwards	1 adult to 15 children
- 5. Free planning visits for teachers.** We offer free visits to teachers wishing to plan an educational visit to the museum. Simply bring along a sheet of school headed paper signed by your Headteacher.
- 6. Payment.** We prefer payment in the form of a cheque made out to 'The PK Trust' or we can invoice you after your visit. Please make sure that we have full details of your school address.
- 7. Health & Safety and Risk Assessments.** All workshops, buildings, exhibits and activities within the museum have been fully risk assessed. Please ensure you read the separate sheet on Health & Safety whilst planning your visit.



8. **Booking your visit.** Please book your visit at least two weeks in advance of your visit date if you would like to book a workshop. There are a range of workshops and activities available which are summarised on our website. We request that you outline your requirements on the booking form and a member of our learning team will get back in touch to discuss them.

Should you need to make a last minute group booking, due to poor weather for example, just give us a call on 01736 810 966.

9. **Opening times.** The museum is open to the public and school groups every day from Easter to October half term, between 10.00 am and 5.00 pm, with late night opening on Wednesdays until 7.30 pm at the height of the season (please call for details). Last admission is one hour before closing. Outside these dates, the museum is open Monday – Friday between 10.00 am and 5.00 pm **for pre-booked groups only.**

On the day

10. **Coach/minibus parking, unloading and loading.** There are two large car parks below the museum which are open all year. From the Monday before Easter to the end of September the charge is £11 per day for a coach (the ticket may then be used in Cornwall Council car parks in St Ives, Penzance and Marazion on the same day) and £5 per day for a minibus or car. At other times parking is free. In the summer months, the car parks can be very busy so please take care when unloading and loading.
11. **Coats and bags.** We have limited storage space for coats and bags, so please encourage your students to bring the minimum, unless they are coming for a sleepover. Valuables should not be left unattended at any time.
12. **Toilets.** There are toilet facilities in the main museum building and tunnels, including facilities for the people with disabilities or limited mobility.
13. **Disabled Access.** The museum is fully accessible for people with disabilities or limited mobility with the exception of the Tunnels Escape Stairs. Please call Larissa Paver on 01736 810 592 for advice.
14. **Lunch.** Students and accompanying adults should bring a packed lunch with them as cafe facilities in the valley are limited particularly in the winter. In fine weather lunch can be enjoyed outside, either on our picnic benches in the grounds of the museum or on the beach. In either case, students must be supervised by accompanying adults at all times. If the weather is poor, you can



eat your lunch in the gallery in the main museum building. Again, please ensure that students are supervised at all times.

15. **Shop.** We offer a good range of educational souvenirs, books and 'pocket money' souvenirs. If you are planning to visit the shop **please let us know in advance** so that we can open it for you out of season. Remember to build the time into your schedule and please limit the number of students in the shop at any one time to 10, ensuring that they have an adult with them.

16. **Tea, coffee and snacks.** Complimentary tea and coffee are available for adults accompanying a group. A small selection of ice cream and snack are available from the shop.