

## Pre-Visit Information for Schools

Thank you for booking a school visit to the Charles Dickens Museum. This document contains important information regarding your visit – please take the time to look through it and feel free to contact the Education team with any questions you may have.

We look forward to welcoming you to the Charles Dickens Museum soon!

### **Arriving at the Museum**

The entrance to the museum is located outside 49 Doughty Street (WC1N 2LX) and is clearly signposted in the locality. Please see the directions at the end of this document for further details of how to get to the museum.

Upon arrival, please line up your students quietly alongside the railings outside the museum and designate an adult member of your group to inform the member of staff on duty in the museum shop of your arrival. They, in turn, will inform the education team of your arrival and a member of the team will then come outside to meet you.

The education team member will then show your group into the museum and lead you down to the education room.

### **The Workshop Session and Museum Tour**

For the majority of sessions, following a short introduction, pupils are split into two groups. Half of the group take part in your chosen workshop and the other half go on a tour of the house where Charles Dickens lived and wrote some of his most famous works. The tour group is further separated into two smaller groups, in order to better accommodate the groups within the small spaces of the museum. You may wish to pre-designate your class into two groups, prior to arriving at the museum.

Each part of the session (workshop and tour) will take around 1 hour each, with the first workshop and tour group swapping over after completion, making the total session 2 hours in duration.

Morning workshops run from 10am to 12 noon. Afternoon workshops run from 1pm to 3pm.

Please note that time is limited, so we ask groups to be as punctual as possible in order for you to get the maximum experience from your visit. Due to other school bookings and staff schedules, session times cannot be extended in the event of late arrival.

### **Adult Supervision and Behaviour**

We ask for a minimum of 3 adults to accompany all school visits. We would love for staff to benefit from our sessions too, so please do participate in the workshops as much as you can!

We also expect school staff to be responsible for their students at all times. As our museum is open to the public, we ask school staff to ensure that students behave appropriately and show consideration to other museum visitors. Students are also expected to show respect to museum staff and volunteers and to follow any instructions given.



As a historic space, the museum contains many valuable items, including irreplaceable objects that belonged to Dickens himself and his family. We therefore ask all students and staff to refrain from touching, sitting on or leaning against objects or items of furniture. We would be grateful if you could go through these house rules with your group prior to arriving at the museum.

Please also bear in mind that your teaching staff and all accompanying adults on your visit hold sole responsibility for your school group and their behaviour whilst on site.

### **Education Workshop Space**

Please note that the education room has limited storage space. We therefore ask that students bring a maximum of one small bag each, as any extra luggage cannot be accommodated.

### **Eating**

As original objects and archives are displayed throughout the museum and education room, no food or drink, can be consumed on the premises. The chewing of gum is also prohibited in the museum.

We are unfortunately unable to accommodate lunch onsite. However, we can recommend Coram's Fields Children's Playground as an alternative; it is a 2 minute walk away, with toilet access and a covered area in case of bad weather. The postcode is WC1N 1DN and more information can be found here: <http://www.coramfields.org>.

### **Toilets**

The museum has three toilet cubicles on site, located at different points within the museum. Toilet access is time-consuming, so we recommend that members of your group wait until the end of the session before accessing the toilets, if possible. However, if any members of your group are likely to need to use the toilet before the commencement of your session, please allow time for this by arriving in advance of your session start time. There will be no opportunity to use the toilet during the session itself.

Only two students may queue to use any one of the three available toilets at a time; and each toilet needs to be supervised by a member of school staff, while your students are using it. Please note that these toilets are open to all museum visitors and are not solely designated for use by school groups.

### **Gift Shop**

Students and staff are welcome to use the gift shop if they would like to at the end of their visit. However, as space is limited inside the shop, we ask that students access the shop in groups of no more than six people at a time (including supervising adult), with the rest of the group waiting lined up along the railings in front of the museum.

### **Accessibility**

There is lift access for wheelchair users to the majority of the museum. For those with restricted movement, please note that in order to access all parts of the museum house, there are 7 flights of stairs to negotiate. Please call a member of education staff if you need to discuss these issues prior to your visit.



## Alarms

If an alarm sounds during your visit, museum staff will guide you to the nearest exit. Please stay calm, leave all bags and other items in the museum and follow staff instructions.

## Photography

Flash photography is not permitted in the museum, but teaching staff are welcome to take photographs without flash.

## How to find us

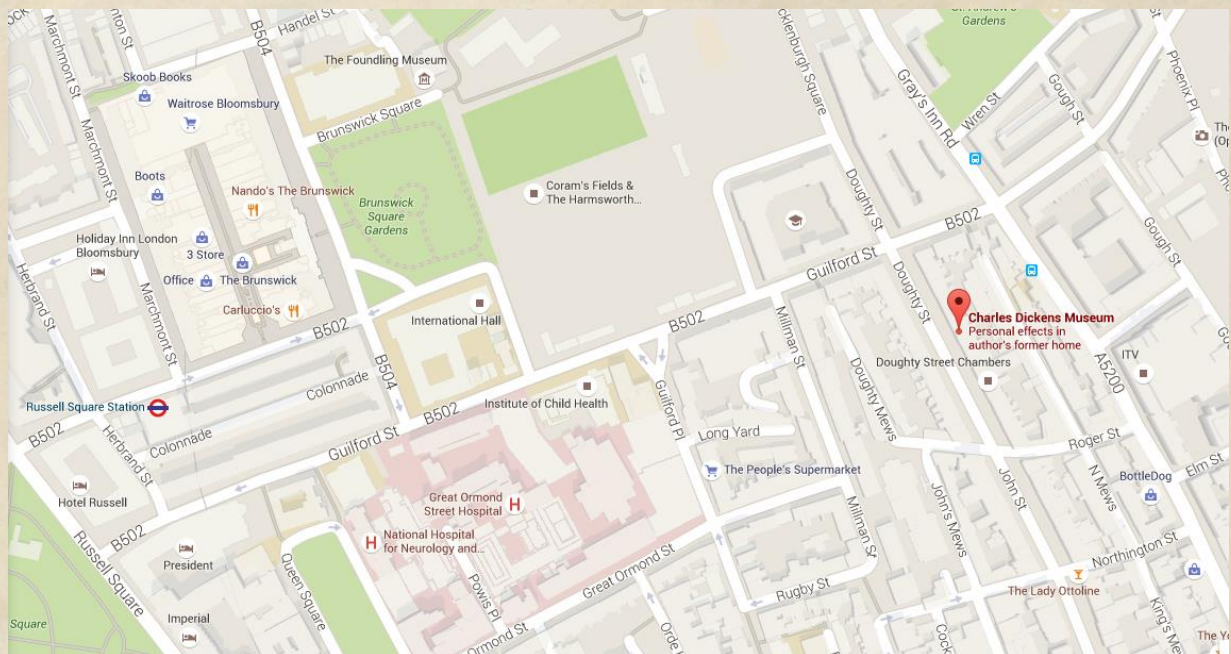
We strongly advise using public transport to travel to the museum. The nearest tube stations are Holborn and Russell Square and it is also well served by local bus routes.

**Underground:** Russell Square (Piccadilly Line), Chancery Lane (Central Line), Holborn (Central and Piccadilly Lines) and Kings Cross St Pancras (Various Lines) are all within walking distance.

**By Bus:** Bus numbers 7, 17, 19, 38, 45, 46, 55, 243

If you do choose to travel by coach, you can be dropped off directly on Doughty Street. However, please note there is no coach parking available outside the museum. There is a coach bay on nearby Calthorpe Street, please see <https://tfl.gov.uk/info-for/coach-drivers> for further information.

## Area Map



**CHARLES  
DICKENS  
MUSEUM**  
*London*