

## Planning and booking your visit

### > When are you open?

The Ashmolean is open 10-5 Tuesday to Sunday and 10-5 on Bank Holidays. Occasionally the Museum closes early. Visit our website for up to date information, including gallery closures: [www.ashmolean.org/plan-your-visit](http://www.ashmolean.org/plan-your-visit)

### > Is the Ashmolean accessible for wheelchair users?

The Ashmolean is accessible for wheelchair users. There is lift access to all floors.

### > Do I need to book for a school visit?

Booking is essential, even for self conducted visits. For more information about booking and our programmes for schools please visit: [www.ashmolean.org/learn](http://www.ashmolean.org/learn)

### > Can I download a risk assessment?

We have a generic risk assessment that you can download and adapt for your needs. Please contact us if you have any questions or anything that you would like to discuss further.

### > Is there a maximum group size?

Within reason we can accommodate most large groups. We ask that large groups divide in to smaller groups (maximum of 10) to move around the Museum and that there is a responsible adult with each group. Group leaders are responsible for their students at all times.

### > How many adults do I need to bring?

If you are bringing groups of students under the age of 16 we ask for a minimum of 1 adult to 10 students. For Early Years and Key Stage 1 children we suggest a ratio of 1 to 6.

### > Is there a charge for school visits?

Yes. On April 1st 2016 Oxford University Museums: (The Ashmolean Museum, The Museum of the History of Science; the Museum of Natural History and the Pitt Rivers Museum) introduced charging. For more info and current charges please refer to [www.ashmolean.org/plan-your-school-visit](http://www.ashmolean.org/plan-your-school-visit)

### > How can I find out more about the exhibition programme?

For more information about current exhibitions please visit: [www.ashmolean.org/exhibitions](http://www.ashmolean.org/exhibitions)  
Charging exhibitions are free for UK school students under 18. This includes 1 accompanying adult per every 10 students. Please contact the Education Department to make a booking. Group bookings are usually allocated at quieter times eg before 11 or after 2:30 and are limited to 20 students per timeslot. We are unable to take bookings for the final two weeks of any of our temporary exhibitions.

## Arriving at the Museum

### > Is there a coach drop off point?

Please be aware that coaches using the local bus bay on St Giles do so at their own risk. This is not an official coach drop-off and pick-up point and local traffic officials do police this from time to time.

### > Is there any parking nearby?

The Museum does not have a car park. There is on-street pay and display parking near the Museum. There is some designated parking for disabled visitors on Beaumont Street outside the Museum. Visitors are advised to use the Park and Ride.

### > Where do we go when we arrive with our group?

Most school groups will use the St Giles' entrance but please check your booking confirmation letter carefully for instructions. We request that groups do not arrive any earlier than 10 minutes before they are booked in.

## Facilities at the Museum

### > Where can we leave coats and bags?

Storage bins for school bags, coats and lunch boxes are available in the Education Centre. There is also a cloakroom for individual visitors to the Museum on the Lower Ground Floor, Level -1. The cloakroom is self service and visitors will need £1 for the lockers and hangers (this is non-refundable).

### > Can I charge my phone at the Museum?

There is an iPad and phone charger booth on the Lower Ground Floor, Level -1. There is a charge.

### > Do you have anywhere to eat packed lunches?

Our lunchroom can be booked for groups to eat packed lunches or snacks. The lunchroom can take a maximum of 32 students and is bookable in 30 minute slots. There is a charge for the use of this space. For more info and current charges please refer to [www.ashmolean.org/plan-your-school-visit](http://www.ashmolean.org/plan-your-school-visit)

### > Can school groups visit the shop?

Groups of up to 10 at a time are very welcome to visit the Ashmolean shop. Group leaders are responsible for their students in the shop.

## Museum dos and don'ts

### > Are there Museum rules?

The group leader is responsible for the behaviour and conduct of their group when they are in the museum. We have a Code of Conduct that we ask all groups to read and abide by. This can be found on the website: [www.ashmolean.org/plan-your-school-visit](http://www.ashmolean.org/plan-your-school-visit)

### > Can we eat and drink in the galleries?

Eating and drinking is not allowed in the galleries.

### > Can we smoke on the Museum site?

The Ashmolean is a no smoking site. This includes the forecourt outside the Museum and the outside seating areas in the roof top restaurant.

### > Can we wear backpacks in the Museum?

Backpacks can't be worn on peoples backs because of the risk to objects. They can be carried on the front or left in payable lockers in the cloakroom on Level -1.

### > Can we carry umbrellas in the Museum?

No. Large umbrellas (that can't fit in your bag) must be left at the Museum entrance. They aren't allowed to be carried in the galleries because of the possible damage they may cause to objects on open display.

### > Can we take photographs in the galleries?

Photography without flash is permitted except where otherwise indicated. If in doubt please ask a member of gallery staff, they will be happy to help. Please respect other people in the galleries when you are taking photographs. Written permission is required if you wish to use a tripod or video camera.

### > Can we draw in the galleries?

People are very welcome to draw in the Museum. Most dry art materials can be used eg pencils, ballpoint pens, felt pens, coloured pencils, drawing boards, pencil sharpeners (with pots to catch the bits) erasers, as well as sellotape, staplers and dry collage materials. Please refer to our Art Materials in the Galleries guidance sheet for additional information.

**Please contact us if you have any questions**

### **Education Department**

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