



Booking – teacher's notes

Thank you very much for making a booking to visit Gunnensbury Park Museum.

History of the site

The previous house on this site was in 1761 home to Princess Amelia (1711 – 1786) daughter of King George II. The current house was built in 1802 and owned by the Rothschild family from 1835 to 1925. It opened as a public park in 1926 and as a public museum in 1929 with a collection of local history items on display.

The Galleries

Ground Floor

Skylight Gallery

This introduces the museum and showcases our diverse local history collection with one object on display representing each of the galleries. Here there is a Stanhope printing press on open display but please ensure pupils do not touch it.

People and Place

In this room we celebrate the people of Ealing and Hounslow, their lives and achievements through a selection of individuals. From our early ancestors through a collection of Stone Age tools to modern day objects.

Toys and Games

The objects in here show how toys and games have changed through the years. There are a few interactive toys for younger children. There is a rocking horse on open display but please ensure pupils do not touch it. Some paper can be drawn on and placed on a board with magnets. Please ensure pupils do not leave paper on the floor or draw on the board.

Butler's pantry

In here there is a short film that describes the roles of the different household staff that used to serve the Rothschild family when they lived here and which highlights some of the objects used by the servants.

Historic rooms

Some of the more historic rooms may be open when you visit although they are also used for private events.

Temporary exhibition room

Primary aged school children may not necessarily be allowed in here depending on the topic of the exhibition. Please check first.

Shop

The museum gift shop contains a range of items that will appeal to pupils such as toys, books and stationery. Pupils may wish to buy items from the shop. It is best to do this with smaller groups at a time. It is also possible to reserve certain items from the shop as a set of goody bags which we can add to your invoice afterwards.

First Floor

Leisure

At the top of the grand staircase is the room that was once a bedroom but now houses a display of items connected to film, tv, sports and musical traditions of the local area.

Home

This room focuses on the health, worship, and education of local residents through time, including the Victorian curriculum.

Second Floor

Industry

The local boroughs supported an enormous range of industries, including agriculture, factories, waterways and markets. There are a few interactive items. There is a weighing machine on open display in the corner to the left. Please ensure pupils do not touch this.

Fashion

We have a large fashion collection. In this room some highlights of it are on display. It is best to sit the pupils on the floor to watch the film in here and as it plays allow selected pupils to come up to try on some costume. Please ensure pupils put costume back on hangers afterwards.

On the day of the group visit

Getting here

If you are travelling by public transport, please note that our nearest underground station is Acton Town (District and Piccadilly Lines) and the E3 Bus stops right outside Gunnersbury Park. If you are travelling by coach, please inform the driver that the drop off point is on Popes Lane, just outside the main entrance to the park.

Parking

If you are travelling by coach, please ask your driver to let your group alight at the Popes Lane entrance. Unfortunately, there is no access for coaches to the site. Cars and minibuses can park in our small car park further along Popes Lane. Please look for the lane signed Gunnersbury Park and Capel Manor College.

Arrival

The entrances nearest to the museum are the main entrance to Gunnersbury Park on Popes Lane or, if coming from Acton Town tube station, the side entrance along the A406, Gunnersbury Avenue. Please come to the Museum main entrance and let the reception staff know that you are here for a pre-booked visit. They will then contact the learning team. Your group will be met by an experienced member of staff who can answer any queries plus give information such as what to expect during your visit and what to do in the case of an emergency. They will ask you for numbers of your group for our records and will then greet and welcome the group and lead them inside. They will show you where to put bags and coats and where the toilets are. Your group is welcome to spend time in the park if you arrive before the museum is open.

Toilet facilities

There are some public toilets outdoors located close to the park's café and include an accessible toilet. If you are visiting the museum, you will find further toilets and accessible ones on the ground floor. Classes attending workshops will be directed to these toilets prior to their workshop. Please note that these are also used by the general public so do check them first. Please ensure that the adult with your school group checks that pupils do not leave paper towels on the floor or that pupils forget to flush the loos. There is a unisex toilet in the Studio lunch room area if needed but it has only two cubicles.

Accessibility

Please ensure you tell us beforehand if anyone with your group has special needs such as wheelchair users. We can then look at options such as using ground floor rooms if needed. The Marie Perugia room where some school workshops take place is accessible via a separate lift, but we need to use a key to open it. The Studio rooms which may sometimes be used either for a workshop or for a lunch space are at the top of a set of stairs. We can take a wheelchair user with a small wheelchair or those with limited mobility via an alternative route if accompanied by us. However please note that that route would not be wide enough for a large buggy. If in doubt, please check with us beforehand.

Health & Safety

We do ask you to let us know about any special needs or medical conditions such as allergies or medical requirements that are specific to those in your group which you feel we should be aware of. Whilst we have first aid

procedures and emergency procedures in place our staff are not trained to give first aid and we recommend you bring with you some basic first aid items. Risk assessment is the responsibility of the group leader. We can provide risk assessment guidelines and information about the site and the activities. We strongly recommend that you visit the site for yourself before the day of your trip. Your own on-site risk assessment can be done here pre-visit at any point during opening times. If you wish to meet someone you can contact us and with enough advance notice, we will try to arrange for a member of staff to meet with you at the venue, typically during a weekday. Should you have any further questions please don't hesitate to contact us. Please ensure you bring your class/group register with you. Fire exits are clearly marked above doors in case of fire. Some doors have a green button on the wall to their left to release them. All spaces are regularly checked, and the building is fully protected with automatic alarm system. In case of a fire alarm sounding the group will exit the building and wait in the disabled car park at the front and to the side of the main museum building until further instruction is given.

Conduct

We hope you enjoy your visit to Gunnersbury Park Museum and we are sure you will do. Incidents of concern are extremely rare. We hope this guidance will help you and others to have a safe and well-organized experience. Please be aware that this is a venue with historic/cultural significance which is open to the public. It is possible that children's over-excitement in a given space could lead to carelessness or accidents. Please ensure your group are aware of the following.

Pupils must:

1. not run,
2. not climb on displays,
3. not touch anything unless you say they can (ask museum staff if unsure),
4. keep noise levels to a minimum,
5. leave all rooms and toilets in a clean and tidy condition after use,
6. show respect to museum staff, other visitors and museum property.

Groups leaders must ensure:

1. there is an appropriate standard of behaviour at all times by all the people in your group,
2. correct ratios of adults are brought, as outlined on your letter of confirmation.
3. pupils are closely supervised at all times by the adults who are responsible for them,
4. prior to the visit, the expected behaviour of those in the group has been discussed with them,
5. information has been given to all accompanying adults so they are aware of what is expected of them too,
6. museum staff are not asked to be left alone with your group or with any children within your group or be expected to be responsible for your group.
7. museum staff are informed of any incidents or issues of concern where appropriate.

If you decide to split your class into two or possibly three groups please only do that if those accompanying adults are members of your school staff rather than parent helpers as parents must not be responsible for managing groups in different rooms of the museum. Please ensure you have allocated a sufficient number of adult supervisors so that even should this be diminished on the day due to illness etc the correct adult/pupil ratio can be maintained during the visit. For these purposes, six-formers or work placement students under 18 years of age are not to be deemed as responsible adults. The overall behaviour of the people on your trip remains your responsibility. This applies, in particular, to respect for the venue, collections, other visitors and staff.

Although it is extremely rare that any problems occur we do reserve the right to ask people or groups to leave the premises in cases where behaviour is inappropriate or is likely to cause a risk to health and safety or to property. If damage is caused as a result of the actions or neglect of those in the group we reserve the right to pass the subsequent costs on to the school.

Workshops

Workshops start at the time indicated on your booking confirmation letter. The session is led by a trained member of staff and all takes place within a specific museum space. It is possible that children's over-excitement in the space could lead to carelessness and trips or collisions. They should be aware that museum objects may be used as part of the session but only under the instruction and guidance of the workshop leader. Please note that video recording of all or part of a session is not allowed.

Time when not in workshops

You may wish to leave straight after your workshop or arrive just before your workshop or you may wish to look around the galleries/park. Please ensure you let us know what you wish to do. There are lots of museum galleries to look at and these will complement your workshops and topic well so do ensure you have got sufficient time to look around. There is also a lot to see and do in the park and there are playgrounds next to the museum. The park is a beautiful area to explore with your class and contains many historic features. Do ask for a free map of the museum and park at the front desk to help you to explore. We recommend you bring a camera (no flash photography in the galleries please).

Lunch spaces

During the times of the year when the weather is warm enough it is very nice for your class to use the outdoor spaces in the park to have their lunches. Just tell us that is what you intend to do and ensure you come back to the front desk in time for your workshop. Be aware that the park is also used by many dog walkers and it would be advisable if the pupils want to run or roll around or pick up things that you check the area first. There are rooms indoors that can be booked beforehand as a lunch space which we can direct you to. Please use the bins provided for rubbish and use the dustpans to sweep up any mess. During a lunch or specified break you may bring a coffee/hot drink from the café into the museum if it is covered with a secure lid and you take it directly to the lunch area and use a route as directed not via the galleries/collection items. It is not permissible to have drinks while looking around the galleries or in workshops. It is not permissible for adults to leave the workshop for a drink and thereby reduce the required ratio. We also often require the adults to help supervise elements of the workshops.

Payment

You will be invoiced per workshop. This may be prior to your visit but sometimes at busy times it may be afterwards. Do not worry if there is a delay in invoicing you. Do let us know if you have any queries or concerns. Please be aware of the cancellation fees as outlined on your letter of confirmation.

Booking for your next trip

We look forward to seeing you again for your next visit. We often have whole schools who bring each year group for a different topic. Certain times of year can get very busy, for example the Autumn Term and October in particular. The earlier you can contact us to book the more chance we have of accommodating your request. You can, if you wish, book a year ahead and as soon as you have completed one trip you can book the next one.

Thank you