

**Hello and welcome to Elstree and Borehamwood Museum.  
This guide has been put together to help to ensure your visit to the  
Museum is as enjoyable as possible.**

'We want children to grow up with a sense of real pride in their local area, founded on a deeper understanding of its heritage and its place in the national story.' (Cultural Education Plan, Dfe/DCMS August 2013)

Here, at the Museum, we are committed to the provision of high quality learning and highly positive memorable experiences, delivered in a fun and exciting way.

Our presentations, workshops and Loan Boxes, are developed in close consultation with teachers and can be tailored to meet your requirements.

I look forward to welcoming you and your classes to the museum, located on the top floor of the Library at 96 Shenley Road.

Best wishes

Vania Ermolly,

Community Learning Officer

[info@ebw-museum.co.uk](mailto:info@ebw-museum.co.uk)

Elstree and Borehamwood  
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### **Directions by coach and car**

The museum is 5 minutes from the A1/A1M via the A5135. There are no parking facilities at 96 Shenley Road. Please see information below regarding coach and car parks.

### **Coach and car parks**

There are 4 fee paying car parks close to the Museum. The only parking available for coaches in Borehamwood is the Civic Offices, Elstree Way car park, postcode WD6 1WA. For further details of all coach and car park locations, tariffs and charges please visit the Hertsmere website: [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk)

### **Train stations**

Elstree and Borehamwood Station is a 5 minute walk from the museum. Please check National Rail Enquiries for exact details and train times: [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

### **Workshop Charges**

Talks and presentations: £30

Workshop sessions in the Museum: £2 per child (min 15 children)

Outreach workshops: £30 morning or afternoon session; £50 all day

Resource Loan Box: £20 per week (maximum 2 weeks)

### **Trails and clip boards**

We have discovery trails linked to both the temporary and permanent exhibitions. Please let us know if you would like to use our clipboards, which are free of charge.

Please:

- Use only pencils completing your trails
- Do not lean on the cases

### **Opening Times**

The Museum is open to the general public between 12-6pm Tuesday, Wednesday, Thursday and 10-3pm on Saturday.

The Museum can be made available for school visits, by prior appointment, at the following times.

DAY	TIME	OUTREACH	NOTES
Tuesday	9-12	Museum visit	<u>Group 1:</u> Presentation and Discovery Trail  <u>Group 2:</u> Workshop  (Normal Library Service from 12)
Wednesday	9-12	Joint Museum Library visit	<u>Group 1:</u> Presentation and Discovery Trail  <u>Group 2:</u> Visit to the Children's Library
Thursday	9-12	Museum visit	<u>Group 1:</u> Presentation and Discovery Trail  <u>Group 2:</u> Workshop  (Normal Library Service from 12)

The Library can offer whole-class visits at other times, by arrangement. Please contact: Diane Wilson, Young People's Services Librarian:

Mobile: 07836 339913

Email: [diane.wilson@hertfordshire.gov.uk](mailto:diane.wilson@hertfordshire.gov.uk)

## **Pre-visits**

We strongly recommend that all teachers make a pre-visit to the museum prior to bringing their class or group, to familiarise themselves with the museum location and displays. You are welcome to make an independent pre-visit during normal opening times.

Alternatively do contact Vania Ermolly, Community Learning Officer, if you would like to arrange a time for an accompanied pre-visit.

## **Toilets**

There are no toilets in the museum itself but toilets are located on both the ground and first floors of the building.

## **Access**

96 Shenley Road, which houses the museum, has full disability access. There is a lift connecting all floors, and fully equipped disabled toilets.

## **Photography**

Museum staff will not take photographs of any visiting party without prior permission and arrangement with the teacher or group leader.

## **Class ratios and maximum class sizes**

We are a very small museum so the maximum class size we are able to accept in the museum at any one time is 15. However, if a visit is combined with a library visit or joint Museum/Library workshop/event, we can accommodate a maximum class size of 30. We ask for the following adult: child ratios for visiting parties.

Pre-schools and under 4	Foundation Stage & Key Stage 1	Key Stage 2 and above
1 : 4	1 : 6	1 : 10

## **Cancellation**

Please allow 24hours notice if you need to cancel your visit to the museum. This is particularly important if you have booked a workshop, as some materials may need to be prepared in advance.

In the unlikely event that we need to cancel your session due to staff illness or other extenuating circumstances, we will notify you as soon as possible to discuss alternative arrangements.

## **Health and Safety in the Museum**

Please be aware of the following Health and Safety guidelines whilst in the museum.

- The supervision and discipline of your group remains the responsibility of the group leader at all times.
- Elstree and Borehamwood Museum is a public building, which means that other visitors may be present at the time of your visit; we ask that all visitors are considerate to others.
- We ask that all parties take care when moving around the museum. This includes no running in or outside.

## **Emergencies**

Please note the following as guidelines in the event of an emergency.

- **Fire Alarm Procedure**

Your group will be briefed on these procedures when they arrive at the museum on the day of your visit.

In the event of a fire alarm you will be directed to evacuate the buildings by the nearest fire exit. The Fire Assembly Point is at the front of All Saints Church, next door to the building.

A member of the museum staff will check that the museum is fully evacuated.

We advise you take a register of your group on arrival at The Fire Assembly Point.

- **First Aid**

Museum staff are not trained to administer First Aid. It remains the responsibility of the Designated First Aider in the group to administer First Aid. A First Aid kit is located by the reception desk; please ask a member of staff.

Please do not hesitate to contact us if you have any questions not covered in this information sheet.