

School Guidelines

If you book both a morning (10:00am - 12:00pm) and afternoon session (12:00-2:00pm) on the same day

- Due to limited space, the museum is unable to accommodate both morning and afternoon groups at the same time.
- The first group will be admitted at 10:00am and will leave at 12:00pm.
- The second group will be admitted from 11.45am and will leave at 2:00pm.
- The group not currently in the museum can visit local attractions or use the lunch space situated in St Thomas' Hospital.

Facilities

- Toilets, coat hooks and bag storage/lockers are available.

Access

- There are accessible toilets and automatic doors in the museum. The museum is wheelchair friendly.

Eating and Drinking

- A small lunch area in the cafe at St Thomas' Hospital and the hospital gardens can be used by groups after a visit (10:00am-12:00pm sessions) or before a visit (12:00-2:00pm sessions).
- The museum has a no food and drink policy.

Noise

- Please be aware that there are other members of the public in the museum, please ensure that your class shows consideration.
- When requested by staff members, school groups are expected to keep noise to a low level.

Supervision

- We require an adult to student ratio of 1:5 (maximum no. of adults 10, excluding one to one support).
- Teachers and accompanying adults are responsible for their students for the duration of the visit.
- Please ensure that any requests from museum staff regarding behaviour are followed, we reserve the right to terminate the visit if requests are not followed.

Schools' responsibility

- The teacher in charge should ensure that all accompanying adults are familiar with the workshop and their role.

Late arrivals

- If the group is running late, please telephone the museum, if possible, on 020 7188 4400.
- A late arrival could result in a shortened session in the museum (we are unable to extend the session beyond the set times).

Photography/Filming

- Photography is **permitted** in the museum and during the performance, without flash.
- Filming is **not permitted** in the museum.

Local Attractions (within walking distance)

- London Eye
- Jubilee Gardens
- Westminster
- Lambeth Palace Gardens

Cancellation, non-attendance and change of date charge

- School groups that cancel/change the date of their visit within 1 week of the visit date will be charged the full amount.
- School groups that cancel/change the date of their visit within **6 weeks** of the visit date will be charged **50% of the total cost**.
- **If you need to cancel your booking due to bad weather or transport problems, the cancellation, non-attendance and change of date charge still applies. Any cancellation needs to be in writing to Hajra@florence-nightingale.co.uk.**

Travel

- Buses: 12, 53, 77, 159, 211 and 507
- Underground: Circle, District and Jubilee Lines: Westminster
Northern, Bakerloo and Jubilee Lines: Waterloo
Bakerloo Line: Lambeth North (closed until mid-February 2017)
- Rail: Waterloo
- Coach drop off: Coaches can drop off and pick up on Lambeth Palace Road.