

Visit Practicalities: Nottingham

Before your visit

Teacher pre-visits

It is recommended you visit the National Justice Museum before you visit with your group. We offer free visits* to teachers who are looking to visit the museum. You will need to pre-book a teacher visit by calling 0115 9939811.

(*admits two adults or 1 adult and 1 child.)

Risk assessments

Risk assessments for the National Justice Museum and the City of Caves are available on our website:

[Risk Assessments](#)

Supervision

Primary Schools - Admission for staff is free of charge and we require as many staff as possible to accompany the group. We need at least one adult for every ten learners.

Secondary schools and colleges - We require at least two members of staff for every group of 30. One teacher for every 10 learners booked will be admitted free of charge. Any teachers over the suggested quota will be charged the same price as the students. Any carers/teaching assistants who are accompanying individuals with SEN will be admitted for free.

Lunchrooms

You will be allocated one or more lunchrooms (depending on the size of your group) to store your bags and have lunch on the day. Each lunchroom is lockable so that bags and coats can be left inside. A key will be given to the group leader when you reach your lunchroom. It is the group leader's

responsibility to keep that key safe, until the end of your visit, where the key must then be returned to the facilitator.

Gift shop

We have a small gift shop located next to the reception which sells a range of confectionary, souvenirs and pocket money toys. Primary and secondary learners visiting the gift shop must be supervised at all times and 15 at a time are permitted.

Gift Bags

As an alternative to visiting the gift shop, gift bags can be pre-ordered ready for collection on the day of your visit. Gift Bags range in price depending on their contents, that you can choose from an array of our products. For more information, please contact our bookings team:

learning@nationaljusticemuseum.org.uk

Cafe

The café is run by an external organisation, sells drinks and snacks, and is typically open daily. Please note under 16s must be supervised and only food and drink purchased in the café can be consumed there.

Toilets

Our main public toilets are located opposite the Civil Court Room just off the reception area. Upon arrival at the museum there will be an opportunity for pupils to use the toilets before beginning their activities. Our accessible toilet is located in the corridor leading to our Crime Gallery space just off reception.

Directions

Directions for the National Justice Museum are available here: <https://www.nationaljusticemuseum.org.uk/museum/visit>

Coach Parking

We are unable to offer coach parking at the National Justice Museum. Your coach company will be able to drop off and pick up your students outside the museum and will need to find somewhere to park during the day. For information on where to park a coach in the city please click on the following link:

[Coach Parking - Nottingham City Council](#)

Minibus parking

If you are travelling to the museum in a minibus, you will be able to drop off and pick up from directly outside the museum. Minibuses can be parked for a charge at the nearby Motorpoint Arena parking: <https://www.visit-nottinghamshire.co.uk/plan-a-visit/travel/coach-parking>

Before the visit checklist

- Have you photocopied your resources to bring on the day?
- Have you allocated roles for the courtroom workshop?
- Have you split students into separate groups as per the timetable?
- Does the timetable we have proposed match up with your travel arrangements? Is the bus company aware of your departure time?
- Have you made us aware of any SEND pupils attending?

During your visit

What do I do when I arrive?

On arrival the lead teacher will need to report to reception, via the main entrance (please leave your pupils on the coach at this point). One of our facilitators will be waiting to greet you. At reception you will be required to sign an arrival form confirming

your attendance and amending the actual number of visitors attending on the day. The facilitator will then escort you and your group to your designated lunchroom(s), hand over your lunchroom key and then deliver a brief health and safety talk before your activities begin.

What should I do if I think we might be late / early?

If you anticipate that you will arrive earlier or later than expected, we would be grateful if you could notify the Learning Manager, Joanne Ayris, in the first instance, by calling 07593818633.

If you cannot reach Joanne, please contact the museum by calling the main reception desk on 0115 9520555, extension 200.

How do we get from one activity to the next?

Your group will be assigned a facilitator who will help you navigate the site and will take you to your activities.

The museum

The museum is old, and often draughty in the winter. We advise students to keep their coats with them for the museum workshops during the colder months.

Conduct

The National Justice Museum is a working building and has several external companies residing in offices around the building. We also regularly have members of the public visiting the museum and corporate functions taking place. Therefore, we ask all groups to respect all visitors, keep noise to a minimum and walk in an orderly fashion in the corridors. For more information on visit conduct please refer to our code of conduct for visiting schools which you received with your provisional booking letter.

Post-visit

An e-mail containing a teacher evaluation form will be sent to your e-mail address after the visit. We are always keen to receive teacher feedback so would be grateful if you could take the time to complete the evaluation and e-mail it back to us.

If you would like to discuss your visit in more detail please email our Learning Manager, Jo Ayris via e-mail:

joanne.ayris@nationaljusticemuseum.org.uk, who will then be more than happy to arrange a call with you.

If you would like to book another visit, please contact our Bookings Team via e-mail

learning@nationaljusticemuseum.org.uk or alternatively you can call on 0115 9520555 extension 212.

If you took any photographs on your visit or would like to share any positive feedback, we would love you to do so on our social media outlets:

Instagram and Tiktok: @justicemuseum

Facebook: National Justice Museum

Twitter: @justicemuseum and @njmlearning