

Out of Classroom Experiences

Schools Programme at The Higgins Bedford

Essential Information For Your Visit

We hope that you have an enjoyable, safe and successful visit to The Higgins Bedford.

Please do not hesitate to contact us if you have any questions or concerns:

e-mail: thehiggins@bedford.gov.uk

tel: 01234 718618

SEND visitors: We aim to work closely with our visitors to provide **accessibility** and a supported visit that can be enjoyed by all. Workshops can be tailored to meet the needs of SEND pupils, please discuss this with us. A copy of our 'how to get here' booklet (developed in partnership with Autism Bedfordshire) is available on request. Please note: for fire safety, only two wheelchair users at a time on the 2nd floor.

Coach Drop Off Point: The coach drop off point is at the bus stop on Newnham Road, next to the archway in to Castle gardens. You can find a location map on our website.

We can provide **parking** on site for up to two minibuses, if notified in advance.

Parking: Car parking on site is for blue badge holders only. There is limited pay and display parking on nearby streets. Disabled pupils or those with mobility difficulties can be dropped off by the main entrance, off Castle Lane.

Lurke Street multi-storey, pay and display car park is a few minutes' walk away,

Arrival: Entrance to The Higgins Bedford is via the black gates and through the courtyard. Please check in at the front desk on arrival.

NB We are not **open to the public until 11am**. For safety and security reasons, if you arrive before 11am, you might not be able to access the building.

Coats and Bags: Storage for coats and bags is available. Please do not leave valuables unattended. Backpacks should not be worn in the galleries.

Food and Drink: Food and drink are **not allowed** in the galleries. Packed lunches, snacks and drinks (including water bottles) should be left with coats and bags. If you require a lunch space, please book in advance. If the weather is good, you may prefer to eat outside in the courtyard, the gardens, Castle Mound or the archaeology park. If your group is staying for lunch, we recommend that they are given an opportunity to stretch their legs and get some fresh air during their break.

Self-Led Visits: We do recommend that you make a **preliminary visit** to The Higgins before bringing any group. Staff are always willing to discuss your requirements with you.

Please read and follow our self-led guidelines

Trails and gallery activities can **provided on request** to help with your visit.

Photography: Photography is permitted in all of the galleries, please **do not use a flash**.



Health and Safety: Group organisers must carry out their own **risk assessment** before bringing a group to visit The Higgins and a pre-visit is recommended. A copy of our Hazards Information sheet is available on request.

School staff are responsible for the **behaviour and safety** of their pupils at all times during the visit. Please bear in mind that we are open to the general public and ensure that your pupils are mindful and respectful of all of our visitors. The Higgins has emergency first-aid cover, but groups are requested to bring a qualified **first-aider** with them.

Group Size: Minimum **adult to student ratio** for children under 16 is 1 to 10. For Key Stage One pupils, we recommend a ratio of 1:6. Please be aware that adults are required to supervise and support the pupils during the whole of the visit.

Gallery Safety: Please remind your group that they should not climb/reach over barriers or touch objects on display. For their own and others' **safety**, they should not run or lean against walls, displays or plinths. Food and drink is not allowed in the galleries. Please ensure mobile phones are silent to avoid disturbing other visitors.

Object handling: We consider carefully the potential hazards involved in handling objects, whether artefacts or replicas. Objects are used in our workshops on an age-appropriate basis and children are instructed on how to **handle them carefully**. Please encourage your group to handle objects with care and help to supervise this during workshops.

Please be aware that we do make use of a number of objects of animal origin. These can include excavated bones, hide, leather and horn.

Gallery Activities: We welcome drawing and sketching in the galleries using dry materials such as pencil, crayons, felt pens and chalk pastels. Permanent markers, paint and oil pastels are not permitted.

Trails and gallery activities can be provided on request.

Shop: The Higgins has a shop in the reception foyer. Please visit the shop in **small, supervised groups** to help our Front of House team serve everyone quickly.

Payment: Schools are **invoiced after their visit** has taken place.

CONTACT US

Opening hours

Tuesday to Saturday 11am - 5pm

Sunday and Bank

Holiday Mondays 2 - 5pm

Closed on Mondays, Good Friday, Christmas Day, Boxing Day and New Year's Day

Entrance is free

Donations are welcome

Visit the website at

www.thehigginsbedford.org.uk

Email thehiggins@bedford.gov.uk

or call us on 01234 718618

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How to find us

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