

# Visit Guidelines for Schools & Colleges

## Before you visit:

### Planning what to see

We hope that the schools brochure has helped you decide what to see and do when you visit with your class. We have teachers' resources on our website to help you organise your visit: [vam.ac.uk/info/teachers](http://vam.ac.uk/info/teachers) Please note: galleries are occasionally closed at short notice. For up-to-date information, please see [www.vam.ac.uk](http://www.vam.ac.uk) or call 020 7942 2000 near the time of your visit.

### Booking a visit

All school visits, including self-guided, must be pre-booked on 020 7942 2000. Three weeks' notice is required for facilitated sessions, two weeks for self-guided visits. Please note that we will require billing information for all sessions, free and charged, when making a booking.

### Changes and cancellations

Call 020 792 2000 as soon as possible if you need to change or cancel your visit, or anticipate being late for a workshop or tour. Sessions cancelled within three weeks of the visit will be liable to the full cost of the session. For free 1-hour sessions, there is a £60 charge per session if cancelled within three weeks. For free 90-minute sessions there is a charge of £110 per session if cancelled within three weeks. Free workshops and projects will be charged at £250. For full details please see our Terms and Conditions document online.

### Teacher/student ratio

Foundation Stage: 1 adult to 3 students  
Key Stage 1 & 2: 1 adult to 6 students  
Key Stage 3, 4, & 5: 1 adult to 15 students  
We cannot lead workshops or tours without a teacher present. Self-guided groups should have adult supervision at all times and students are not permitted in galleries unaccompanied.

### Access

If anyone in your group has a disability and requires assistance, please let us know at the time of booking. Please call us for full information about access at the V&A.

### Safety

You should carry out your own risk assessment before you visit, and bring it with you on the day. See the Health and Safety information provided for more advice about this.

## On the day of your visit:

*Please ensure that all adults have a copy of this document with them when you visit.*

### Arriving at the V&A

Please enter through The Sackler Courtyard Entrance or the Tunnel Entrance from South Kensington Underground station, and follow signage to the Sackler Centre.

In the interest of visitor safety, our Security team carry out bag searches at the entrances to the Museum.

If you have booked a facilitated session, please register at the Sackler Centre Reception 20 minutes before the start of the session to allow time for students to use the cloakrooms and toilets.

### Facilities for schools and colleges

There are lockers for schools in the Sackler Centre to leave coats and bags. Please request one at the Sackler Centre Reception Desk. Lockers cannot be guaranteed unless a lunchroom space has been booked.

The lunchroom is available in half-hour slots. Please ask for a slot when you make your booking. When using the lunchroom please leave it clean and tidy.

### Conduct

Please remind your group not to touch objects, shout or run while in the V&A. However, do look out for the hands-on symbol in the galleries indicating special objects which can be touched:



Drawing should be with coloured or graphite pencils only and must be encased in a box or bag. Please note: sketching may be restricted in certain temporary exhibitions. Please check the website for details.

## General information:

### Opening times

10.00-17.45 daily  
10.00-22.00 Every Friday (selected galleries remain open after 17.45).  
Closed 24-26 December.

### Admission

Admission to the V&A is free. A separate charge may apply for some special exhibitions and events.

### Exhibition admission

There is a concessionary ticket price for school students and teachers who book in advance as a group. All bookings are timed entry. Tickets for self-guided exhibition visits must be paid for 48 hours prior to visiting. Tickets can only be issued once payment has been processed. For full details please see our terms and conditions document online.

### How to reach the V&A

Tube: South Kensington

Buses: C1, 14, 414 and 74 stop outside the Cromwell Road entrance

Coaches: Two drop-off points on Cromwell Road, outside the V&A's main entrance. All drop-off points allow up to 15 minutes waiting time. Coach parking facilities in Hyde Park, off Bayswater Road.

Schools in the Greater London Area can apply for free public transport when making visits to museums within the GLA area. For more information and to apply online visit [www.transportforlondon.gov.uk/schoolparty](http://www.transportforlondon.gov.uk/schoolparty)

Victoria and Albert Museum  
Cromwell Road, London, SW7 2RL  
020 7942 2000

If you have any questions before you visit please contact our Schools Liaison at [schools@vam.ac.uk](mailto:schools@vam.ac.uk)  
We hope you have a great visit!



