

BOOKING INFORMATION FOR SCHOOLS & COLLEGES

Booking Request

To make a booking via email, fax, or post, please complete the Booking Request Form for Schools and Colleges. We cannot take group bookings over the phone. Booking forms will be dealt with in order of receipt.

We cannot accept provisional bookings. All booking requests are subject to availability and cannot be considered booked until you have received a confirmation. All bookings will receive a letter of confirmation to be shown on the day of the visit.

Payment

An invoice will be sent with your confirmation letter if you book a teaching session or a spotlight talk. Payment should be made in advance of your visit, and within 30 days from the date of the invoice. This can be done via BACS, cheque, credit card, or debit card.

Cancellation

We are unable to make provisional bookings. These fees apply as soon as we send the confirmation letter and invoice.

Charges apply as follows for cancellations or alterations to school sessions.

- If you have to cancel/alter your activity but give over 8 weeks' notice: £20 per session
- If you have to cancel/alter your activity but give 4 – 8 weeks' notice: £40 per session
- If you have to cancel/alter your activity but give less than 4 weeks' notice: £78 per session
- If your school fails to arrive on the booked date of your activity: £100 per session
- **All cancellations must be confirmed in writing**

Venue & Travel

Please ensure that group leaders and coach drivers are aware of the venue details to avoid any confusion.

Address: [V & A Museum of Childhood, Cambridge Heath Road, London E2 9PA](#)

Underground: Bethnal Green

TfL Rail: Cambridge Heath

Buses: D6, 106, 254, 309, 388

Coaches: Drop-off point and parking for two coaches on Cambridge Heath Road

For all visits, an adult: pupil ratio of at least 1:6 is required for primary school groups (e.g. 3 adults for 18 pupils), and at least 1:10 for secondary school groups (e.g. 3 adults for 30 pupils). Groups are welcome to bring more adults if they wish.

Preparing for your visit

Teachers are strongly advised to make their own pre-visit to complete their risk assessment and familiarise themselves with the Museum. This does not need to be booked as you are welcome to visit whenever you wish. Our Front of House team will be happy to answer any queries you may have.

Lunch facilities

These are located in the Summerly Room on the Lower Ground Floor. Groups making a self-guided visit will be allocated a 30-minute lunch slot, if requested, when making a booking. Groups booking a Teaching Session or a Spotlight Talk will automatically have a 30-minute lunch slot allocated that will cater to their session time.

SEN (Special Educational Needs)

A range of resources and sessions are available for pupils with special educational needs. Please email j.goldsmith@vam.ac.uk to discuss your visit or for more details, please visit: www.vam.ac.uk/moc/page/sen

Self-Guided Visits

If you prefer to design your own learning, school and college groups can enjoy a FREE self-guided visit to the Museum. On arrival, groups are met by one of our Activity Assistants, allocated storage, shown the Museum's facilities and given confirmation of a lunch slot (if requested). Self-guided visits must be booked in advance. For more details please visit: www.vam.ac.uk/moc/article/self-guided-visits

Spotlight Talks

Our Spotlight talks can be booked for groups of up to 30 pupils per talk. Talks are led by museum staff, and are available during term-time from Monday-Friday at 10.30, 11.15, and 12.00. Spotlight talks must be paid for in advance of your visit, and cost £20 for 30 minutes. For more information please visit: <https://www.vam.ac.uk/moc/learning/schools/primary-school/>.

Teaching Sessions (Primary)

The Museum runs a variety of teaching sessions for primary schools, all of which support the National Curriculum. On arrival, groups are met by one of our Activity Assistants, allocated storage, shown the Museum's facilities, and given confirmation of their lunch slot. All sessions take place in the Clore Learning Centre on the Lower Ground Floor, at the following times: 10.30, 11.00, 11.45, 12.30 and 1 3.00. Teaching sessions can accommodate up to 30 pupils and usually cost £78 for 1 hour. For more details about the sessions available please visit: www.vam.ac.uk/moc/article/primary-school-teachingsessions

Teaching sessions (Secondary)

A range of talks led by a member of the formal learning team are available for KS3-5. Sessions take place in the Clore Learning Centre at the following times: 11.00, 12.30 and 14.00. Sessions last for 30 minutes (£40), 45 minutes (£59) or 60 minutes (£78) unless otherwise stated. For more details about the sessions delivered please visit <https://www.vam.ac.uk/moc/learning/schools/secondary-schools/>.

Teaching sessions (Colleges and Universities)

For students in Further, Higher, or Postgraduate Education and NQTs we provide talks led by a member of the formal learning team. Sessions take place in the Clore Learning Centre at the following times: 11.00, 12.30 and 14.00. Sessions last for 30 minutes (£40), 45 minutes (£59) or 60 minutes (£78) unless otherwise stated. For more details about the sessions delivered please visit <https://www.vam.ac.uk/moc/college-universities/>