

TEACHER'S INFORMATION PACK



WELCOME TO GALLERY OLDHAM

ABOUT GALLERY OLDHAM:

Gallery Oldham is a local authority art gallery and museum in the heart of Oldham town centre. It is open Monday–Saturday 10.00am–5.00pm (last admission 4.45pm) and is closed on Sundays and Bank Holidays.

We have been collecting artworks and objects since 1883 and are still collecting today. The current collections include;

- Over 12,000 social and industrial history items
- More than 5,000 works of art
- More than 80,000 natural history specimens
- Over 2,000 geological specimens and around 3,000 archaeological artefacts
- A Local Studies and Archive Centre

Gallery Oldham welcomes approximately 95,000 visitors per year. We offer an extensive programme of exhibitions, events, courses and talks, family activities and schools workshops.

FACILITATOR-LED WORKSHOPS:

We offer National Curriculum linked workshops which provide high quality learning opportunities for primary and secondary schools. Workshops are two hours long, £100 each, and delivery is for classes of up to 35 pupils.

Our school workshops include;

- Time exploring the collections and exhibitions in the galleries
- A practical session in our spacious Education Suite
- All required materials and resources provided

A lunch space is also available to book, and we can accommodate multiple class visits to the gallery on one day and arrange joint visits to other local providers.

For full details of our current offer look at our Schools Programme leaflet on our website <http://www.galleryoldham.org.uk/learning/information-schools/>.

FREE SELF-GUIDED VISITS:

We encourage free self-guided visits for schools at Gallery Oldham. Please book in advance with the Learning Assistant to avoid clashes with other school visits.

Self-guided visits can include;

- Clipboards, pencils, rubbers and a cloakroom stand if booked in advance
- Use of our free resources on our website <http://www.galleryoldham.org.uk/learning/information-schools/> which you can print and bring with you

BEFORE YOU VISIT:

You need to make a booking by;

- Completing the Group Visit Enquiry Form on our website <http://www.galleryoldham.org.uk/learning/information-schools/> and return it to our Learning Assistant, Sophie Watt via email sophie.watt@oldham.gov.uk

Sophie Watt, Learning Assistant, Gallery Oldham, Cultural Quarter, Greaves Street, Oldham, OL1 1AL
Tel: 0161 770 5431 or 0161 770 4643 Email: sophie.watt@oldham.gov.uk or contact via Firstclass.

Please note;

- Once you have filled in an Enquiry Form and sent it to our Learning Assistant, you will be contacted to confirm the booking.
- Your booking is not confirmed until you receive your Confirmation Form, so please do not arrange transport until you have received a Confirmation Form.
- Cancellations must be confirmed by telephone with our Learning Assistant at the earliest opportunity.
- Groups cancelling their workshop which are unable to give over 5 working days notice will be invoiced for our normal session charge/s (this cancellation policy also applies to free trial visits).
- Trial sessions are free in return for completed feedback forms. Schools who choose not to return their feedback form will be charged £100 per workshop.

We prefer a ratio of a minimum of three adults accompanying a class trip of 30 children **in addition to the class teacher**. Please make accompanying adults aware that they are expected to support pupils with activities.

We strongly suggest you make a preliminary visit to the gallery to familiarise yourself with the building, its spaces, facilities, and exhibitions, and to conduct your own risk assessment. Our School Visit General Risk Assessment is available to download from our website <http://www.galleryoldham.org.uk/learning/information-schools/> and detailed Risk Assessments for each workshop are available on request. Please contact our Learning Assistant, Sophie Watt via email sophie.watt@oldham.gov.uk.

Our Education Team are always happy to meet with teachers to discuss your visit and your needs, offer advice and share ideas about future work if you book an appointment in advance.

DURING YOUR VISIT:

- Upon arrival, you will be met by a member of gallery staff in the foyer and asked to sign your group in.
- Please bring to the gallery an up-to-date register of your group including children, teaching staff & parents.
- In the event of a fire alarm the group must make their way out of the nearest exit, as directed by gallery staff. Do not use the lifts – our lifts will not operate in the event of the alarm. All school parties will gather for roll call outside the main entrance in the gallery gardens; on Oldham Park Gardens at the Union Street entrance. Gallery staff will bring out the Visitors Folder. Please keep your class register with you to check your group.
- You are responsible for your class at all times and must not leave your group without a member of staff from your school for any reason including taking pupils to the toilet.
- Should it be necessary to leave your group during a led session, you must inform the workshop leader and confirm which member of school staff holds responsibility in your absence.
- Toilets are situated on the ground floor and on level one. Pupils must be escorted to the facilities by an adult.
- Please ask the children to use ‘indoor voices’ in Gallery Oldham as they will be sharing the space with other visitors.
- Please ask the children not to run in Gallery Oldham as they may fall and hurt themselves, someone else or damage an artwork.
- Please ask the children not to touch objects and artworks unless asked to do so by a member of gallery staff as part of a workshop. Even the cleanest fingers can leave a mark or cause irreversible damage.
- Food and drink is not permitted in the public gallery spaces.
- Only pencils or coloured pencils can be used in the exhibition spaces in Gallery Oldham

Sophie Watt, Learning Assistant, Gallery Oldham, Cultural Quarter, Greaves Street, Oldham, OL1 1AL
Tel: 0161 770 5431 or 0161 770 4643 Email: sophie.watt@oldham.gov.uk or contact via Firstclass.

- Please check if photography is permitted in the areas you wish to photograph due to copyright issues surrounding loaned works on display. Teachers and pupils are allowed to take photographs in the Education Suite.

If you have any other queries please do not hesitate to contact the Learning Assistant via phone 0161 770 5431 or 0161 770 4643, via email sophie.watt@oldham.gov.uk or through Firstclass.

TEACHER'S NOTES: