

2018

Dear Course Director & Group Leader,

Visiting the Pitt Rivers Museum and the Museum of Natural History

We would like to welcome your group to the museums. Both museums are popular venues for organised groups. **It is therefore required that you book your group into the museum formally.** Please read through the following information before booking your visit. Please also make your staff and colleagues aware of the booking system.

Booking is essential

- Bookings must be made at least 48 hours in advance of visit
- E-mail: education@prm.ox.ac.uk or telephone 01865 613031 or education@oum.ox.ac.uk 01865 282451
- The recommended donation per group is £50. Donations can be made via cheque - brought on the day of your visit and payable to the University of Oxford - or online at: bit.ly/MuseumsDonation
- Natural History Guidebooks: please email education@oum.ox.ac.uk if you would be interested in receiving a discount for language guides to the Museum. The language guides, which normally cost £1.50, can be pre-ordered at £1 each. The guides can be paid for on the day of the visit.
- Your visit to the Pitt Rivers and the Museum of Natural History will last one hour in total
- **Visits are available:**

Monday to Friday: 2pm – 3pm and 3pm - 4pm

Sundays: 10am – 11am and 11am – 12 noon

UK School Holidays: 10am – 11am and 11am – 12 noon

- We can only accommodate 75 students per slot, so **book early to avoid disappointment**
- We will email you a booking confirmation – without this you will not be allowed entry
- Each language school / booking agency can book a maximum of two visits per week
- Because of school bookings and family activities, there are no groups admitted at any other times.

Group organisation

- **Group leaders must supervise their groups at all times in both museums**
- For students under 18 there should be a staff/student ratio of 1:10 or higher

We will make every effort to ensure that you and your group enjoy your visit. **Please be aware that groups who have not booked will not be admitted to the museums. If you attempt to enter the Museum without pre-booking, splitting your groups into smaller numbers to circumvent the system, your organisation will be banned from booking any further visits.**

Get in touch with our bookings service if you have any questions. We look forward to hearing from you.

Yours faithfully,

Wendy Shepherd
Head of Operations
Oxford University Museum of Natural History

Karrine Sanders
Head of Administration, Planning & Finance
Pitt Rivers Museum