**School Visits to Glamorgan Archives**

Glamorgan Archives welcomes visits by school groups. This is what you need to know before arranging a visit.

The workshops currently offered may be seen on the Education pages of our website:

https://glamarchives.gov.uk/visiting-us/education/

**Dates and times available**

Visits can be booked Monday to Friday from 9.30am onwards. You should expect to spend between 1½ and 2 hours here to get the most out of your visit.

Morning visits are recommended in order to allow for travel time and ensure the best experience for the pupils.

**Number of pupils**

Glamorgan Archives can accommodate an absolute maximum of one class of c.30 pupils per visit.

**Lunch facilities**

Indoor: Space for eating packed lunches can be made available within the Glamorgan Archives building on request.

Outdoor: An outdoor picnic area is available for eating packed lunches, weather permitting, and should be booked in advance.

**Booking your visit**

All schools and groups must book in advance of a visit to ensure that we have sufficient time to prepare resources and that the room is available.

E-mail glamro@cardiff.gov.uk or telephone 029 2087 2299 to book.

Please have the following information to hand when booking:

* Name of your school / organisation
* Address
* Postcode
* Phone number
* Contact email address
* Name of the teacher / group leader
* Number of students
* School year
* Age range
* Do any of your pupils have additional needs that we need to be aware of?
* Number of staff / accompanying adults
* Which activities you would like to book?
* Do you want to cover a special topic?
* Do you want to book a space for lunch?

**Cancellations**

Please contact Glamorgan Archives as early as possible if your circumstances change so that your place can be allocated to another group.

**Health and Safety**

All visitors 16 years or under must be supervised at all times.

Adult/child ratios:

Primary – 1 adult for every 10 children.

Secondary – 1 adult for every 15 children.

*First Aid*

If first aid attention is needed please contact a member of staff who will summon a trained first aider.

*Fire*

An alarm will sound in the event of a fire. On hearing the alarm your group should evacuate the building by following the signs to the nearest fire exit. You will receive instructions from Glamorgan Archives staff.

**Travel to the Archives**

For directions and public transport links please see the Visiting Us page of our website:

https://glamarchives.gov.uk/visiting-us/

Parking is available onsite

**Accessibility**

The Glamorgan Archives building is fully accessible to all members of the public. Please visit the Accessibility page of our website for full details:

https://glamarchives.gov.uk/visiting-us/accessibility/

**Preview Visits**

Teachers are welcome to visit the Archives in advance of any class visit to familiarise themselves with the building, identify particular items of interest within the collection and to help prepare a class for their visit. There is no need to make an appointment in advance. Details of our holdings can be found in the searchable catalogue on our website as above. Our searchroom is open as follows:

Monday: 1-5pm (until 8pm on the second Monday of each month)

Tuesday-Friday: 10am-5pm