

Teachers' Pack

The
Museum of
Classical
Archaeology



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UNIVERSITY OF CAMBRIDGE
**MUSEUMS
& BOTANIC GARDEN**

Teacher's Pack

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Before your visit

Admission

Admission to the Museum and use of our education service are free of charge. [Donations](#) are always gratefully received but are, of course, made at your own discretion.

Parking

The Museum is unable to offer parking space unfortunately. However, metered parking is available for minibuses along Sidgwick Avenue and the surrounding roads. Coaches may stop briefly on Sidgwick Avenue to drop off and collect groups.

How to find us

The Museum can be found on the first floor of the University of Cambridge's Faculty of Classics. While the Faculty building backs onto Sidgwick Avenue, please note that there is no entrance to the building directly from the road. The entrance to the building is on the Sidgwick Site, which can be entered either through the pedestrian entrance or through the entrance to the car park. Both entrances can be seen on the map below.



Museum of
Classical
Archaeology

Contact

For queries about your visit please contact our Education and Outreach Coordinator, Martha Heemskerck, by email at museum@classics.cam.ac.uk or telephone (0)1223 767044. Please note: Martha's working hours are 9am-5pm, Tues-Thurs. If you have an enquiry outside of these hours, please contact the main museum (Tel. (0)1223 330402) and another member of staff will assist you.

Website

Information about the Museum can be found on our [website](#). Further details about our education service can be found under the [schools](#) tab.

Risk assessment

We offer the following guidance, which we hope will help when writing your risk assessment for your visit:

Teachers planning visits to the Museum should note that this is a public building. Schools will be using the Museum at the same time as other visitors. This includes the use of public lavatories with hot and cold running water.

Other possible risks include:

- Slip, trip or fall
- Injured whilst handling objects if participating in a handling session
- Struck by automatic glass doors

Highly unlikely risks may include:

- Falling down stairs
- Knocking over or breaking items on display
- Exposure to fire

Teachers and schools are responsible for completing their own risk assessments before visiting the Museum. If you require further guidance, please contact our Education and Outreach Coordinator, Martha Heemskerk, by email museum@classics.cam.ac.uk or telephone (0)1223 767044.

A note on our collection

Please be aware that as we are a collection of plaster casts of Greek and Roman sculpture, many of our statues are nude.

Our Education and Outreach Coordinator begins taught sessions by addressing the nudity and discussing why the statues are often unclothed. We aim to help students appreciate the differences between our own cultures and those which were thriving over 2,000 years ago.

If you have students in your group of a sensitive nature or students who may be uncomfortable with this, you may wish to speak to your class, and adult helpers, about this in advance.

During your visit

Arrival

As the Museum is situated inside the building of the Faculty of Classics, it is essential that school groups arrive at the arranged time, to avoid bottlenecks in the Faculty building.

Please wait outside the building on arrival, until the arranged time of your visit, then make your way into the building and up the stairs to the Museum.

When you enter the Museum you will be asked to sign your group in at the front desk.

Groups may make use of the toilets in the foyer but should be aware that others will need to be able to get in and out of the entrance. School groups planning to use toilets on departure should leave in staggered groups to avoid congregating in foyer.

The Museum is based in a University department and as such is surrounded by offices, classrooms and a library. We politely ask that groups respect those who work in this building by keeping noise to a minimum as they move through the building.

Please be mindful of these rules while booking and planning your visit. For more information on our safety measures please visit the museum's [FAQ pages](#).

Supervision

Teachers and adult helpers are responsible for their students at all times during a visit. Please ensure that your students are actively supervised. Primary school students should explore the Museum in small groups with an adult. Older students may explore the Museum independently but we do ask that teachers are vigilant to their behaviour.

We recommend the following ratios:

1 adult : 7 primary school students

1 adult : 10 secondary school students

Unsupervised students and/or poor behaviour may mean that your group is asked to leave. Please note that our plaster casts are delicate and on open display. In the rare event of a breakage, your school may be charged for the damage.

Late arrival and cancellation

We appreciate that groups are sometimes held up en route, especially if travelling long distances. Please do let us know if you will be late by calling (01223) 330402.

In the event of cancellation, please try to let us know at least 24 hours in advance (Email: museum@classics.cam.ac.uk, Tel.: (01223) 330402).

Museum access

The Museum is located on the first floor of the Faculty of Classics. There is level, paved access to the building itself and alternative access to the Museum via a separate entrance and lift. Once inside the Museum, our collection is all on one level with minimal obstructions.

If a member of your group will require alternative access to the Museum, please do let us know in advance so that we can arrange for someone to escort you to the lift.

More information about [Museum Access](#) can be found on our website.

Photography

Photography is permitted in the Museum but only for personal, rather than commercial, use. Photography using a stand or special lighting is only permitted by special arrangement.

Art groups

We welcome visits from Art groups but apply the following guidelines:

- Only pencil may be used to draw in the Museum.
- You may move chairs around the Museum to sit nearer to the cast you wish to draw but please take care not to block the main thoroughfare around the Museum or any doorways, especially fire exits.
- Please do not remove chairs from the trolley. If more chairs are needed, please ask at the front desk.
- Artists should be careful not to lean on casts or their bases.

Illness

In the event of illness or an accident, please inform a member of Museum staff as soon as possible. A first aid kit is available for minor injuries and appropriate medical attention will be sought for more serious afflictions. If a child vomits or has a nose bleed, please escort them out of the Museum straightaway; a member of school staff should remain with the child.

Extreme temperatures

The Museum has a glass roof and in the summer sun temperatures can become very high, and very low in winter. Please plan your visit accordingly. In summer Museum staff will open windows, but do plan to bringing water. In the event of illness, please inform a member of Museum staff. In winter the heaters will be turned on but gallery can still become cold, so dress warmly.

Facilities

Toilets

A small number of toilets can be found in the foyer of the Faculty building. Groups may make use of the toilets in the foyer but should be aware that others will need to be able to get in and out of the entrance. Groups planning to use toilets on departure should leave in staggered groups to avoid congregating in foyer.

Cloakroom

The Museum does not have a cloakroom but there are trolleys just inside the entrance of the Museum in which groups may store coats and bags. Items are left here at your own risk. Groups with backpacks will be asked to leave these on the trolleys.

Lunchroom

Food and drink are not permitted in the Museum. Unfortunately, the Museum does not have a lunch room or café. Packed lunches should not be eaten on the Sidgwick Site, where the Museum is based, but there are a few grassy areas nearby, which are well suited to having lunch in nice weather. These can be seen on the map below.



The backs behind Queens' College

Lammas Land

Shop

The Museum does not have a gift shop, but we do have a small selection of postcards, posters and guide-books for sale, as well as our highlights pack which is especially useful for A-level students.

Available resources

- Clipboards and pencils
- [KS2 Greeks Work-pack](#)
- Highlights Pack: a selection of loose-leaf photographs and essays which explore important themes in ancient Greek and Roman visual culture through various items in the collection. Available from the front desk for £5 (no card payments).
- Online School Resources, on Greeks, Romans, Latin and more, can be found on our [things do to pages](#).

Behaviour guidelines

Please help us to take care of our casts and respect other people using this building by talking to your students about our behaviour guidelines before you visit.

School staff take full responsibility for the behaviour of students in their group while visiting the Museum.

- Don't touch the objects. Casts are easily broken.
- Respect other visitors to the Museum.
- Do not run.
- Keep noise to a sensible volume.
- No food or drink in the Museum.
- Avoid leaning on the casts and their bases.
- Be considerate of those working in the offices, library and lecture halls around you.
- Sketch in pencil only.
- Please keep mobile phones on silent during education sessions.

After your visit

Feedback

After your visit we will contact you with a brief feedback form. Please complete this form so that we can continue to improve our education service.

If you enjoyed your session, please consider booking another visit in the future.

Donations

All visits to the Museum of Classical Archaeology are free. However, donations are welcome. Please make cheques payable to University of Cambridge.