

School visits to the Potteries Museum & Art Gallery

Frequently Asked Questions

Getting to the museum

Where can we drop our pupils off and pick them up?

Both minibuses and coaches are allowed to use the bus lane on Bethesda Street that goes in front of the museum to drop pupils off and pick them up.

Where can we park our minibus/coach?

Coach parking is on Clough Street (street parking)

Minibus parking is on Clough Street (street parking) and Hinde Street car park (paid car park)

Where is the nearest disabled parking?

The museum has its own disabled parking that can normally fit 1 minibus. This can be found signposted from Warner Street which is behind the museum. This is accessed by driving through the library staff car park. If using this car park: from 10am you can be let in by the cafe entrance, you will then need to use the lift (fits one wheelchair) to get to the ground floor. It is also a short distance to the front entrance.

If our disabled parking is full there is also a 3 hour free disabled parking on Warner Street behind the museum (street parking).

We strongly advise that you drop off your pupils at the museum and then park, as there are roads to cross between the car parks and the museum.

City parking information is subject to change.

On the day

When can we get into the museum?

The museum opens at 10am.

What should we do when we arrive?

Usually there will be one of our staff to meet you. If not, please make yourself known at reception.

Is there anywhere to put our coats and lunches?

Yes there are cages on the foyer which you can store your belongings in (valuables at own risk)

Is there a lunch space?

We have a dedicated school lunch space which can take up to two classes at once. Please tell us on your booking form if you would like to book it.

Is the museum wheelchair accessible?

The museum is wheelchair accessible. We have disabled toilets on our ground and lower ground floor and a disabled toilet with baby changing on the lower ground floor.

If you are visiting or working on the first floor, in the event of a fire, a wheelchair user would be required to wait in a refuge area. Please let us know on booking if you would prefer to avoid the first floor. Please note this may affect the content of your workshop, particularly if it is linked to our art or ceramics collections.

Is there a shop?

Yes there is a shop that sells items such as pencils, crayons, rubbers. We recommend children bring £3. Please let us know on your booking form if you would like to visit the shop. If you are bringing a large group (e.g. two classes) we ask you visit the shop in two separate groups due to capacity. Please note the times on your booking form are workshop times. Please make sure you leave yourself enough time to visit the shop too.

We also do pre-bookable goody bags. Contact the education team if you would like more information about them.

What happens if we arrive late/need to leave early?

Please let our staff know what time you need to leave on arrival. They will then be able to shorten the workshop to suit your needs. Please also tell them if you are using the shop as they will need to take this into account.

How do we pay for the workshop?

We normally invoice you after the workshop has run. We would recommend this as it saves you time on the day. It is also possible to pay on the day at reception by cash, card or cheque.

Who do I contact if I need any more information?

Museum Education team:

01782 232571

Museumeducation@stoke.gov.uk

Museum reception:

01782 232323

