

January 2012

Dear Course Director,

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 international groups. We therefore ask you to book your group into the museum formally. Please read through the following information before booking your visit.

Booking is essential

- Bookings must be made at least 48 hours in advance of visit
- E-mail: booking@oum.ox.ac.uk or telephone 01865 282451
- Entry is free
- Your visit to the Pitt Rivers and the Museum of Natural History will last one hour in total
- Visits are available Monday to Saturday, at 11:00, 12:00, 1:00, 2:00 and 3:00
- We can accommodate one group per hour slot, so **book early to avoid disappointment**
- We will email you a booking confirmation
- Print out and bring your confirmation on the day of your visit
- **Each language school / booking agency can book a maximum of two visits per week**
- Because of family activities there are no groups admitted on Sundays

Group organisation

- We allow a **maximum of 75 students**
- For students under 18 there should be a staff/student ratio of 1:10 or higher
- Before your visit you can download activity trails to use in the museums. Find a 'language trail' at www.prm.ox.ac.uk or use the 'Learning More' material at www.oum.ox.ac.uk
- We may ask group leaders to wear our identifying jackets, so that we can locate you in the event of an emergency. These will be supplied by the museums
- Group leaders should supervise their groups at all times in both museums

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

Yours faithfully,



Wendy Shepherd
Administrator
Oxford University Museum of Natural History



Cathy Wright
Administrator
Pitt Rivers Museum