



SEND Schools Guide 2021-22

For Learning with the National Maritime Museum, *Cutty Sark* and Prince Phillip Maritime Collections Centre

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Introduction

The National Maritime Museum, *Cutty Sark* and our collections and conservation store the Prince Phillip Maritime Collections Centre are part of Royal Museums Greenwich. Our collections tell stories of people and the sea and relate to themes of exploration, trade, conflict and environment, to name a few!

Our SEND onsite and digital sessions are specially designed to support a range of learners with complex needs from Multiple and Profound Learning Disabilities to those working at Entry Level 3.

Each session is flexible and delivered by a specialist facilitator who will tailor it to meet the individual needs of your learners. Across our sites we offer a range of sessions from immersive stories developing communication through multi-sensory learning, to career courses focusing on skills for living independently and the workplace.

A visit to our sites or a digital session offers inspiring cross-curricular experiences which develop social and career skills for learners with SEND. This guide outlines all you need to know about both our onsite and digital sessions for SEND schools and includes key information and top tips for making the most of your learning experience with us.

Our Sites

The National Maritime Museum (NMM)

Our exhibitions and displays tell stories of people and the sea and trace links between Britain and the wider world. School sessions at the NMM cover topics such as exploration and piracy. Activities often support literacy as well as foundation subjects as they inspire and support language and communication. Museum collections are a powerful starting point for sparking curiosity and generating ideas on any topic.

The Cutty Sark

Overlooking the river Thames and a short walk from NMM and the Queen's House, the *Cutty Sark* is a Victorian sailing ship and was the fastest of its time. Schools can book guided or independent tours of the ship or book onsite/digital sessions that explore the life on board this Victorian sailing ship, the goods it transported around the world and links to global trade today.

The Prince Phillip Maritime Collections Centre (PPMCC)

Located in Kidbrooke, a bus ride away from the other sites, PPMCC is our collections and conservation store. Here you can see our collections that are not currently on display and discover how they are cared for and conserved. School sessions focus on the science of materials and their properties and exploring our large collection of maps, charts and globes. There are also opportunities to work on extended projects on making a museum display.

Frequently asked questions

How do we make digital sessions sensory?

When booking your session, we will send you some teachers notes with options of materials to prepare for the digital session which aid sensory learning.

What if you need a private room for your students' needs?

If you need a private room to meet your students' needs, please let us know before your session and we can arrange this for you.

Where can you eat your lunch and keep your things?

We will arrange a lunch and cloakroom space for you when you book a session.

How do I book a school session?

We have two booking webforms – one for [onsite sessions](#) and one for [digital sessions](#). Please complete the relevant form online and we will get in contact with you to arrange details and discuss the individual needs of your learners. Our Bookings team will process and confirm your session.

How much do school sessions cost?

Digital sessions are £60 per session. Prices for our onsite sessions can be found with the session information in this guide. Onsite sessions are free for Greenwich schools.

How do I pay for a school session?

Please make payment by card by calling 020 8312 6608. We can arrange for payment by BACS if requested. You must pay for your sessions before they begin.

What if I need to cancel a booked session?

Please email bookings@rmg.co.uk at least 28 days in advance of your visit to cancel. Cancellations made less than 28 days in advance will not be refunded. Free sessions cancelled less than 28 days in advance will incur a fee of £75.00 per class per session.

What adult supervision do I need for an onsite visit?

Please ensure you have sufficient staff with your group throughout the visit (please see below for guidance). We can accommodate 1 to 1 support for all our SEND sessions.

EYFS/KS1: 1 adult per 5 children

KS2: 1 adult per 8 children

Do I have to submit my details as part of the NHS track and trace scheme?

Every visitor to our sites over the age of 16 needs to complete NHS track and trace. This includes you and all the adults accompanying your group. Upon arrival you can either: Scan the NHS QR code at the entrance with your phone using the NHS Covid 19 app; or give your name and either your email address, phone number or postal address to one of our visitor and sales assistants at the entrance. They will enter your details into the Museum computer system. Your data will be protected by a username and password, and accessible only by certain users. Your data will only be supplied upon a specific request from NHS test and trace. The data will be destroyed after 21 days.

Key information for planning a visit to the National Maritime Museum



Making the most of your day

As well as booking an onsite session at NMM you can schedule additional activities such as our self-led Discovery Map or space in one of our children's Galleries. Please let the bookings team know which you would like to book and they can create a timetable for your day.

Discovery Map

You can request access to our tactile Discovery Map and use it to support sensory learning as you explore our Galleries with your learners. This is a wonderful accompaniment to any visits or sessions booked by SEND groups.

Supporting resources

There are lots of classroom [resources](#) and videos on our website to follow-up or prepare for a session with us.

Children's Galleries

There are two children's galleries at NMM. Both need to be pre-booked.

- Ahoy children's gallery - suitable for physical and sensory learners this includes role play activities such as hoisting the sail, stoking the boiler and cooking on board ship.
- All Hands children's gallery – suitable for physical and sensory learners and includes features which can support communication skills. Activities and displays include signalling at sea, maps and navigation and loading and unloading cargo.

Other Museum highlights

- Nelson's Ship in a Bottle just outside the Parkside entrance to the NMM - can you pose so it looks like you're popping the cork?
- The Great map – A giant floor map highlighting the five oceans and seven continents of the world
- Exploration galleries - Polar Worlds, Pacific encounters, Tudor and Stuart seafarers and Sea Things – A must-see if your learners respond well to tactile and sensory stimulus.

Arrival and departure

NMM has two entrances: the Sammy Ofer wing entrance which looks out onto Greenwich Park; and the Romney Road entrance, flanked by two giant anchors, on Romney Road. This is the best entrance to arrive at for groups. When you arrive at the Romney Road entrance a visitor assistant will meet you and you'll leave your coats and bags in the group space or the learning space.

NHS Track and Trace

Every visitor over the age of 16 needs to submit their details as part of the NHS track and trace scheme. Please see the FAQ section for more information on how you can do this on the day of your visit.

Maps and Floor Plans

National Maritime Museum has accessible toilets, and our cafés and gift shops are wheelchair-accessible. [Find maps and floor plans](#)

Hidden Disability Sunflower

Hidden Disabilities Sunflowers are available to discreetly indicate to people around you, including staff, that you may need additional support, help or a little more time.

Visual guide

[Download](#) our special National Maritime Museum Visual Guide created to help you understand the current changes put in place to ensure social distancing.

Sensory Maps

Sensory maps will help you locate less crowded, quieter areas and multisensory experiences. This covers sound, light, smell and touch. You can download a sensory map for each level of the Museum from our [facilities and access](#) page.

Ear Defenders

Child or adult ear defenders are available to borrow at the Information Desks. Please let us know if you will need to borrow these ahead of your school visit.

Wheelchair access

All spaces used during your session are wheelchair-accessible. All floors of the National Maritime Museum have lift access.

Changing Places

A [Changing Places](#) facility is located by the Parkside entrance. You will need to walk through the shop. There is no key required to use this facility. Please bring your own sling.

Audio-described tours

A number of our staff are trained to give pre-booked audio-described tours.

Magnifying glasses

Hand-held magnifiers are available to borrow from the Information Desks.

British Sign Language (BSL)

A number of our Visitor Assistants are trained to British Sign Language Level 1 standard. All films in exhibitions and galleries include British Sign Language and subtitles.

Hearing loops

Hearing loops are fitted at all site information desks and at key locations across the sites.

Key Information for Planning a Visit to the Cutty Sark



Making the most of your day

As well as booking an onsite session at *Cutty Sark*, you can schedule a whole day of activity by adding a lunch slot, a trail and time in one of our children's galleries next door at the National Maritime Museum. Please let the bookings team know which you would like to book and they can create a timetable for your day. Please see the key information for the National Maritime Museum for more details.

Supporting resources

There are lots of classroom [resources](#) and videos on our website to follow-up or prepare for a session with us.

Ship highlights

- Explore under the hull - Reach up and touch the copper hull of the ship that made *Cutty Sark* the fastest of its day. The Dry Dock is one of the most dramatic locations in London, with the ship hovering in mid-air above you.
- Enjoy the view - Look out at the London skyline, spot the landmarks and imagine you were sailing on the *Cutty Sark* 151 years ago. How would this view have changed?
- Visit the Captain's Cabin - The beating heart of the ship, where decisions made that would affect the lives of everyone on board. Can you plot the route of one of *Cutty Sark's* famous journeys?

Arrival and departure

Please arrive at the main entrance of *Cutty Sark*. A visitor assistant will meet you and you'll leave your coats and bags in a trolley in The Dry Dock before starting your tour or session.

NHS Track and Trace

Every visitor over the age of 16 needs to submit their details as part of the NHS track and trace scheme. Please see the FAQ section for more information on how you can do this on the day of your visit.

Storage facilities for bags and coats

Coats and bags can be stored in trolleys in The Dry Dock. Please do not leave valuables in the bays.

Lunch facilities

There are no lunch spaces at *Cutty Sark*, but there are spaces available at the National Maritime Museum. If you need a lunch space, please make sure you book one before you visit. Lunch slots are 30 minutes and are in the Group Space or the Learning Space on the Ground floor of the National Maritime Museum. Please make sure you arrive

promptly at the lunch time specified on your visit timetable and leave tables tidy for the next group. In good weather, many groups choose to picnic outside in the Naval College Gardens.

Toilet facilities

There are toilets on the ground floor of *Cutty Sark* in The Dry Dock. There is a changing places toilet located next to the shop in the Sammy Ofer Wing of the National Maritime Museum.

Maps and Floor Plans

Cutty Sark has accessible toilets, and our cafés and gift shops are wheelchair-accessible. [See maps and floor plans](#)

Visual guide

[Download](#) the Cutty Sark visual guide.

Wheelchair access

For safety reasons, wheelchair access spaces for *Cutty Sark* are limited to three visitors at any one time. The original ship structure restricts the size of the lift on board, so unfortunately mobility scooters cannot be accommodated on board.

Please also be aware that there are steps and gradients in Cutty Sark Gardens on the approach to the ship. There is a step-free route from King William Walk and Greenwich Pier.

Audio-described tours

A number of our staff are trained to give pre-booked audio-described tours at our museums.

Large print guides

[Large print guides](#) are available for visiting *Cutty Sark*.

Braille guide

A braille guide to *Cutty Sark* is available to [download](#) before a visit.

British Sign Language (BSL)

A number of our Visitor Assistants are trained to British Sign Language Level 1 standard. BSL tours of the *Cutty Sark* take place quarterly and can be booked in advance.

Hearing loops

Unfortunately, it has not been possible to install a loop system inside Cutty Sark due to interference caused by the original wrought iron structure, but subtitles are included in all films with audio soundtrack. Hearing dogs and assistance dogs are welcome across all sites.

Key Information for a Visit to Prince Phillip Maritime Collections Centre



Go Behind the scenes

The Prince Philip Maritime Collections Centre is a cultural hub like no other, offering learners first-hand experience behind the scenes of a national collection. With all access to the stored collection and conservation studios being supported from our specialist team of learning facilitators, we make the inaccessible accessible. Choose from our cross curricular range of workshops and tours or ask to bespoke your visit to your curriculum.

Supporting resources

There are lots of classroom [resources](#) and videos on our website to follow-up or prepare for a session with us.

Highlights

- The globe collection is considered one of the world's largest, richest and most important. The collection contains nearly 300 globes and globe gores from 1537 to the present day.
- Our painting store contains over 3,700 paintings, of which about 2,700 are easel paintings and approximately 1,000 are oil sketches (on wood, canvas and board).
- See our skilled conservators at work as they care for a range of materials ranging from organic/inorganic, paintings, paper, frames and textiles
- See history without the glass. Come face to face with unique historical objects such as objects from the Titanic, Battle of Trafalgar and stories of migration, to name a few

Supervision

Due to the nature of the venue, please ensure you have sufficient adult support with your group

EYFS/KS1: 1 adult per 5 children

KS2: 2 adults per 15 children

NB: All groups over 15 will be split into two groups.

Arrival and departure

On arrival inform us of your arrival by calling the reception on the intercom attached to the entrance. Your facilitator will welcome you at the reception and support your group store their coats and lunches before starting the session.

NHS Track and Trace

Every visitor over the age of 16 needs to submit their details as part of the NHS track and trace scheme. Please see the FAQ section for more information on how you can do this on the day of your visit.

Storage facilities for bags and coats

Coats and bags can be stored in Coat racks and lockers in the foyer or the Learning Space. No bags or coats are allowed into the collection centre unless they are designed to carry medical supplies.

Lunch facilities

If you need a lunch space, please make sure you book one before you visit. Lunch slots are 30 minutes and are in the PPMCC seminar room or in the PPMCC Learning Space. Please inform your facilitator on arrival that you intend to eat lunch on site. In good weather, groups may choose to picnic outside on the lawns.

Toilet facilities

There are none gender specific toilets close to the PPMCC learning space. There is a wheel chair accessible Toilet on the ground floor.

Shops and Cafés

There are no shops or cafés at the PPMCC . Lunch areas have water fountains accessible to all visitors. All supporting staff will be offered a complimentary cup of tea or coffee during lunch time.

Onsite sessions

Sensory Seas	
Location:	National Maritime Museum
SEND Stage	Pre-key stage/ SLD/ MLD/ PMLD/ ASC/ EBD sensory and physical learning/Communication and interaction skills
Curriculum links:	Drama, Geography, History, Literacy, Science, Communication
Session times:	Wednesdays, 10.30-11.30
Capacity:	10 pupils per session
Price:	Free
<p>Use song, rhyme and multisensory learning to discover what life is like as an explorer on the high seas. Join in a rich sensory story set on a voyage of exploration. Please let us know in advance what level your learners are working at and our skilled facilitators will tailor the session for their needs.</p> <p>Pupils will:</p> <ul style="list-style-type: none"> • Develop their social and communication skills. • Explore and respond to different stimuli in a new environment. • Take part in song, rhyme, role play and sensory learning. 	

Cutty Sark: Life on Board	
Location	Cutty Sark
SEND stage	Pre-key stage/ SLD/ MLD/ PMLD/ ASC/ EBD sensory and physical learning/Communication and interaction skills
Curriculum links:	Communication and Language, social development Literacy, Understanding the world
Session times:	Flexible timings
Capacity:	10 pupils per session (3 wheelchair users)
Price:	Free
<p>Find out about sailor Jack's journey on <i>Cutty Sark</i> in this multi-sensory and participatory story-telling session. Join in with sailor jobs, try out a sailor bed, and learn about <i>Cutty Sark's</i> precious cargo in this rich sensory experience.</p> <p>Pupils will:</p> <ul style="list-style-type: none"> • Develop an understanding of life on board <i>Cutty Sark</i>, ships and transport. • Develop social and communication skills through games and call and response. • Take part in song, rhyme, role play and sensory learning. 	

Learning Living and Working (3 session course)

Location:	National Maritime Museum
SEND stage:	Entry Level 1 and Entry Level 2
Curriculum links:	Careers, Citizenship, History
session times:	Three consecutive Wednesdays Flexible timings
Capacity:	10 pupils per session
Price:	£90 (for whole course)

This three-part programme is designed to enrich life skills for SEND learners aged 16+. Visit the Museum three times over three weeks, to explore it as a place for learning, living and working. During the course, each learner will receive a skills book to record the entry level skills they develop and demonstrate. At the end of the course each learner will receive both their skills book and certificate of participation as a record of their achievements.

After completing this course teachers can enquire about further work experience and volunteering opportunities at RMG for learners with SEND.

Pupils will:

- Gain skills and knowledge in the area of employability
- Learn what a museum is for and who works there.
- Understand the social etiquette of a workplace.
- Develop communication skills through voicing preference and opinions.
- Explore Museum objects to develop basic enquiry skills.
- Identify the skills they have demonstrated relevant for Entry level 1 and 2.

Digital sessions

Our Digital Programs have been designed by SEND specialist facilitators and in consultation with our new SEND Working group to ensure your students can still access the high quality sensory learning from your classroom. We Hope digital provision opens our programmes to schools further afield and those who struggle to visit museums due to the nature of their pupils' needs.

How will it work?

Workshops are delivered via Zoom or Microsoft Teams. We will send you a link when you book and teachers notes with all the information you need to prepare for your session.

Learning Living and Working (3 session course)

SEND stage:	Entry Level 1 and Entry Level 2
Curriculum links:	Careers, Citizenship, History
session times:	Three consecutive Wednesdays Flexible timings
Capacity:	10 pupils per session
Price:	£90 (for whole course)

Learning, Living & Working is a three session mini-project aimed at post-16 SEND students working at or towards Entry Level 1-2 qualifications in Employability and Personal and Social Development.

Museums are a great place to enrich real life skills and this programme is designed to do just that for your post-16 SEND learners. It consists of three one-hour online sessions over three weeks. In the first session, students explore what a museum is for and how to find out new things. In the second session, students develop their ability to manage in social situations and discover the right people to ask for help when at work. In the final session, students get the opportunity to use the skills and knowledge they have learnt over the previous weeks. They present and talk about a chosen special object as if they were Museum employees.

Pupils will:

- Gain skills and knowledge in the area of employability
- Learn what a museum is for and who works there.
- Understand the social etiquette of a workplace.
- Develop communication skills through voicing preference and opinions.
- Explore Museum objects to develop basic enquiry skills.
- Identify the skills they have demonstrated relevant for Entry level 1 and 2.

Sensory Seas

SEND Stage	Pre-key stage/ SLD/ MLD/ PMLD/ ASC/ EBD sensory and physical learning/ Communication and interaction skills
Curriculum links:	Drama, Geography, History, Literacy, Science, Communication
Session times:	Thursdays and Fridays, 10.00 and 13.00
Capacity:	10 pupils per session
Price:	£60

Sail away on the Cutty Sark in this interactive digital session, using songs, rhymes and multisensory learning to discover what life is like on the high seas. Explore Antarctica and the Pacific Islands on your journey using the National Maritime Museum collection. We will provide you with a list of materials to prepare in advance of your digital voyage to bring the adventure alive for you and your pupils. There will be time in the workshop for a Q&A and we will provide follow-up activities to support further learning and creative responses.