



## Creative Learning for Schools, Post-16 & Groups: FAQs

### Planning your visit

#### What is there to do at MK Gallery?

MK Gallery has 5 spectacular exhibition galleries, a flexible auditorium, a community and learning studio, a café and a shop. We have an artist-designed playscape and gardens that can be used for play and outdoor activities. School and public programmes run throughout the year. Creative experiences onsite are designed with exhibition themes in mind – find out what the exhibition is during your visit [here](#).

#### What is an Associate Artist?

Associate Artists are freelance, creative professionals recruited by MK Gallery for their high quality arts practice; interest in learning and arts participation; and excellent people and communication skills.

#### What is a Learning Scout?

Learning Scouts complement the creative work of our artists by inspiring groups to experience the Gallery's exhibitions in imaginative ways. They are lively, confident, and have an interest in creative learning.

#### How do I book a visit for my group?

All group visits, including self-guided visits, must be booked in advance. Please complete a booking enquiry form. For Early Years and SEND groups, visiting on a Monday provides exclusive access to the galleries whilst they're closed to the general public.

#### Where can I find information regarding safeguarding / health and safety?

A risk assessment for MK Gallery's building and outdoor spaces is available [here](#). All Associate Artists, Learning Scouts and Learning Assistants are aware of our current *Children, Young People and Vulnerable Adults Protection Policy* and have current DBS certificates in line with Local Authority guidelines.

#### What does the cost of my session include?

MK Gallery is an educational charitable trust and the costs we charge include our Associate Artist or Learning Scout's time for planning and delivery, their travel, all materials and Arts Award costs (where applicable).

#### Can I bring more than one class?

Most single sessions can accommodate one class of up to 32 pupils. You are welcome to split up the duration of a single session to enable more than one class to participate. Please be aware that this will impact the structure of the session.

You are welcome to book multiple sessions over the course of a day to accommodate multiple class groups. This is usually offered as part of an activity rotation which would include your creative learning experience/s alongside a space booked out for you to lead your own planned activities (dry materials only). This is usually suitable for up to 100 pupils. For more than 100 pupils, please speak to us.

For free self-guided visits, we suggest a maximum of one class of up to 32 pupils in each gallery space at any one time. For an even better experience, we recommend no more than 15 pupils in each gallery space, at any one time. Please note that this is subject to change, depending on the nature and layout of each exhibition.

### How can I make a day of my visit?

Turn your visit into a full day trip at no extra cost by considering the options below:

- Consolidate your pupils' learning by booking extra time for independent exploration of the galleries prior to, or after, your creative session with us.
- Book an indoor lunch space for your packed lunches (subject to availability) or picnic outside in our grassy amphitheatre.
- Discover public art works and sculpture in Campbell Park, only a 5 minute walk from MK Gallery. Find out more [here](#).
- Do all or part of the Central Milton Keynes *Artwalk* to discover indoor and outdoor public art by artists including Dame Elisabeth Frink, Liliane Lijn and Boyd and Evans. Find out more [here](#).

### Will I have to pay for tickets to enter the exhibition?

Most exhibitions are free to enter. For ticketed exhibitions, under 26s enter for free. Adults accompanying a school or home educated group are free at a ratio of 1:6 children or young people. Any 1-to-1 support is also free. Additional adults will need to purchase an exhibition ticket, where applicable.

### How do I pay for my creative session?

Once your booking is confirmed via email, you will receive an invoice for the full amount from our Finance Department, payable within 30 days of receipt and in advance of your session (if applicable). Full details of how to make payment are included on the invoice.

### What if I need to cancel or rearrange my session?

Please ensure that MK Gallery is informed immediately if your school wishes to cancel any chargeable activity for pupils or teachers. *If a cancellation occurs 10 working days or more prior to the date of the session no fee will be charged; if cancellation occurs up to 9 working days prior to the date of the session 50% of the agreed fee will be charged. In the event of cancellation on the day of the session 100% of the agreed fee will be charged.*

## On arrival at MK Gallery

### Is there parking available?

If you are travelling by coach, it is possible to drop groups off directly outside the gallery. Access is via Midsummer Boulevard, MK9 3QA. Please note, coaches are not able to park at the gallery; the nearest coach park is on Marlborough Gate, less than two minutes' drive from the gallery. There are metered parking spaces and a multi-storey car park in the vicinity. Consult the city parking map [here](#).

### Where do we go when we arrive at MK Gallery?

Please enter through the main entrance and go to the information desk where you will be met by your Associate Artist or Learning Scout (if applicable). If you arrive before 11am, please gather at the front of the building under the port cochere (black framed shelter) which sits at the entrance to the main Gallery. You will be met at this location by a member of the Learning Team (if applicable).

### What facilities are available to my group?

MK Gallery is accessible for groups with additional needs. Accessible toilets, including a Changing Places Toilet, are available for use throughout your time with us. MK Gallery has a shop and café open to the public – we ask that children are supervised in these spaces.

For access information click [here](#). To discuss any access requirements for your group please contact MK Gallery's Learning Team: 01908 676900 / [learning@mkgallery.org](mailto:learning@mkgallery.org).

### Is there space to eat lunch?

We have some indoor and outdoor spaces that can be made available for your use, subject to availability. It is essential that you inform us if you wish to use a space for lunch so that we can timetable the use of the space. Additionally, Campbell Park is only a short walk away if you wish to picnic outside. Please be aware that packed lunches cannot be consumed in the café area. No food or drink can be consumed in the exhibition spaces.

**Is there time during the session for snacks?**

All sessions for Early Years groups and sessions longer than 2 hours include breaks for snacks that pupils have brought with them.

**How can teachers or group leaders help?**

Our sessions encourage joyful and active participation - please bring your enthusiasm, be prepared to join in and model good behaviour.



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

