



# PRIMARY SCHOOL TOUR GUIDELINES

**IMMA tours are led by Mediators, IMMA gallery staff. All tours start in the reception of IMMA's New Galleries. The Mediators will spend a few minutes talking to the children before going to visit the galleries.**

## **Gallery guidelines for children:**

**Don't touch the artworks** *because* on your hands and fingers there are invisible oils that get left behind on the artworks if you touch them. You can't even see the damage you might've done. A lot of people visit the galleries and over time, if a lot of people touch the artworks over and over, the artworks get dirty and destroyed. Then we can't share the artworks with anyone anymore.

**Put your hands up when you want to speak** and **listen when others are speaking** *because* we want to hear everyone's thoughts today. Sometimes the Mediators will ask you to really look at or listen to things - so try to be really, really quiet.

In the galleries you will be asked to **sit down on the floor** *because* the Mediators want to talk to you about a particular artwork. Take your time sitting down and standing up.

**Be careful walking in the galleries** *because* artworks these days can be anywhere - behind you, above you, below you, as well as right in front of you.

**Stay together and stay with the Mediators in the galleries.** IMMA is an exciting place but don't run ahead *because* IMMA is a big place with lots of rooms where you can get lost. Also, other people might be visiting the galleries while your class is here, and they want to see the artworks, too.

**Some artworks are on a special table or shelf.** You might want to look at some things close-up, but you must be careful not to lean even lightly or touch against the

shelves or tables. IMMA staff want all of you to get a chance to see the artworks close-up, so you don't need to crowd around an artwork or push ahead to see. Take your time and everyone will get a turn...

Finally, when you're walking outside the IMMA buildings, particularly around the gardens and the main building, **be careful** and **look both left and right for cars, trucks or bicycles.**

**We want everyone to have an enjoyable and safe visit to IMMA.**

**Guidelines and notes for teachers:**

IMMA promotes partnership with visiting teachers. Teachers' professional skills and experience ensure that the children have the best possible learning experience when they visit the museum.

**It really helps the Mediators if the children have name labels when they arrive at IMMA. This allows the Mediators to address each child by name during the tour.**

We appreciate that for some children visiting a museum will be a new, unusual or excitable experience. Through a teacher's knowledge of the children, he or she can help us create a bridge between IMMA's possibly strange environment and the day-to-day routine of school life.

If a teacher during the visit notices any connection between the children's experience in the galleries and on-going learning back in the classroom, we welcome their feedback with regard to developing our resources and services for children.

We rely completely on teachers' professional input when it comes to dealing with any challenging behaviour from children or sorting out practical issues such as toilet breaks etc.

IMMA has to limit the number in groups of visiting children to 32 and asks for two adults from the school to accompany classes that have over 16 children in number. IMMA's rooms become uncomfortable with any more than 16 children in them at any one time. Smaller groups obviously give a better ratio of children to supervisors.

**Important Note: Closure of Main Building until December 2012**

The Museum wishes to advise visitors that, owing to essential and extensive refurbishing works, the main building at IMMA will be closed from 1 November 2011 until 31 December 2012. Exhibitions continue in the three-storey New Galleries, which are separate from IMMA's main building.

Please consult **[www.imma.ie](http://www.imma.ie)** for the most up-to-date information concerning the gallery closure and its effect on tours and programmes for primary schools during the academic years 2011-2012 and 2012-2013.