Night at the Museum
Tuesday 11 – Wednesday 12 December, 2018
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Newcastle University Event Staff

Emma Weatherly  
Event Coordinator

Lisa Davison  
Event Support

Sophie Bennett  
Graduate Ambassador

Sam Mead  
Graduate Ambassador

Adam Goldwater  
Museum Learning Officer
What to Expect

Night at the Museum will see 150 Year 8 students, from different schools across the UK spend 1 ½ days on campus, taking part in a giant sleepover in and around the exhibitions inside the Great North Museum: Hancock.

Attendees will be split into groups of 10 and accompanied through the programme by a team of over 50 Student Ambassadors who are all current Newcastle University students.

The aim of this event is to give students the opportunity to:

• Learn more about university life and courses you can study
• Build your transferable skills
• Make new friends
• Have fun!!

Night at the Museum is completely free to attend as we aim to cover all transport costs, as well as providing meals and snacks for the duration.
## Programme – Day 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
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<tbody>
<tr>
<td>10.00am</td>
<td>Arrival/Registration</td>
<td>Great North Museum: Hancock</td>
</tr>
<tr>
<td>10.30am</td>
<td>Welcome and icebreaker games</td>
<td></td>
</tr>
<tr>
<td>12.00pm</td>
<td>Lunch/Campus Tour Challenge</td>
<td>Around Newcastle University Campus</td>
</tr>
<tr>
<td>2.00pm</td>
<td>2 x Subject Taster Sessions around the University</td>
<td>Inside Newcastle University Buildings</td>
</tr>
<tr>
<td>5.00pm</td>
<td>Evening Meal</td>
<td>Boiler House Building, Newcastle University</td>
</tr>
<tr>
<td>6.30pm</td>
<td>Carousel of activities around the Museum</td>
<td></td>
</tr>
<tr>
<td>9.30pm</td>
<td>Time to get Pyjamas on, supper, film</td>
<td>Great North Museum: Hancock</td>
</tr>
<tr>
<td>10.30pm</td>
<td>Bed Time (lights out at 11pm)</td>
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Students will get involved in fun icebreaker games to introduce them to other students on the event. They will then be taken a tour of the University campus in order to complete their next challenge.

Each group will experience two different ‘hands on’ subject taster sessions, giving them an idea of what it is like to be a university student whilst learning new skills.

During the evening Adam and his team at the Museum will keep everyone entertained with an array of different workshops, with sessions such as the ‘Zoo Lab’ (with live animals!), ‘Junk Music Jam, a trip to the Planetarium and many more…
## Programme – Day 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00a m</td>
<td>Breakfast available</td>
<td>The Courtyard, Newcastle University</td>
</tr>
<tr>
<td>9.00a m</td>
<td>Group task activity: Create and build a society stand</td>
<td>Great North Museum: Hancock</td>
</tr>
<tr>
<td>10.30a m</td>
<td>Society Fair</td>
<td></td>
</tr>
<tr>
<td>10.45a m</td>
<td>Round up &amp; Prizes</td>
<td></td>
</tr>
<tr>
<td>11.30a m</td>
<td>Home Time</td>
<td></td>
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On Day two, students will need to use their creative skills to come up with a student club or ‘society’ to win over votes at the Society Fair. As a team they will have to make and build their stand, decorate their society uniform and brief their student ambassador on how best to win votes.

Once the Society Fair begins students can vote for the best society by becoming a member. The team that secures the most members wins!
Arrival and Registration

Arrival and registration is at **10am** on Thursday 1 February @ The Great North Museum: Hancock

Unfortunately there is no parking available on campus. However, there are a number of public car parks close to campus, the closest of which is on Claremont Road.

You are welcome to use our coach drop off point on Claremont road or the entrance to campus (King’s Lane) to drop off/pick up. However you will be unable to vacate your car.

Please bring luggage with you to registration and we will store it securely.

Unfortunately we are unable to accommodate parents staying at this event.
Travel Expenses

We are able to reimburse students travel expenses for:

- a return car journey
- public transport (must have valid ticket)

The reimbursement will be made via bank transfer. Please complete a Travel Bursary Form and bring it along with you. You can download a copy of the form from our [website](#).

We can reimburse schools directly if group travel has been arranged by your school.
Packing: Do’s and Don’ts

Do’s

• Comfortable clothes & shoes
• Warm sleepwear
• Warm coat
• Pillow
• Sleeping bag/Duvet
• Torch
• Glasses/contact lenses
• Any medication that you need
• Toiletries
• Flannel
• Towel
• Comb/Hairbrush
• Small bag to carry things in during the day

We will provide roll mats to sleep on. Single airbeds are permitted if students are able to inflate & deflate them quickly themselves.

Don’ts

• Expensive jewellery or other items
• Electrical equipment
• Large amounts of money
• Any items of high value

Please note, NO FOOD OR SNACKS are permitted in the sleeping areas in order to preserve the exhibitions.
Packing Considerations

Here are a few pointers to remember when packing for this event:

• Please pack **extremely lightly** as we do not have much space to store luggage.

• There are no electrical points to charge or power any electrical equipment, e.g. phones, hair straighteners, mains powered airbed pumps.

• You won’t have access to shower facilities, unless you have extenuating circumstances.

• Any items causing a distraction or disturbance to others will be confiscated until the end of the event.

• The University can not be held responsible for misplaced or damaged items.

• There will be limited access to luggage throughout the event. Please make sure you have a small bag or big enough pockets if you need to carry anything on you at all times e.g. inhaler, epipen.
Practicalities

Health & Safety

• There will be a First Aid trained member of staff present at all times during this event.
• Staff have access to student’s emergency contact details at all times.
• We will call parents through the night in the case of an emergency.

Child Protection

• All members of University and Museum staff hold full, enhanced DBS checks (including Student Ambassadors).
• A Designated Child Protection (CP) Officer will be present throughout the full event, with an additional Senior CP Officer on call.
• A full Child Protection Policy and Risk Assessment will be available on our website from November 2018.

Contacting Us or Your Child

• The Night at the Museum Helpdesk number will be available at all times during the event: 07855 489679
• Parents should feel free to contact their child on their own mobile but should not be alarmed if they don’t answer straight away. We do tell students to keep their phones switched off during sessions.
Practicalities

Sleeping Arrangements

- Students will be supervised by trained staff at all times
- Males and females will sleep on separate floors of the Museum
- A quiet space will be provided in both sleeping areas for any students that are struggling to get to sleep
- Roll mats will be provided for students to sleep on, however SINGLE air beds are permitted if students wish to bring them and can inflate & deflate them

Illness/Misbehaviour

- Students have will have agreed to adhere to our Code of Conduct by submitting their student reply form
- We operate a strict **Yellow and Red Card behaviour system**. If students are issued a red card they will be sent home and their school will be informed. If a student is sent home, parents will be responsible for collecting their child.

Food

- All food is provided by the University during this event. Students will receive a packed lunch, an evening meal, supper snacks and breakfast
- Dietary requirements are taken into account and vegetarian options will be provided. Please ensure you tell us about any particular requirements you have.
The event will end at **11.30am** on Wednesday 12 December.

Unfortunately there is no parking available on campus. The nearest public car park is Claremont Road.

You are welcome to use the coach drop off point or the entrance to campus (King’s Lane) to pick up your child. However you will be unable to vacate your car in these areas.

The pick up area will be very busy so you may wish to arrange an alternative meeting point with your child.

University staff will be available after 11.30am via the Night at the Museum Helpdesk phone if you experience any problems.
Contact Details

Prior to Event you can contact us on the details below:

- Office number, available 8.30am – 4.30pm: 0191 208 6094
- Email: outreach@ncl.ac.uk
- Website: www.ncl.ac.uk/schools

During Event you can contact us using these details:

- Helpdesk number, available throughout event: 07855 489 679
- Office number, available 8.30am – 4.30pm: 0191 208 6094