

excursion essentials

Western Australian Museum – **Perth**
Perth Cultural Centre, James Street, Perth

Phone: (08) 9427 2792
Fax: (08) 9427 2883
Email: education@museum.wa.gov.au
Website: museum.wa.gov.au/education
Contact: Education Bookings Officer



Planning Your Excursion

Excursion Options

Facilitated Programs

Our facilitated programs are led by experienced Education Officers, and provide links between the Western Australian Museum's collection, your classroom theme and the curriculum.

- All facilitated experiences are approximately one hour in duration, depending on the age of the students.
- Our session times are
 - 9:45am - 10:45am
 - 11:00am - 12:00pm
 - 12:15pm - 1:15pm
- Please meet at the Museum foyer at least five minutes prior to the program start time.
- We recommend that you also allow additional time to explore the galleries in the Museum.

Self-guided Experiences

Visit the Museum and explore the galleries in small groups (supervised) at your own pace.

Bookings and Enquiries

Phone / email: Please refer to the contact details above.

Fax / mail: Please complete the 'education booking request' form (available online).



Please refer to museum.wa.gov.au/education or our 2010 Education Programs brochure (available on our website or in hard-copy form) for an overview of the range of facilitated programs and self-guided experiences available for school groups.



Important Excursion Information

Program Costs

Facilitated Programs: \$5.00 per student

Self-guided Experiences: Entry by donation.

■ All program costs are GST inclusive.

Payment

You may pay using cash or cheque on the day of your visit, and a receipt will be issued.

Alternatively you may provide a School Purchase Order and an invoice will be sent to you.

Excursion Management Plan



Please visit museum.wa.gov.au/education for our comprehensive Excursion Management Plan which includes information on adult supervision ratios and emergency procedures.

Access

Please notify our staff if any students have specific access requirements, including students in wheelchairs.

Adult Supervision

We recommend that each adult helper be responsible for a small group of children. Please ensure that each adult supervisor is aware of their role in regards to the behaviour and safety of your students.

■ Please photocopy the 'Essentials for Adult Helpers' (found at the end of this document) for each chaperone attending your Museum excursion.

■ Each adult leader will need the following information from you:

- Student names
- Important Contacts
- Times



Photocopying

Student Activity sheets / Adult Helper Guides / Essentials for Adult Helpers

Some facilitated programs and self-guided experiences programs have resources that can be printed for both students and adult helpers. Please ensure that you have photocopied sufficient quantities for your group prior to the excursion. Please refer to our website museum.wa.gov.au/education

Familiarisation Visit

We recommend that teachers become familiar with the Museum's layout and collections by visiting the Museum prior to their excursion date.

Transport

■ Public Transport

The Western Australian Museum – Perth is located within walking distance from the Perth train station, and is accessible from most Perth-bound bus routes. For more information on transport costs or support on planning your Museum excursion on public transport contact the Transperth Education Team on (08) 9326 3970 or email education@transperth.wa.gov.au

■ Private Transport

A Coach Stand for drop-off / pick-up of students is located on Beaufort Street, approximately 50 metres north of the Roe Street intersection.

The City of Perth does not provide bus parking facilities within the city's boundaries. For further information contact the City of Perth Parking Team on 1300 889 613.



At the Museum

On Arrival

Please report to the information desk on arrival to confirm student numbers and to arrange payment.

Emergency Contact

Please ensure that you provide a mobile contact number on arrival.

Facilities

There are toilets and a drink fountain located in the passageway leading from the main foyer. Other facilities are located throughout the Museum.

Lunches

It is recommended that students leave their bags at school, and all lunches are packed in large plastic crates. These can be stored underneath the stairs in the Museum foyer.

There are spaces to have lunch or recess breaks on the grassed areas outside the Museum or in the paved courtyard within the Museum grounds.

If it is raining we allow students to eat lunch in the foyer, provided that they are well supervised. Please be aware that we may need to restrict the number of classes within the foyer at any given time.

■ Please note that no food or drink can be consumed in the Museum's galleries. This includes coffees purchased from the Café and students' water bottles.



Photography

Cameras can be used in all galleries except for *Katta Djinoong* and we encourage you to take photos so that your class can reflect on their experience. You may even wish to allocate some student photographers.

Please Note: Demolition Works

In March 2011, the demolition of the *Western Australian Museum's* redundant Francis Street building will commence. The *Western Australian Museum - Perth* will be open to the public during the demolition. During this project our priority will be the safety of the public, our staff, our neighbours and, of course, the State's collections. To help ensure the highest safety standards, the site will be encapsulated in a dust proof fabric and the building will be demolished on a floor by floor basis by a company qualified in the removal of asbestos. The demolition works are scheduled for completion by the end of September 2011. Following this, the area will be landscaped. All works are due for completion by mid 2012.

Important Contacts

Class Teacher/s:

School: _____

Museum Front Desk:

(08) 9427 2877

Important Times

Education Experience (If booked)

9:45am 11:00am 12:15pm

Meet in Main Foyer at least 5 minutes prior to start time.

Meals/Rest Breaks:

Morning Tea: ___ : ___ : ___ am Lunch : ___ : ___ : ___ pm

Meet at _____

Departure:

___ : ___ : ___ pm

Meet at _____

essentials for adult helpers



Welcome to the Museum

Thank you for being an adult helper today.

Please refer to the information in this guide to help make your excursion a success.

Students in my group:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



Adult Leader Responsibilities

- Supervise students at all times.
- Arrange a meeting place (e.g. Main Foyer) in case a student gets separated from the group. Museum staff will be able to guide the student to this location.
- Notify the class teacher and Museum staff if you are unable to locate a missing student.
- Encourage responsible and safe student behaviour:
 - no running.
 - stay together as a group.
- Be respectful of other Museum visitors:
 - quiet voices.
 - don't block access to galleries and exhibits.
- Get the most out of the Museum's galleries and exhibits:
 - don't rush through the galleries.
 - ask the students questions about the exhibits.
 - play games like 'Eye Spy'.
- Encourage students to read exhibit labels and information panels.
- Encourage students to take photos or sketch what they see.
- Check with the class teacher if you're not sure what activities the students need to complete.
- Enjoy your visit!

Other Important Information

- Food and drink are not permitted in galleries.
 - This includes coffees purchased from the Café and students' water bottles.
- Toilets are located on all levels of Hackett Hall (near main foyer) and on the ground level of the Beaufort Street building.
- Photography is permitted and encouraged in all galleries except *Katta Djinoong*.

First Aid

- Please contact the class teacher who will have brought basic First Aid supplies to the excursion.
- Your teacher is aware of student medical needs and should make you aware of any issues that apply to students in your group.

In Case of Emergency

- In the event of an emergency it is essential that all school visitors take directions from Museum staff who will be wearing bright yellow or red hats.
- In the case of an evacuation, all visitors will be directed to a designated safe area. Please direct your group to your class teacher who will notify Museum staff if any students are missing.