

School Guided Tour Application

A school guided tour at the **TSB Bank Wallace Arts Centre** can consist of an introduction to our Arts Centre, and Collection as well as current exhibitions and art experiences. After the tour the students will be able to examine the Arts Centre for themselves. Art worksheets are available on the education site, for your students to use.

We are open to the public on:

Tuesday to Friday from 10am to 3pm,

Saturday and Sunday from 10am to 5pm and

Closed on Mondays.

1. Dates for visits

1st choice 2nd choice..... 3rd
choice.....

2. **Time of arrival** 3. **Duration of visit**

4. **Expected time of departure**

5. The **specific learning objectives** that have been identified for the tour.

6. The **specific curriculum areas** that you will be focusing on.

7. Total the number of students..... Total number of adults.....

Groups must contain at least ten students, and be accompanied by adult chaperones for a tour guide to be assigned.

Students ages 5 – 10 years 1 adult chaperone for every 5 students.

Students ages 11 – 14 years 1 adult chaperone for every 10 students.

Students over 15 years 1 adult chaperone for every 15 students

Chaperons must remain with the group at all times. It is the responsibility of chaperones to maintain orderly student behavior at the Arts Centre.

8. Chaperone contact information.

Name and cell phone number of the adult who will be accompanying the students on their visit.

Contact name **Contact cell phone number**

We suggest that most **bags** and rucksacks **remain on the bus**. A group of students can share a bag, which can be left near the main doors.

If you are staying for **lunch**, it would be preferable if the students eat their own lunch sitting on the grass in the garden and on a side deck; or they are welcome to be guests of our wonderful award winning Pah Cafe and use their table and chairs.

Tour requests should be received a month prior to arriving, and will be confirmed within 8 working days.

Please email the information below so we can plan for an enhanced experience to paulathornburrow@wallaceartstrust.org.nz