

Making the most of **your** visit

Booking

Attached is your booking confirmation. Please check the details carefully. If bookings have to be cancelled, times or group numbers altered, please advise the Gallery as soon as possible to allow for your Gallery Guide and/or Education Officer to be informed.

Before your visit

Prepare yourself and your students for the visit. We have suggested pre-visit activities in the Education program. If possible the teacher should visit the Gallery prior to the excursion to become familiar with the relevant works of art.

Special needs

Please advise if you have any special needs students so we can attempt to maximise the benefit of their visit.

Gallery code of conduct

Ensure that the students and accompanying adults are aware of the Gallery's rules (see over). You may wish to distribute copies to your students as part of your pre-visit briefing.

On the day

Name tags are great for primary students. They enable the Voluntary Gallery Guide and/or Education Officer to personalise discussions. Please be punctual as tours are scheduled for specific times. Late arrival may result in a reduction in the number of works of art viewed and curtailment of the art activity.

On arrival

Please report to the Reception desk to register your group and make payments if required. The Voluntary Gallery Guide and/or Education Officer will meet you in the concourse.

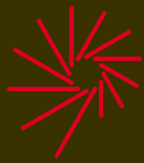
Bag check and cloaking

Check in bags (including drink bottles) as a group. Large trolleys are available for this purpose and are kept at the Reception desk. Please ensure that your students have all they need with them (including medication) before they move into the Gallery.

Worksheets, pencils, clipboards

If you have prepared worksheets for an unaccompanied tour please note that only A4 clipboards, notebooks and pencils are permitted in the Gallery.





Gallery code of conduct



Supervising adults

A supervising adult must accompany the students throughout the visit to actively monitor behaviour. Unlike museums, works of art are on open display. Whilst Voluntary Gallery Guides and Education Officers are trained in managing groups it is the teacher's responsibility to oversee the general behaviour and to intervene when necessary.



Do not touch works of art

Understanding the unique quality and fragility of the works of art and why the students must take care not to touch will be discussed by the Voluntary Gallery Guide. Students should remain at least one metre away from the works of art to avoid intervention by the Security Officers.



No food or drink

Food, drink and chewing gum are not allowed in the Gallery. As well as direct damage, vermin prove a constant hazard to works of art made from natural materials. Groups bringing in packed lunches can leave them at the cloak desk. Exceptions will be made for medical reasons. Please advise staff on arrival.



No photography

No photography by the public is permitted. The Gallery is obliged to enforce this regulation so as not to infringe strict copyright rules. Filming and photography of visiting exhibitions is prohibited at all times with the exception of the Media.