



2019 School Booking Form

Name of School:

Teacher in Charge:

Date of visit:

Number of Students:

Name of Class:

Year Group:

Contact phone number:

Email:

What topic will you be covering at school?

What programme did you have in mind?

How many adults will be on this trip to assist (not counting adults with pre-schoolers?)

Photos: Do we have permission to use any photos taken from your visit in MVEC advertising? This might include our Face Book page or our programme booklet. Please circle one below.

Yes

No

Costumes: Did you want your students to dress up in our costumes? Please circle one below.

Yes

No

Train: The programme you have chosen does not necessarily have the steam train as part of it.

Would you like us to fit the ride in? Please circle one below.

Yes

No



Gold Panning: The programme you have chosen does not necessarily have gold panning as part of it. Would you like us to fit this in? There is an extra cost to this of \$3.50 per student. Please circle one below.

Yes

No

What booking option would you like? Please circle one below.

Your class is more than welcome to stay on in Shantytown after your education programme is finished.

Morning (10am - 12pm)

Afternoon (12pm - 2pm)

Whole Day (10am - 2pm)

How did you hear about us?

What outcomes or specific learning intentions do you have set for your students?

Note: We require the attachment of any documentation relevant to your learning objectives which may assist us in delivering a more specific programme for your students.

Please outline:

Do you have any students with particular needs? Example, behavioural, medical (e.g. diabetes, allergies), ESOL, physical needs (e.g. deafness, sight impaired), temporary impairments (e.g. crutches)?

Costing: Most educational programmes with MVEC cost per student is \$10.50 which covers entry to Shantytown Heritage Park, 1 education programme and the train ride. (Occasionally a programme might cost a little more to cover resources purchased for the day.) Teachers and 6 adults are free; other adults are at student prices. Gold panning is \$3.50 per student; adults are \$7.00.

Have you read the information regarding your visit below this booking form?

- Yes
- No

Please sign and date that you have read and understand the information provided in this document and others attached in this email.

A Checklist for Teachers

We do all we can to ensure that your students enjoy their learning experiences at Shantytown. To help us fulfil our aims please take the time to read and implement this document.

Booking:

Initially, bookings can be made by telephone or email but **must be confirmed** by sending a completed booking form with clearly stated Learning Intentions for your students. Not only is this a Ministry requirement but also enables us to ensure that the day planned for you will meet your requirements.

Preliminary Visits:

If you have never been to Shantytown before, are unsure of the programmes available or wish to hold a syndicate planning session here, we would be very pleased to see you. Please contact the Centre to arrange a suitable time. For local schools, we are happy to attend staff meetings to help with planning.

Day Plans:

You should receive a timetable for the day a minimum of 1 week prior to your visit. If you are worried, concerned or disconcerted by anything in the document, or cannot open a file, please contact us immediately and we will make the required changes.

Staffing:

All groups should be accompanied by at least one additional adult.

Please note, that adults accompanied by pre-schoolers, although welcome, cannot be counted as additional adults when calculating ratios. For planned days that include group activities, more adult help will be required. Please discuss this with Shantytown staff if you have difficulties. It will help the day's timings if the class is already split into groups needed for the activities.

RAMS:

You will be supplied with a copy of the general RAMS for Shantytown and for some programmes a set of additional RAMS. These are for your guidance only. It is your responsibility to adapt them to conform to your school policy. If you wish to visit the Centre to discuss them and draw up your own scheme, you will be made very welcome.

Resources:

When available, we are happy to provide you with any information that we have on the topic you are studying so please feel free to discuss this. You are welcome to adapt any of the documentation for class use.

PLEASE NOTE: We only rarely provide any sort of worksheet and the information we send is unlikely to be of a suitable level for your students. The information provided is to inform teachers and enable them to create tasks which are targeted to the specific needs of their class.

Costumes:

For programmes with a historical base, we expect the students to wear period costume. We provide dresses and aprons for girls, shirts, waistcoats and shorts for boys. Girls should be asked to wear their hair tied back or in plaits. Footwear is important, sensible walking shoes



are essential. Open back shoes, open toed sandals etc. could be a health and safety issue for some activities and shoes are likely to get dirty and muddy.

We encourage staff and parents to dress the part since this has a very positive effect on the students. Please note, all the students costumes are washed after every visit.

Teaching Approaches:

The Key Competencies form the backbone of our teaching approaches.

Many of the tasks that we set students are of a problem solving nature and there is no right or wrong way to do them. We try to ask students open ended questions and encourage them to express opinions and find solutions themselves. For this reason we will often talk to adult helpers before the activities and ask them to observe and prompt rather than give answers.

Food:

It helps create the right atmosphere for the day if lunches are “in period”. Sandwiches and fruit, perhaps a lump of cheese, wrapped in paper or put into a paper bag with chips and lollies kept to a minimum.

ALL STUDENTS WILL NEED A WATER BOTTLE. There are no water fountains available in Shantytown but we can refill bottles if required.

There is a special café lunch menu just for day programmes if you wish. Please discuss this with us before the visit as there is a minimum of two weeks before your visit for the lunch orders, as our kitchen may need to order supplies.

Photographs:

Photographs of children may be taken during the day by Centre staff. If this happens, we will put the photos onto a USB (if one is brought along by the class on the day) otherwise it will be shared on google drive. We would welcome the opportunity to use some of these photographs in future publicity material. If you are able to send out the **photo-opt out form** below to parents prior to the visit and inform us if there is a child not to be photographed, it would be greatly appreciated. We will assume with no forms filled in that all are able to be It needs to be noted that Shantytown is a museum, a public space and there will be tourists about taking photos. The children dressed in period costume in the township are likely to become an attraction as well. While the staff at the Centre will do all they can to minimise any intrusion, the Centre requests that teachers and parents assist in this matter as well.

Shantytown Shops:

Please let us know at the start of the day, your policy on students visiting the shops.

Evaluations:

Towards the end of your visit you will be asked to complete an evaluation form.

We do appreciate constructive criticism as we are always seeking to improve our programmes and the way we deliver them. Any points raised will be addressed.

Reports on your visit are posted on

<https://www.facebook.com/MarsdenValleyEducationCentre>

We encourage schools to view and contribute to this site. Not only do we appreciate the feedback from the teacher in charge but also the students and parents who assisted.



Cancellations:

In the case of exceptionally bad weather, please contact Shantytown as early as possible on the morning of your visit. We are usually able to provide an alternative programme on the day or arrange an alternative date.

If you are considering cancellation for any other reason, please inform us as early as possible. A great deal of preparation work goes into our programmes and late cancellations cause a deal of unnecessary work. If you inform us early we may be able to book other schools in your place.

Other than cancellations due to extreme weather conditions, cancellations could include a fee if the Marsden Valley Education Centre is not notified within 48 hours of booked visit.

Information & photo opt-out form for parents & caregivers on following page



Dear Parent/ Caregiver,

Your child will shortly be visiting the Marsden Valley Education Centre at Shantytown for a hands-on activity based day. Depending on the programme chosen by the teacher, costumes may be worn by the students to help make the experience more realistic. We hope this will be an interesting, educational and enjoyable day for your child.

They will need:

- ❖ A good pair of walking shoes (no sandals or backless shoes please).
- ❖ Morning tea and a packed lunch. It would add to the experience if this could be as simple as possible, bread and cheese, a piece of fruit, perhaps cake.
- ❖ A bottle of water as there are no drinking fountains at Shantytown.
- ❖ If your child suffers from asthma, they will need to carry their inhaler.

Photographs for Publication

During the day of your child’s visit to the Marsden Valley Education Centre at Shantytown, staff will take photographs of the class and their activities. These photos will then be given to the school free of charge.

Staff also like to use some of the photographs taken in the publicity material that is sent to schools or in displays for Shantytown and this might include publishing photographs on the internet on the MVEC Face book page. No names or personal details are attached to this material.

Marsden Valley Education Centre will assume that consent is provided each time a student visits however as a parent/caregiver, if you want to decline that permission then please fill out the form below and return to your teacher.

We are really looking forward to working with your child and hope that they will enjoy their experience at Shantytown.

Yours truly,

Marsden Valley Education Centre Educators

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School _____ Student _____

Class _____ Teacher _____

I do not give permission for the above named student, visiting on this day _____ to have their photograph published for display or in school publicity material for Shantytown.

Signed _____ Parent / Caregiver

Date: _____