



## Teacher's Guide:

The following information is designed to help you plan, book and enjoy your visit as much as possible. If you have any questions, email [elizabethharvey@cambridgemuseum.org.nz](mailto:elizabethharvey@cambridgemuseum.org.nz) or call 07 827 3319.

### Planning your visit:

Bookings are essential. To arrange your visit, call us on 7 827 3319 or email [elizabethharvey@cambridgemuseum.org.nz](mailto:elizabethharvey@cambridgemuseum.org.nz)

**Please complete and return the booking form** – Tell us about your students, their learning journey and your expectations so that we can create an experience specifically for you.

### Group Sizes:

Due to space and layout constraints, a maximum of 25 students can be accommodated in the museum gallery. If you have a larger group, we can talk with you about timings, rotations and other activities in the area.

### Timings:

Museum class times and schedule will be arranged at the time of your booking. We open at 10 am. Should you wish to be here prior to that please let us know at the time of booking.

### Fees:

There is currently no charge for these sessions.

### Before you arrive:

It is helpful for you to have a discussion with your class/children about visiting the museum environment.

Here are some things that will be useful to talk about:

- How you move through the museum – walk, don't run
- Why some exhibits are there only to look at – ask your guide if you can touch items
- How much (and what type of) noise is ok – inside voices, please.

**No school bags please.**

**Supporting adults:**

Supporting adults make a huge difference by being active, engaged and prepared to be part of the experience. Our "Supporting Adults" leaflet has been designed to help brief them for the visit.

**When you arrive:**

Bring your group to the main entrance of the Museum. You will be greeted by your guide for the session. We supply any pencils, paper or other equipment you may need for your visit.

Please sign off the number of children/adults in your group when you enter the Museum.

The **nearest toilets** to the museum are on Commerce Street, adjacent to the taxi stand, on Milicich Place.

**Food and Drink:**

You are welcome to eat and drink in the garden in front of the Museum. No food or drink is allowed in the Museum itself.

**Accessibility:**

If you have a student with mobility issues, please let know. The entranceway has five steps and we do not have wheelchair or pram access.

**Security/Surveillance:**

Recorded video surveillance operates throughout the museum.

**At the conclusion of your visit:**

Please sign off the number of children/adults in your group and details of payment

We will email an evaluation form for you to complete at your leisure. We appreciate hearing what we are doing well and any suggestions you may have for improvement.