



# Your visit to Wollongong City Gallery

*Please consider this information before and upon your arrival and, where appropriate, share this information with your students.*

## Booking

Check your booking confirmation details carefully. If details need to change advise the Gallery as soon as possible. If participating in a practical workshop confirm actual numbers by the date specified on the booking confirmation form.

## Tour/workshop schedule

If you have booked a guided tour or practical workshop there are generally scheduled breaks for students to access toilets and food/drink. Teachers are responsible for supervision of students during this time.

As the Gallery has no designated space for consumption of food, schools are encouraged to make use of the Wollongong Plaza for lunch which has a grassed area and limited bench seating. Contingency plans are required for wet weather.

## Maximise your learning time

It is preferred that each group is accompanied by an adult. Remember that our volunteer Gallery Guides are there to guide your students. Student behaviour, safety and security are a teacher's responsibility and groups must be supervised at all times.

## Permission to be photographed

Gallery staff may take photographs of students participating in tours and practical workshops to be included in promotional material such as the Gallery website or school newsletters. As part of your excursion package please include a disclaimer for 'permission to be photographed'. If any student is unable to be photographed advise the Education Officer on arrival who will issue the student/s will a coloured dot to be placed on their shirt so that they can be identified as not to be photographed.

## Gallery Expectations

Ensure that students and accompanying adults are aware of the Galleries Expectations

### On the day

Allow 10 minutes at the beginning of your visit for the Gallery introductions.

Please be punctual as tours and workshops are scheduled for specific times. Late arrivals may result in a reduction in the number of artworks viewed and the shortening of practical workshops.

### On arrival

Please report to Gallery front desk and advise Gallery staff of your arrival.

The Gallery Guides and/or education Officer will meet you in the foyer area.

### Bag checking

Bags are to be checked in. Gallery staff will advise where to leave bags. Please ensure students have all they need with them (including medication) before the move into the Gallery space.

### Artbooks, worksheets, pencils

Students are encouraged to bring art books to make notes and reflections in.

For unaccompanied tours if you have prepared worksheets for class activities clipboards are available for students to use. Please advise numbers in advance.

