

## Guidelines for self-guided education group visits

All visits by education groups must be booked in advance, including self-guided groups.

### Student to teacher ratio

Preschool:	8 children per adult
Primary School:	10 students per adult
High School:	15 students per adult
Tertiary:	20 students per teacher

When placing a phone booking for a self-guided Gallery visit please include: date; time; number of students; and number of accompanying adults.

The Gallery will, when available, forward exhibition notes to the supervising teacher to assist self-guided groups to get the most from their visit.

### Gallery protocol

- It's important that students in your care understand how to behave in a gallery to get the best experience from their gallery visit.
- Keep in mind that Galleries are the custodians of unique and valuable artworks and all students must be under the direct (line-of-sight) guidance of the accompanying teacher/adult during their visit.
- Keep in mind that artworks may be displayed in a way that makes them vulnerable to touching, for example they may be on the floor, suspended from the ceiling or on low and easily accessible plinths.
- Before entering the gallery please clearly establish with your students the following rules: no touching of artworks, no eating or drinking, no running in the galleries.
- Galleries are open to the general public. Please be respectful of other visitors' enjoyment as well as your own.
- Pencils are the only drawing/writing tool to be taken into the Galleries.

### Garden protocol

- Our Heritage Garden, designed and planted by Margo and Gerald Lewers, the original owners of the property, will also offer you a pleasant, relaxed opportunity to share this unique site with your students.
- The trees in our garden are quite old and vulnerable and not for climbing, the plants are for all to enjoy and not for picking.
- For teachers of young students, keep in mind that there is a park on the corner of River Rd and the Great Western Highway for some gross-motor fun after or before your visit.

### Bus drop off zone

We suggest the bus drops you at the main entry (near the black and white gallery sign) and the driver parks on River Rd, as the on-site car park is quite small.

### Report to reception

Please come to reception on arrival to let us know you are here. Reception will also give you some additional directional advice about where all four of our gallery spaces are located across the property.