

Schools self-guide checklist for a successful visit

This quick checklist will help to make your visit an enjoyable experience for both teachers and students. Please tick each box when complete.

Prior to arrival – several weeks before your visit

You should have received and read through the following documents:

- Booking confirmation email. Check information is correct.
- This Checklist for a Successful Visit.
- RAMS form.
- Map of the Gallery and surrounds.

All teachers and supervisors must receive copies of the above documents.

You will need to organise:

Adult support for the visit. Adult supervision of students is essential at all times.

The following adult : student ratios apply:

ECE / Ages 0–4	1 : 2
Years 1–4 / Ages 5–9	1 : 6
Years 5–7 / Ages 10–11	1 : 7
Years 7–10 / Ages 12–15	1 : 10
Years 11–13 / Ages 16–18	1 : 30

ECE / Ages 0–4:

- Maximum number of 20 students in the Gallery at one time.
- A recommended visit of no more than 1 hour.

All students 5 years and over:

- Maximum of 60 students in the Gallery at one time.
- All students need to be split into adult led groups of no more than 10 when moving around the Gallery.

- Make sure adult ratios allow for these breakdowns.
- Ensure you have organised your groups based on the above requirements, before arriving.

Your learning focuses and plan for your visit. We request you:

- Complete a familiarisation visit.
- Establish clear objectives for your visit, and communicate these to your group.
- Supply your group with support resources (eg worksheets) to help focus them.

You will have been made aware if some areas of the Gallery are unavailable for use during your visit.

- Plan for these limits, and make your group aware of these.

AUCKLAND ART GALLERY TOI O TĀMAKI

Discuss the following expected behaviours with your group:

- Works of art and their frames cannot be touched (a 'keep one metre away' rule works well).
- Always move carefully when in the Gallery. Walk only, and be aware of what is around you at all times.
- You are welcome to write or sketch in the galleries but we ask that you use pencils and you do not use them to point at works of art, or write against the Gallery walls.
- The Gallery is a shared public space so please be considerate towards others around you.

When you visit:

- Students must travel light. There is a very little space for bag storage. Food and drink are not permitted in the Gallery spaces.
- Report to the information desk to confirm both your arrival and your numbers including supervising adults.
- Unless otherwise stated, coats and bags should be checked and left at cloaking (see map).
- All cellphones must be turned off – emergency use only.
- If you would like to take photographs during your visit please check with your host upon arrival (in some cases works cannot be photographed). Always turn your flash off in the Gallery.
- Payment – for paid shows. One payment per group only. We prefer to invoice your school after your visit. If you need to pay by cheque, you can do so on the day. Speak to a Gallery assistant at the information desk whilst you are at the gallery to clarify your choice, and give exact student numbers for your visit.

WELCOME TO AUCKLAND ART GALLERY TOI O TĀMAKI, WE HOPE YOU ENJOY YOUR VISIT.