

## **SCHOOL GROUP VISIT INFORMATION SHEET**

### **Permanent Exhibition venue**

Singapore Chinese Cultural Centre  
1 Straits Boulevard, Singapore 018906

- I. SCCC Kwan Im Thong Hood Cho Temple Gallery, Level 2
- II. Area outside SCCC Multi-Purpose Hall, Level 7

### **Visiting Hours**

The gallery is open daily from 10am\* – 8pm. Last admission is 45 minutes before closing time.

\*School groups may request to visit the exhibition earlier at 9am. A minimum of 20 students is required for such requests.

### **Admission**

Admission to the exhibition is free.

### **Fees for guided programmes**

- Fees for guided tours are \$10–\$15 per student (excluding GST).
- Fees for guided tours with workshops are \$15 – \$20 per student (excluding GST).
- No fees are required for self-guided visits.

### **Gallery capacity**

- For large groups, students will be placed in smaller groups of 20 or less, with each group accompanied by 1 teacher.
- Teachers may bring up to a maximum of 40 students to the exhibition in one visit.

### **Gallery etiquette**

Please brief your students on gallery etiquette before your visit.

- Eating and drinking are not allowed on the gallery premises.
- Please do not run or play in the gallery to prevent the possibility of damaging the works.
- Please be considerate and dispose your rubbish in the bins provided.
- Please ensure that the noise level is kept at a minimum by not shouting or talking loudly in the gallery.
- Please be mindful of keeping doorways and hallways accessible to other visitors.
- Please touch the interactive displays with care and do not lean on any showcases.
- Photography is permitted. Please refrain from using flash as strong light can damage sensitive materials.

### **Other notes for teachers**

- Teachers or adults shall accompany students at all times to maintain discipline.
- The school shall be responsible for any misconduct by students, and damages incurred during their visit to the exhibition.

## Planning your visit

- For all school visits, teachers should familiarise themselves with SCCC, its facilities and the exhibition brief.
- Teachers may indicate your preferred date and time for your visit in the form below.

### Guided tour booking request

- Teachers may opt for a guide to bring your students around the exhibition.
- Booking requests must be made at least 5 weeks prior to the visit.
- Bookings are limited to a minimum of 20 students and a maximum of 80 students per guided tour.
- Please arrive 15 minutes before the time of your guided tour as it will be conducted based on scheduled timing and not on arrival.

### Payment

- Guided tours may be conducted for fewer than 20 students. However, please note that the charged price will be based on the minimum of 20 students.
- Payment is based on the stated number of students, and not the actual number of students who arrive on the day of the visit.
- A confirmation email will be sent, followed by issuance of invoice for payment within 30 days.

### Changes and cancellations

- Changes to confirmed bookings must be sent at least 2 weeks before the date of the visit.
- If the school is late for more than 15 minutes without notification, the scheduled tour will be cancelled. There will be no refunds for cancelled guided tours.
- Contact the Education Team at 6812 7224/ 6812 7209 or Security at 6812 7229 to notify us if you are going to be late.

### Payment modes

Choose either mode of payment:

- I. E-invoice. Please indicate your school's Sub BU-Code after we acknowledge and confirm your booking.
- II. Cheque. Payable to "Singapore Chinese Cultural Centre" with your name and contact number.
- III. PayNow. Scan the QR code or search our UEN NO 201309577Z at SCCC Level 1 Reception and input your School's Name, Date and Time. The SCCC QR code can also be made available upon request.

## GUIDED TOURFORM

Email this completed form and send to [education@singaporeccc.org.sg](mailto:education@singaporeccc.org.sg).

Please title your email subject as "Guided tour" followed by your school's name.

**All school group visits are confirmed only upon email confirmation from SCCC.**

***I have read and understood all the terms and conditions stated in the School Group Visit Information Sheet. Please notify all teachers accompanying the students on the day of the visit about this Information Sheet, especially the gallery etiquette.***

### 1. Basic information

Name of School/ Organisation	Click or tap here to enter text.
Type of school/ organisation	<input type="checkbox"/> Government agency <input type="checkbox"/> Non-profit organisation <input type="checkbox"/> Private agency
Department	Click or tap here to enter text.
Teacher in-charge	Click or tap here to enter text.
Mobile number	Click or tap here to enter text.
Email address	Click or tap here to enter text.
Education Mailing List	We want to stay connected with you. Click <a href="#">here</a> to sign up for our emails of upcoming educational programmes or let us know if you wish to be included: <input type="checkbox"/> Yes, please include me <input type="checkbox"/> No

### 2. Tour information

Date of visit	Click or tap here to enter text.
Time of arrival	Click or tap here to enter text.
No. of students	Click or tap here to enter text.
Name of class	Click or tap here to enter text.
No. of accompany teachers	Click or tap here to enter text.
Preferred language for the tour	<input type="checkbox"/> English <input type="checkbox"/> Mandarin
No. of students per level (K: Kindergarten; P: Primary; S: Secondary)	
<input type="checkbox"/> N1: Click or tap here to enter text.pax <input type="checkbox"/> N2: Click or tap here to enter text.pax <input type="checkbox"/> K1: Click or tap here to enter text.pax	<input type="checkbox"/> S1: Click or tap here to enter text.pax <input type="checkbox"/> S2: Click or tap here to enter text.pax <input type="checkbox"/> S3: Click or tap here to enter text.pax

<input type="checkbox"/> K2: Click or tap here to enter text.pax <input type="checkbox"/> P1: Click or tap here to enter text.pax <input type="checkbox"/> P2: Click or tap here to enter text.pax <input type="checkbox"/> P3: Click or tap here to enter text.pax <input type="checkbox"/> P4: Click or tap here to enter text.pax <input type="checkbox"/> P5: Click or tap here to enter text.pax <input type="checkbox"/> P6: Click or tap here to enter text.pax <input type="checkbox"/> Special Education Schools: Click or tap here to enter text.pax <input type="checkbox"/> International Schools: Click or tap here to enter text.pax		<input type="checkbox"/> S4: Click or tap here to enter text.pax <input type="checkbox"/> S5: Click or tap here to enter text.pax <input type="checkbox"/> Year 5: Click or tap here to enter text.pax <input type="checkbox"/> Year 6: Click or tap here to enter text.pax <input type="checkbox"/> Post-Secondary (JC, ITE, etc): Click or tap here to enter text.pax <input type="checkbox"/> Tertiary (Polytechnics, Universities): Click or tap here to enter text.pax <input type="checkbox"/> Others(please specify):Click or tap here to enter text.pax	
Objectives of visit		<input type="checkbox"/> School Excursion <input type="checkbox"/> Field-based Learning <input type="checkbox"/> Historical Investigation <input type="checkbox"/> National Education <input type="checkbox"/> Post-examination Learning Journey <input type="checkbox"/> Others(please specify):Click or tap here to enter text.	
Additional information/ Requests (if any)			

### 3. Payment method (please select one)

<input type="checkbox"/> E-invoice Total: SGD Click or tap here to enter text.	Please indicate your school's Sub BU-Code upon our confirmation of the programme. School's Sub-Business Unit : Click or tap here to enter text.
<input type="checkbox"/> Cheque Total: SGD Click or tap here to enter text.	Payable to "Singapore Chinese Cultural Centre" with your name and contact number.
<input type="checkbox"/> PayNow Total: SGD Click or tap here to enter text.	Scan the QR code or search our UEN NO 201309577Z at SCCC Level 1 Reception and input your School's Name, Date and Time. The SCCC QR code can also be made available upon request.

4. Which guided tour do you prefer? Please indicate:

I am teaching:	I would like the guided tour:	Conducted in English	Conducted in Mandarin
Preschool	<input type="checkbox"/> Stories of the Past (1.5-hour tour by <i>Art Loft</i> )	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Celebrating Chinese Festivals in Singapore (1-hour tour by <i>Preschool Market</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Primary School	<input type="checkbox"/> Uniquely Singaporean! (1.5-hour tour by <i>Amazing Art Shuttle</i> )	<input type="checkbox"/>	
	<input type="checkbox"/> Our Past, Present & Future (1.5-hour tour by <i>Art Loft</i> )	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Spot the Cultural Differences? (1-hour tour by <i>Preschool Market</i> )	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> How Does Culture Evolve? (1-hour tour by <i>Preschool Market</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Secondary School	<input type="checkbox"/> Distinctively Singaporean! (1.5-hour by <i>Amazing Art Shuttle</i> )	<input type="checkbox"/>	
	<input type="checkbox"/> Let's Observe & Discuss! (1.5-hour tour by <i>Art Loft</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Junior College/ Centralised Institutes/ Institute of Technical Education	<input type="checkbox"/> Connecting to the Past (2-hour tour by <i>Art Loft</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Special Education	<input type="checkbox"/> Stories of the Past (1.5-hour tour by <i>Art Loft</i> )	<input type="checkbox"/>	<input type="checkbox"/>

**Note:**

- All school programmes are confirmed only upon email confirmation from SCCC.
- Please choose one preferred language for the guided tour.