**SCHOOL GROUP VISIT INFORMATION SHEET**

**Permanent Exhibition venue**

Singapore Chinese Cultural Centre

1 Straits Boulevard, Singapore 018906

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

**Visiting Hours**

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

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

**Admission**

Admission is 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 should in smaller groups of 20 or less, with each group accompanied by 1 teacher. This grouping should be done by the teacher prior to the actual day visit.
* 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 the 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.

**Self-guided visit request**

* Teachers may lead your students through the exhibition on your own.
* Booking requests must be made at least 3 weeks in advance.
* Teachers are encouraged to conduct activities at SCCC. However, no physical activities (e.g. games) should be conducted unless prior permission is granted.
* Please note that public guided tours are strictly for walk-in visitors, and not for school groups.
* Teachers interested in guided tours for school groups may make a booking request using the **Guided Tour Form**.

**Changes and cancellations**

* Changes to requests must be sent at least 2 weeks before the date of the visit.

**SELF-GUIDED VISIT FORM**

Email this completed form and send to education@singaporeccc.org.sg.

Please title your email subject as “Self-guided visit” followed by your school’s name.

**All school group visits are confirmed only upon email notification 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 | [ ]  Goverment agency[ ]  Non-profit organisation[ ]  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 [here](https://goo.gl/forms/WAZWFHqPdg1jgR1s1) to sign up for our emails of upcoming educational programmes or let us know if you wish to be included:[ ]  Yes, please include me[ ]  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. |
| No. of accompany teachers | Click or tap here to enter text. |
| Choice of teaching materials during visit | [ ]  SCCC’s teaching materials:[ ]  “The Learning Kid” for 5 – 8 years old[ ]  Artwork self-guide booklet for 13 – 14 years old[ ]  My own teaching materials[ ]  No teaching materials required |
| Planning visit | If you would like to visit the exhibition prior to your school group’s visit, please state your preferred date and time here.[ ]  Yes. Specify date and time: Click or tap here to enter text.[ ]  No |
| Duration of group visit(Please arrive 15 minutes earlier to register your visit) | Please inform us of your estimated duration in the gallery for our scheduling purpose.[ ]  1 hour or less[ ]  1 – 2 hours[ ]  more than 2 hours. Specify estimated duration: Click or tap here to enter text. |
| No. of students per level (K: Kindergarten; P: Primary; S: Secondary) |
| [ ]  N1: Click or tap here to enter text.pax[ ]  N2: Click or tap here to enter text.pax[ ]  K1: Click or tap here to enter text.pax[ ]  K2: Click or tap here to enter text.pax[ ]  P1: Click or tap here to enter text.pax[ ]  P2: Click or tap here to enter text.pax[ ]  P3: Click or tap here to enter text.pax[ ]  P4: Click or tap here to enter text.pax[ ]  P5: Click or tap here to enter text.pax[ ]  P6: Click or tap here to enter text.pax[ ]  Special Education Schools: Click or tap here to enter text.pax[ ]  International Schools: Click or tap here to enter text.pax | [ ]  S1: Click or tap here to enter text.pax[ ]  S2: Click or tap here to enter text.pax[ ]  S3: Click or tap here to enter text.pax[ ]  S4: Click or tap here to enter text.pax[ ]  S5: Click or tap here to enter text.pax[ ] Year 5: Click or tap here to enter text.pax[ ] Year 6: Click or tap here to enter text.pax[ ]  Post-Secondary (JC, ITE, etc): Click or tap here to enter text.pax[ ]  Tertiary (Polytechnics, Universities): Click or tap here to enter text.pax[ ]  Others (please specify):Click or tap here to enter text.pax |
| Objectives of visit | [ ]  School Excursion[ ]  Field-based Learning[ ]  Historical Investigation[ ]  National Education[ ]  Post-examination Learning Journey[ ]  Others (please specify): Click or tap here to enter text. |
| Additional information/ Requests (if any) |  |