**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, except Mondays when it is open from 2pm – 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 to the exhibition is free.

**Fees for guided programmes**

* Fees for guided tours are $18 per student (before GST).
* Fees for guided tours with workshops are $15 – $20 per student (before GST).
* Fees for online school programmes are $10 - $18 per student (before 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.
* Check with the education team (education@singaporeccc.org.sg) for the latest Safe Management Measures.

**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.

**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.

**Booking request**

* 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:

1. E-invoice. Please indicate your school’s Sub BU-Code after we acknowledge and confirm your booking.
2. Cheque. Payable to “Singapore Chinese Cultural Centre” with your name and contact number.
3. PayNow. Scan the QR code (available upon request) or search our UEN NO 201309577Z and input your School’s Name, Date and Time.

**GUIDED TOUR FORM**

Email this completed form and send to 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 as well.***

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. Booking request details

|  |  |
| --- | --- |
| **Date and time**  | 1st choiceDate: Click or tap here to enter text. Time: Click or tap here to enter text.2nd choiceDate: Click or tap here to enter text. Time: Click or tap here to enter text.3rd choiceDate: Click or tap here to enter text. Time: Click or tap here to enter text. |
| **Class** | Click or tap here to enter text. |
| **No. of students** | Click or tap here to enter text. |
| **No. of teachers** | Click or tap here to enter text. |
| **No. of students per level** **(K: Kindergarten; P: Primary; S: Secondary)** |
| [ ]  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[ ]  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)** |  |

3. Payment method (please select one)

|  |  |
| --- | --- |
| [ ]  **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. |
| [ ]  **Cheque** **Total: SGD Click or tap here to enter text.** | Payable to “Singapore Chinese Cultural Centre” with your name and contact number. |
| [ ]  **PayNow** **Total: SGD Click or tap here to enter text.** | Search our UEN NO 201309577Z 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 in a:** | **I would like the guided tour:** | **Conducted in English** | **Conducted in Mandarin** | **Bilingual (English & Mandarin)** |
| Primary School | [ ]  Connecting our Past, Present & Future! by Art Loft (1.5 hours) | [ ]  | [ ]  | [ ]  |
| Secondary School  | [ ]  Intertwined: Past, Present, Future by Art Loft (1.5 hours) | [ ]  | [ ]  | [ ]  |
| [ ]  Tracing Our Roots by Art Loft (1.5 hours) | [ ]  | [ ]  | [ ]  |
| Tertiary Institution | [ ]  Intertwined: Past, Present, Future by Art Loft (1.5 hours) | [ ]  | [ ]  | [ ]  |
| [ ]  Tracing Our Roots by Art Loft (1.5 hours) | [ ]  | [ ]  | [ ]  |