**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 is to the exhibition is free.

**Fees**

* 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.
* 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 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.

**Booking 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 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. |
| **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 (visit [here](https://singaporeccc.org.sg/learn-with-us/) for more details):[ ]  The Learning Kid for 5 – 8 years old[ ]  Cultural Picture Book Series for 4 – 12 years old[ ]  The SINGAPO人 Hunt Little Explorer flip card for ages 5 – 9 (available at exhibition entrance)[ ]  The Great SINGAPO人 Adventure booklet for ages 10 and above (available at exhibition entrance)[ ]  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 inform us of your estimated duration in the gallery for our scheduling purpose. Do arrive 15 minutes earlier to register your visit.[ ]  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)** |
| [ ]  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 |

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| **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)** |  |