**Please fill in all fields. Incomplete forms will not be accepted.**

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| **ASIAN CIVILISATIONS MUSEUM SCHOOL BOOKING FORM** | | |
| Date of Visit: | Time of Arrival & Departure: | |
| Name of School: | | |
| Contact Person: | Department: | |
| Contact Number: | O: HP: | |
| Email Address: | | |
| Contact(s) of Teacher(s) Accompanying Students:  (if available) | Name:  HP: | Name:  HP: |

**Please include the tour agency/vendor details (if applicable):**

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| Name of Agency: | Email: | |
| Contact Person: | DID: | HP: |

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| **DETAILS & PURPOSE OF VISIT** | | | |
| **Total Number of Teachers/Parent Volunteers:** | |  | |
| **Total Number of Students & Educational Level:** *(\*Please indicate age/age group)*  **🞎 Pre-school**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **N1** | **N2** | **K1** | **K2** | **Total** | |  |  |  |  |  |   **🞎 Primary**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **P1** | **P2** | **P3** | **P4** | **P5** | **P6** | **Total** | |  |  |  |  |  |  |  |     **🞎 Secondary**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **S1** | **S2** | **S3** | **S4** | **S5** | **Total** | |  |  |  |  |  |  |   **🞎 Junior College/Institute/Polytechnic/University\*** *(\*Please delete accordingly)*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Total** | |  |  |  |  |  |   **🞎 Others** (*Please specify level & age group*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **I’m interested in …** | | | |
| **NHB Guided Visit**  *Visit/Workshop/Programme that is supported/guided by NHB personnel* | **Free & Easy Unguided Visit**  *Visit that is not guided by NHB, school staff, or external vendors  (Self-directed learning/Self-guided visit)* | | **Non-NHB Guided Visit**  *Visit that is not guided by NHB. (Guided by school staff, student-guided, or external vendors engaged by the school)* |
| **PRE-SCHOOL** | | | |
| **🞎** Storytelling Tours *(\*max. of 60 students)*:  **🞎** Fantastic Creatures  (5-8 years old)  **🞎** Workshop: Come Sail with Me! *Music and Movement workshop*  *(\*min. of 20 & max. of 40 students)*  *$12 per student* | **🞎** Teacher-Led with NHB resources  **🞎** Teacher-Led with non-NHB resources  **🞎** Non-NHB resource package | | **🞎** Guided by an external vendor |
| **PRIMARY** | | | |
| **🞎** Storytelling Tours *(\*max. of 60 students)*:  **🞎** Fantastic Creatures   (5-8 years old)  **🞎** Heroes of Asia   (9-10 years old)  **🞎** Let’s Look at Asian Art! Guided Tour  **🞎** P5 Museum-Based Learning (MBL)  (My Explorer’s Trail)  **🞎** Workshop: Let’s Make Art!  *Guided Tour with Art-Making workshop*  *(\*min. of 20 & max. of 40 students)*  *$15 per student* | **🞎** Teacher-Led with NHB resources  **🞎** Teacher-Led with non-NHB resources  **🞎** Field-Based Learning (FBL)  **🞎** Non-NHB resource package | | **🞎** Guided by an external vendor  **🞎** Student-guided |
| **SECONDARY** | | | |
| **🞎** Ancestral Cultures Guided Tour  **🞎** Cross-Cultural Art Guided Tour  **🞎** Workshop: Speak Out Loud!  *Student Museum Guiding (Chinese)* | **🞎** Teacher-Led with NHB resources  **🞎** Teacher-Led with non-NHB resources  **🞎** Historical Investigation (HI)  **🞎** Non-NHB resource package | | **🞎** Guided by an external vendor  **🞎** Student-guided |
| **TERTIARY** | | | |
| **🞎** Ancestral Cultures Guided Tour  **🞎** Cross-Cultural Art Guided Tour  **🞎** Workshop: Speak Out Loud!  *Student Museum Guiding (Chinese)* | **🞎** Teacher-Led with NHB resources  **🞎** Teacher-Led with non-NHB resources  **🞎** Non-NHB resource package | | **🞎** Guided by an external vendor  **🞎** Student-guided |

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| **Purpose** *(Please √ one option):* |  |
| **🞎** Field-Based Learning (Social Studies, Primary) | **🞎** CCA Outing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(please specify)* |
| **🞎** Historical Investigation (History, Secondary) | **🞎** Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(please specify)* |
| **🞎** Learning Journey (National Education, CCE) |

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| **LEARNING OBJECTIVES** |
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| **PREFERRED GUIDING LANGUAGE** *(Guided Tours)* |
| 🞎English  🞎 Chinese  🞎 Malay   🞎 Tamil |

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| **ADDITIONAL REMARKS** |
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**TERMS AND CONDITIONS**

1. **Waiver of liability**

* Schools need to adhere to the ratio of 1 teacher to 20 students as imposed by MOE.
* Accompanying teachers are to stay with students throughout the visit to ensure the safety and discipline of the students. The Asian Civilisations Museum shall not be responsible or liable in any way for any loss, injury, mishap (including personal injury) of any students and/or teachers.

1. **Cancellation / No-show**

* In the event of a no-show without prior cancellation of 3 working days, SGD $50.00 per docent-led tour or the cost of workshop will be invoiced to the school.
* All the workshops are payable. Fees will not be refunded for any school booking cancelled less than 30 days prior to the commencement of the programme. The full fees will be charged to the school/client.

1. **Punctuality**

* Please arrive at the Museum **15 minutes before** the tour/time slot.
* Education Officers from the Museum will receive the school, and conduct a short 5 to 10-minute briefing and safety evacuation plan for the students upon arrival.
* If guided tours have been booked, please note that Museum Docent(s) assigned can choose to leave if the school group is 15 minutes late.
* Should schools/clients be late for a paid workshop, the workshop will be modified and components of the workshop may be omitted to ensure that the programme finishes at the time stated on the booking form.

1. **Payment**

* Admission into the Permanent Galleries is free for all Singapore Citizens, Permanent Residents, students, and teachers. Please ensure that identification is available on hand for verification if necessary.
* Fees are applicable for foreign adults at SGD $20 and foreign students (above 6 years old) at SGD $15. Payment can be made at our Visitor Services counter.
* Admission fees into the *Special Exhibitions Gallery* are waived for MOE Teachers accompanying students on booked group visits. Please present valid local school passes when requested.
* Admission fees apply to foreign students who are here on *short-term exchange* (less than 3 months stay).
* A separate booking form will be sent to process the invoice. The school/client will be charged according to the number that was indicated on the booking form.

1. **Museum Etiquette**

* Please ensure that the following rules are made known to the Teachers/Students/Parent Volunteers/Vendors **prior** to the visit:
  + No food and drinks are to be consumed on the museum premises.
  + No torch lights, photography flashes, and tripods are to be used in the museum galleries.
  + Our Museum has a No Pens policy. Pencils and clipboards will be provided to students.
  + Please deposit all big bags/baggage either at the coin lockers or at the movable baggage trolley provided by our officers.
  + Accompanying teachers should always ensure that students refrain from rowdy behaviour throughout the museum. Students should not move around unsupervised in the museum.

1. **Other terms and conditions**

* During a guided tour, students should not be completing any worksheets. Assigned worksheets should only be done after the tour.
* The confirmation of guided tours is subject to the availability of the volunteer Docent(s).
* In the event that the officers are unable to confirm any Museum Docent(s) for requested tours, it will be conveyed to teachers for amendments of the school group tour/activity.