

ROYAL BOTANIC GARDENS MELBOURNE

PRE-VISIT INFORMATION FOR TEACHERS

Preparing for your visit :

Items for students:

- packed lunch or snack
- water bottle
- sun hat & sunscreen or wet weather gear
- comfortable shoes
- appropriate clothing

Items for teachers:

- first aid kit
- camera
- large bag to take rubbish back to school

Meeting Point

Observatory House, via the **Education Entry, Birdwood Ave, South Yarra, opposite Shrine of Remembrance.**

(Melway Ref: 2F, K12)

Bus parking is along Birdwood Ave. Please do not use the Jardin Tan Café as a congregation point.

Cancellations

A minimum of **24 hours** notification is required for all cancellations. Less than 24 hours notice **will incur full payment of fees.**

On Arrival

To assist the efficient running of classes, please arrive **15 minutes before** commencement so students may relax, have a snack and visit the toilets. Student's bags and belongings can be stored during your visit. An Education Officer will meet you at the appointed time.

Late Arrivals

It is important to arrive on time, late arrival will reduce the time of your session. Please understand that if you are running late, the session will need to finish at its allocated time due to other school bookings.

Confirmation of Booking

Please confirm your booking and exact student numbers 24 hours prior to your excursion on 9252 2358 or edserv@rbg.vic.gov.au

Lunch

We can store lunches at the Education Service area. We recommend lunches are stored in secure and sealed containers. If staying on after lunch you may like to take a walk to Long Island or Ornamental Lake which has great views of the Gardens and surrounding areas.

Rubbish

The Gardens request you take any rubbish with you when you leave. We do not have the ability to process a large amount of waste. You could develop a recycling system back at school to minimise impact on the environment.

Weather

Students are immersed in the unique outdoor experience of the Royal Botanic Gardens so please be prepared for the weather conditions anticipated for the day. Students need to be dressed appropriately for outdoor activities, sun hats and sunscreen during warm weather conditions.

Payment

Accounts can be settled on the day of arrival at the Education Office, however we do not have a facility to administer change, or alternatively, a tax invoice will be sent following your visit.

The invoice must be paid within 14 days; late payment may incur a fee.

First Aid

It is essential that the visiting school have up to date student medical information and carry a complete First Aid Kit. It is the responsibility of the school and accompanying teachers to provide first aid treatment to students.

Parent Participation

We welcome parent participation; please ensure 'group' etiquette is observed. This is encouraged for session management, student enjoyment and safety.

Program Evaluations

We will forward you an email link to our online survey provider: *Survey Monkey*. Completion of the evaluation will enable us to monitor and improve our service. We encourage you to complete and return the survey, it will be greatly appreciated!

The Ian Potter Foundation Children's Garden

Some programs spend significant time in the Children's Garden while others do not. Schools having booked a program may spend further time in the Children's Garden outside the program time, **as supervised groups of up to 10 students per adult on the days it is open to the public (Wed – Fri).** This needs to be booked with Education staff.

Care for the Gardens

- Please don't pick flowers, damage or remove any plants
- Don't climb trees or plants
- No ball games
- No feeding the wildlife

Teachers' Kits

Curriculum resources are available online at:

<http://www.rbg.vic.gov.au/learn/teacher-resources>

Photos

Please only take photos of presenters and other people if you have permission.

Contact Information

Contact the Booking Officer for further queries on

Tel: 9252 2358

Fax: 9252 2400

Email: edserv@rbg.vic.gov.au

ABN No. 36 600 553 934

