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 **SCHOOL VISIT BOOKING FORM**

**SCHOOL VISIT BOOKING**

* Booking requests must be made **at least 5 weeks prior to visit**.
* Email this form and the questionnaire to **education@singaporeartmuseum.sg****.**

Your email subject should include “**School Visit Booking**” and your **school name**.

* **All educational visits are confirmed only upon email notification from SAM**.

**Pre-Visit**

* Booking of School Visit:
	+ Teacher(s) to fill in the form and submit it to education@singaporeartmuseum.sg 5 weeks before the visit
	+ Teacher(s) to receive the email confirmation for the School Visit from SAM’s Education team for all visits to SAM at Tanjong Pagar Distripark (SAM at TPD) and The Learning Gallery at Level 4, Theatrette Project Space, National Gallery Singapore.
* **Teachers should ensure the following prior to the visit:**
	+ Brief students on **museum etiquette**;
	+ Students should leave their bags in school and bring a **small tote bag** to keep their pencil, sketchbook or worksheet (if applicable);
	+ Students are not allowed to bring and consume their own food within the Gallery;
	+ Water bottles are allowed at TPD but not allowed when entering the galleries;
	+ Students are encouraged to **use the toilet in schools** prior to boarding the bus;
	+ Schools may drop off at:
		- Rear Entrance (facing Keppel Termninal), Blk 39 Keppel Road, #01-02 at Tanjong Pagar Distripark
		- Padang Atrium at National Gallery Singapore

**Entering the Gallery**

* Mask-wearing is optional for teachers and students;

**OTHER NOTES FOR TEACHERS**

* Teachers or accompanying adults should be with the students at all times to maintain discipline and keep noise levels conducive to all visitors for their enjoyment of the artworks.
* The school will be held responsible for any misconduct and damages incurred during their visit to the museum, with the possibility of forgoing their guided tour privileges for the rest of the year.

**MUSEUM ETIQUETTE**

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| 5 things to take note of |
| 5 things to do  |

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[ ]  ***I have read and understood all the terms and conditions in the School Visit Booking Form.***

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| Name of Teacher:       | Email:      [ ]  *I do not wish to join the mailing list for educators.* |
| Office Tel:       | Mobile No:       |
| School Name:       | School Tel:       |

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| **TYPE OF VISIT:** |
| [ ]  Self-directed Visit **VENUE:** 39 Tanjong Pagar Distripark**EXHIBITION(S):** [ ]  Singapore Biennale 2022: ***Natasha\**** 16 October 2022 – 19 March 2023Level 1 & 5, 39 Tanjong Pagar Distripark[ ]  ***Can Everybody See My Screen*** 10 September – 11 December 2022Gallery 2, SAM at TPD[ ]  ***Wayang Spaceship*** 15 July 2022 to 31 January 2023Container Bay, SAM at TPD | [ ]  Guided Visit (*Requests for guided tours are limited and subject to availability.)*[ ]  Self-directed Visit**VENUE:** National Gallery Singapore**EXHIBITION:**[ ]  ***The SAM Learning Gallery*** (on-going)Level 4, Theatrette Project Space, National Gallery Singapore |
| Visit [our website](https://www.singaporeartmuseum.sg/art-events#exhibitions) for more information about the current exhibitions.\**For visits to other Singapore Biennale 2022 venues, please write to* *education@singaporeartmuseum.sg**.* |
| **Number of students:** Click or tap here to enter text.**Level:** Click or tap here to enter text.**Class(es):** Click or tap here to enter text. |
| **Name** and **Mobile Number** of Teacher(s) accompanying the students for the visit: Click or tap here to enter text.(Please contact  **SAM Education at 6697 9776** if your group encounter any problem on the way to SAM.) |
| Please indicate your preferred date(s) and timing(s) for your visit. |
| **1st Choice for School Visit:****Date of Visit:** Click or tap to enter a date.**Time of Visit:** Click or tap here to enter text.[ ]  Morning ( usually between 10.30 am – 12.00 pm) [ ]  Afternoon ( usually between 2.30 – 4.30 pm) | **2nd Choice for School Visit:****Date of Visit:** Click or tap to enter a date.**Time of Visit:** Click or tap here to enter text.[ ]  Morning (usually between 10.30 am – 12.00pm)[ ]  Afternoon ( usually between 2.30 – 4.30 pm) |

***Please complete the next page as well***

 **QUESTIONNAIRE FOR SCHOOL**

**Has the school brought students to SAM before?**

[ ] Yes, for:
[ ] Educational Workshop [ ] Gallery Session [ ] Guided Visit [ ] Self-directed Visit

[ ] No

**Why did your school decide to bring your students to SAM? (Please select all that apply)**

[ ] Excursion

[ ] Art Club excursion
 (Other CCAs, please specify: Click or tap here to enter text.)

[ ] For my students to familiarize themselves with SAM and learn museum-going etiquette

[ ] To support classroom learning about art

[ ] To enjoy and learn more about contemporary art through SAM’s exhibitions

[ ] Inter-disciplinary learning: learning another subject through art
 (Subject/ topic: Click or tap here to enter text.)

[ ] Others
 (please specify: Click or tap here to enter text.)

**Will teachers be using any teaching materials during the visit?**

[ ] Yes, my own teaching materials [ ] Yes, materials from SAM [ ] No

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| Please tell us more about your students: |
| Click or tap here to enter text. |

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| If there are special needs student(s), please let us know:- number of special needs student- diagnosis- any special concerns we should take note of |
| Click or tap here to enter text. |

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