Dear Mr/ Ms/ Mdm Click or tap here to enter text.,

Thank you for your interest in visiting Singapore Art Museum’s exhibition. Please read through the **Group Visit Information Sheet** before you proceed to fill up the form. Do click on the respective links to find out more about us and the types of visits we offer. Kindly read through the information.

Please email the completed form to education@singaporeartmuseum.sg before the stipulated deadline for your requested type of visit.

Best regards,

The SAM Education Team

 **GROUP VISIT INFORMATION SHEET**

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**GROUP VISIT INFORMATION SHEET**

1. **Other Notes for Teachers**
	1. **Schools’ Responsibility**
		* Teachers or accompanying adults should always be with the students to maintain discipline and keep noise levels conducive to all visitors for their enjoyment of the artworks.
		* Schools will be held responsible for any misconduct and damages incurred during their visit to the exhibition.
	2. **Museum Etiquette**
		* Teachers are to brief students on museum etiquette prior to the visit and conduct a re-cap of the etiquette on the bus journey to visit the exhibition.
		* Upon arrival, teachers or accompanying adults are to ensure the students move around the exhibition spaces with proper museum etiquette.
		* Students can only bring along a pencil, clipboard and worksheets if they are visiting an exhibition in the *National Gallery Singapore*.

 

* 1. **Preparatory Visit***For all school group visits, teachers are encouraged to familiarize themselves with the exhibition space, its facilities and its exhibition content.* Teachers can contact SAM (education@singaporeartmuseum.sg) in advance to arrange for a suitable time for a preparatory visit.
	2. **Changes and Cancellations**
	● If changes need to be made, SAM will try to accommodate your request if it is sent at least 2 weeks in advance.

● Please inform SAM of any cancellations at least 3 days in advance.

● Same-day cancellations or a “no-show” will result in the levy of a $100 administrative fee.

1. **Information on types of visits available**
2. **Self-directed Visits**
*Self-directed visits are when teachers lead their students through SAM’s exhibitions on their own.*
	* + To plan their visit, teachers can download educational resource from our website:
			- The Learning Gallery
				* [Preschool](https://www.singaporeartmuseum.sg/-/media/sam/files/exhibitions/once-upon-this-island/once_upon_this_island_pre_school_worksheet.pdf?inline=1)
				* [Primary School](https://www.singaporeartmuseum.sg/-/media/sam/files/exhibitions/once-upon-this-island/thinkcontemporary.pdf?inline=1)
				* [Secondary School](https://www.singaporeartmuseum.sg/-/media/sam/files/exhibitions/learning-gallery/secondarytlg-4-artists.pdf?la=en&hash=A0527BD434AC94A2BEFBCE382362F87A9C2D7D9D)
			- Singapore Biennale 2019: *Every Step in the Right Direction*
				* [Art Trails](https://singaporebiennale.org/api/uploads/files/originals/a14fb257-b5c3-590a-84d1-86376f11f962.pdf)
				* [Artist Folios](https://www.singaporebiennale.org/learn)
		+ Teachers interested to conduct activities in the galleries (e.g. sketching with pencils etc.) should inform us when making a booking and take note of the museum/ library etiquette for each location. No physical activities (e.g. games) should be conducted, unless prior permission is granted.
		+ Do ensure the gallery is open on the requested day/ date of the visit(s).

 **Deadlines**

Self-directed visits – email your booking form to SAM (education@singaporeartmuseum.sg) at least **5 weeks in advance**.

1. **Guided Visit by Docents** *For guided visit by docents, volunteer docents from Friends of the Museums will lead your students on a tour through the Singapore Biennale 2019: Every Step in the Right Direction, at Gillman Barracks or National Gallery Singapore. Guided tours can support and expand classroom learning, but if you wish to bring your students to Singapore Biennale 2019 with a specific learning agenda, please register for a self-directed visit.*
	* + Guided tours are catered for Primary level and above.
		+ These **complimentary tours** are offered at the following timings at these locations:
			1. Gillman Barracks
			Thursdays/ Fridays at 2.30 pm
			2. National Gallery Singapore
			Mondays - Wednesdays, at either 10.30 am or 2.30 pm.
		+ Maximum capacity per tour is **40 students**.
		+ All guided tours requested will be subject to availability**.**
		+ Guided tours last from 40-60 minutes and consist of selected artworks of on-going exhibitions.
		+ Schools will receive confirmation of availability of guided tours **two weeks before** commencement of the tour.
		+ Please arrive **15 minutes** before the stipulated starting time of the guided tour for smooth admission into the exhibition. Tours will be conducted based on schedule and not on arrival.
		+ Teachers are to always accompany their students throughout the tour.
		+ Schools on guided tour should not use any learning materials (e.g. worksheets) during the tour.
		+ Do encourage students to pay attention during guided tours and complete their worksheets only after the tours end.
		+ Docents who are guiding the tour will have full discretion in the delivery and content of the tour.

 **Deadlines**

Guided visits – email your booking form by the **7th of the month prior to the date of your visit**

(e.g. if you wish to come anytime in July, please send us your form by 7th June.)

**GROUP VISIT BOOKING FORM**

* Email this completed form and the questionnaire to **education@singaporeartmuseum.sg****.**

Your email subject should include the type of visit you are planning, and the school’s name.
e.g. “Self-directed visit booking XXXXX School”

* Both self-directed and guided visits are confirmed only upon email notification from SAM.

[ ]  ***I have read and understood all the terms and conditions stated in the School Group Visit Information Sheet.***

**\*IMPORTANT: Please notify all teachers accompanying the students on the day of the visit of the guidelines and etiquette stated above.**

|  |  |
| --- | --- |
| Name of Teacher: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. Sign up for SAM’s Education EDM [**HERE**](http://eepurl.com/dwQgoz). |
| Office Tel: | Click or tap here to enter text. | Mobile No: | Click or tap here to enter text. |
|  |
| Will you be coming for a planning visit?[ ]  Yes [ ]  NoDate: Click or tap here to enter text. Time: Click or tap here to enter text.  |
| Type of school group visit: [ ]  **Self-Directed Visit** [ ]  **Guided Visit by Docents** *for Primary level and above, subject to availability, only for* ***Singapore Biennale 2019: Every Step in the Right Direction*** Gillman Barracks, only on Thursdays, Fridays National Gallery Singapore, Mondays – Wednesdays  [ ]  2.30 pm [ ]  10. 30 am [ ]  2.30 pm  *In the event where no docents are available, I understand that we have to tour the exhibitions on our own.* |
| You will be booking a visit to:[ ]  **The Learning Gallery, Level 4, Theatrette Project Space at National Gallery Singapore** [Max: 40 students, FREE]By appointment only: 10 am – 12 noon and 2 pm – 4 pm, Weekdays**SAM Mini Mobile Museum: *is there any way i can be in your arms tonight* by Ezzam Rahman** [max: 40 students, FREE][ ]  Jurong Regional Library: 4 December 2019 – 12 January 2020[ ]  Tampines Regional Library: 15 January – 23 February 2020 Opening Hours: 10 am – 6 pm, Mondays – Fridays*(Closed at 5.00 pm on eves of Christmas, New Year and Chinese New Year. Closed on Public Holidays)***Singapore Biennale 2019: *Every Step in the Right Direction*** [22 November 2019 – 22 March 2020]

|  |  |
| --- | --- |
| [ ]  Gilman Barracks [Max: 120 students, FREE]Opening Hours: 12 pm – 7 pm, Tuesdays – Sundays*(Closed on Mondays, Public Holidays)*[ ]  LASALLE College of the Arts [Max: 80 students, FREE]Opening Hours: 12 pm – 7 pm, Tuesdays – Sundays*(Closed on Mondays, Public Holidays and from 24 December 2019 – 1 January 2020)* | [ ]  National Gallery Singapore\* [Max: 80 students, email education@singaporeartmuseum.sg for bulk purchase of tickets]Opening Hours:10 am – 7 pm, Saturdays – Thursdays10 am – 9 pm, Fridays*\*Please note that admission fees apply for the exhibition in National Gallery Singapore.* |

 |
| School Name: Click or tap here to enter text.School Tel: Click or tap here to enter text.Date of Visit: Click or tap here to enter text.Time of Visit: Click or tap here to enter text.***\*Students should leave their bags in school.*** | Duration of Visit:

|  |  |
| --- | --- |
| [ ]  1 hour or less [ ]  1 – 2 hours | [ ]  2 – 3 hours [ ]  More than 3 hours |

*Please arrive 10-15 minutes earlier to fill in a sign-in sheet at the front desk to register your visit.* |
| Please indicate the number of students per level/ age group: |
| [ ] Nursery: Click or tap here to enter text. | (Pax) | [ ] Secondary 1: Click or tap here to enter text.  | (Pax) |
| [ ] K1:Click or tap here to enter text. | (Pax) | [ ] Secondary 2: Click or tap here to enter text. | (Pax) |
| [ ] K2:Click or tap here to enter text. | (Pax) | [ ] Secondary 3: Click or tap here to enter text. | (Pax) |
|  |  | [ ] Secondary 4: Click or tap here to enter text. | (Pax) |
| [ ] Primary 1: Click or tap here to enter text.[ ] Primary 2: Click or tap here to enter text. | (Pax) | [ ] Charity:  Age: Click or tap here to enter text. |
| [ ] Primary 3: Click or tap here to enter text.[ ] Primary 4: Click or tap here to enter text. | (Pax) |  Pax: Click or tap here to enter text. |
| [ ] Primary 5: Click or tap here to enter text. | (Pax) | [ ] Clubs (Eg. Art Club) |
| [ ] Primary 6: Click or tap here to enter text. | (Pax) |  Age: Click or tap here to enter text.  Pax: Click or tap here to enter text. |
| [ ] Post-Secondary (JC, ITE, etc.)  Age: Click or tap here to enter text. Pax: Click or tap here to enter text. [ ] International Schools (in Singapore) Age: Click or tap here to enter text. P Pax: Click or tap here to enter text.  |  | [ ] Tertiary (Polytechnics, Universities):  Age: Click or tap here to enter text.  Pax: Click or tap here to enter text. [ ] Foreign Schools: Age: Click or tap here to enter text. Pax: Click or tap here to enter text. |
|  No. of Accompanying Teachers: Click or tap here to enter text. |
| Names of Accompanying Teachers & their Mobile Nos: Click or tap here to enter text.(This is needed for coordination should the school group encounter problems en route to, or while, at SAM. If needed, please contact **SAM Education at 6697 9776**) |

 ***\*Do note of the drop-off/ pick-up location for buses:

Gillman Barracks***

***–*** *Car Park A, in front of Block 9, Lock Road.* ***LASALLE College of the Arts
–***  *1 McNally Street.* ***National Gallery Singapore
–*** *Padang Atrium entrance, on St Andrew’s Road.*

**QUESTIONNAIRE FOR ACCOMPANYING TEACHER**

**Are you an art teacher?**

[ ] Yes [ ] No (Please specify what subject you teach:Click or tap here to enter text. )

**Have you brought your students to SAM before?**

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

[ ] No

**Why did you 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 you be using any teaching materials during the visit?**

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

**Please fill up the remaining questions only if you are going for a *Guided Visit by docents*** *(for Primary level and above), for Singapore Biennale 2019: Every Step in the Right Direction.*

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

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