

Everything you need to know for

# Your

**M O T A T**

# visit



## PLANNING YOUR VISIT

### **What to do now you have booked a visit with us:**

- Organise your adult helpers. MOTAT requires a ratio of 1 adult to 6 students to ensure a safe and effective learning environment.
- Distribute a trip permission form to your students' care givers. You can find a copy of our permission form on page 5 of this document.
- You can book a previsit to the MOTAT site by emailing [bookings@motat.org.nz](mailto:bookings@motat.org.nz) Please note pre-visits are only available by appointment and between 2.30 and 4.00pm, Monday to Friday.

### **In the week before your visit:**

- A MOTAT Educator will email you to discuss your programme details and learning goals. Please collect information about prior learning and learning goals for all classes attending the trip and forward this information to your educator.
- Confirm your transport and adult helpers and notify MOTAT of any changes to student numbers, special needs etc. by emailing [bookings@motat.org.nz](mailto:bookings@motat.org.nz).
- Wheelchairs are available for use from the MOTAT Shop. If you would like one reserved for the day of your visit, please contact (09) 815 5808 or (09) 845 3696 and we can arrange to have one waiting at the gate for your arrival.
- You will receive a timetable for your visit from MOTAT Bookings ([bookings@motat.org.nz](mailto:bookings@motat.org.nz)). Each class will have time with an Educator, time for lunch and time to explore MOTAT. A tram ride will be scheduled if this was negotiated at the time of booking.

### **Before you leave school:**

- Make copies of your timetable, the adult helper form (page 8 of this document) and the MOTAT map (page 9 of this document) and distribute these to your adult helpers.
- Complete the **Emergency Information** sheet (page 6 of this document.). Keep this handy during your trip in case of an emergency.
- Complete the **Numbers and Invoicing** sheet (page 7 of this document.). Hand this to your educator upon arrival.

### **Arrival at MOTAT:**

- Buses drop off and pick up classes at Stadium Road. The pedestrian entrance for schools is Gate C. Press the 'School groups' button on the intercom once your whole group has arrived and your educator will come out to greet you.
- On arrival give your Educator the completed Numbers and Invoicing form (this ensures you are charged the correct amount) and the completed Emergency Information form.
- Your Educator will give you a health and safety briefing, then escort you to a meeting/lunch space where your group can store their bags.

# TERMS AND CONDITIONS

## **Museum Expectations:**

- Adults MUST actively supervise the students in their groups.
- Please respect our collection. Objects must not be touched or climbed on.
- Running is not permitted on museum grounds.
- MOTAT is a smoke free space.
- Footwear must be worn while on site.
- Any first aid incident must be reported to the MOTAT shop.

## **Site Facilities and Access:**

- Groups are not permitted onsite before their scheduled arrival time due to MOTAT Health and Safety procedures.
- There is a Sick Bay on site. Should you need to use it please report to the MOTAT shop.
- The MOTAT café is open from 10am to 4pm.

## **Numbers and Payment:**

- A maximum of 120 students per day (these will be split over 4 education sessions).
- A minimum cost of \$100.00 will apply to all groups less than 20 students.
- MOTAT requires a ratio of 1 adult to 6 students. Adults over this ratio will be charged \$10.00 per adult, except for carers for special needs students.
- An invoice will be sent to your school, please provide the contact details for your school accounts staff on the Invoicing and Numbers sheet (pg.6). You can also make payment on the day at the MOTAT shop via cash, credit card or cheque.

## **Cancellation Policy:**

- If your visit is cancelled within 5 working days of your booked date a cancellation charge of \$75.00 will apply. If your booking is postponed to another date no cancellation charge will apply.

## RAMS

- MOTAT is a significant organization, comprised of several buildings which meet the Auckland City Council requirements for safety and hygiene.
- As a public venue and a place of employment, MOTAT seeks, and is required to be fully compliant with Occupational Safety and Health regulations. Staff attend monthly H&S meetings.
- Behaviour expectations are made explicit to school groups during their Health and Safety briefing.
- The MOTAT Tramway operates as a public transport service and as such is subject to stringent safety regulations.

MOTAT staff have been trained in the event of an emergency.

|  | Risk Factors  | Risk Reduction Strategies   |
|--|---|---|
| People – <i>skills, attitudes, age, ratios, experience</i>         | Children running on site                                    | <ul style="list-style-type: none"> <li>• Children <b>walk</b> around the exhibits and between locations</li> <li>• Adult helpers actively supervise children around site</li> </ul>   |
| Equipment - <i>transport, safety gear, education specific gear</i> | Tram may have to brake suddenly for pedestrians             | <ul style="list-style-type: none"> <li>• Children riding on tram to remain seated for the whole trip</li> <li>• Handrails available in tram for adults who may need to stand</li> </ul>   |
| Environment  | Vehicle movements around site                               | <ul style="list-style-type: none"> <li>• During briefing, children and adult helpers are asked to be aware of transport movements around site</li> <li>• Children walk around site</li> <li>• Vehicles must have their hazard lights on, and are limited to 5km per hour</li> </ul> |
|  | Stairs around site  | <ul style="list-style-type: none"> <li>• Children walk up and down the stairs</li> <li>• Everyone asked to hold on to the handrails</li> </ul>  |
|  | Some activities may require water and result in a wet floor | <ul style="list-style-type: none"> <li>• Towels or a mop provided to clean up spills</li> </ul>   |
|  | Objects used in sessions could be dropped/cause injury      | <ul style="list-style-type: none"> <li>• Children supervised at all times by adult helpers</li> <li>• Children reminded to be careful when handling objects</li> <li>• First aid kit in classroom</li> </ul>  |
|  | Uneven surfaces and tram lines                              | <ul style="list-style-type: none"> <li>• Visitors asked to walk on site</li> </ul>  |
|  | Slippery surfaces which require care                        | <ul style="list-style-type: none"> <li>• floor signs in place</li> </ul>  |
|  | Tram station near main road                                 | <ul style="list-style-type: none"> <li>• Adult helpers to actively supervise children while waiting for the tram</li> </ul>   |
|  | Asbestos/low risk   | <ul style="list-style-type: none"> <li>• Safety zones established</li> <li>• Short term exposure only</li> </ul>  |



# FOR WHANAU

Please return this completed permission form by:        /        /

Dear Whanau,

We are learning about \_\_\_\_\_. As part of our learning experience we are going on a trip to MOTAT (Museum of Transport and Technology). MOTAT will offer our children a rich opportunity to explore history, technology and science in a unique environment.

Date of Visit \_\_\_\_\_ Be at school by \_\_\_\_\_ Cost of trip \_\_\_\_\_

On the day of the trip please ensure your child has the following:

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My child does / does not have a medical condition that may affect them on the trip.

Details \_\_\_\_\_

We cannot go on this wonderful trip without your support as a parent helper on the day. This will ensure our group will have a valuable, safe, learning experience.

I am able / unable to be a parent helper on the day.

My contact phone number is \_\_\_\_\_

During the visit to MOTAT students may be photographed. As a parent or guardian of this student, I consent to the use of these digital images for publicity, promotional and/or educational purposes.

I, \_\_\_\_\_ give / do not give permission for my child \_\_\_\_\_ to participate in the trip to MOTAT.

**Signed** \_\_\_\_\_





# NUMBERS AND INVOICING

Please give this form to your Educator on arrival to MOTAT

|   |              |              |               |                   |               |               |
|---|--------------|--------------|---------------|-------------------|---------------|---------------|
| <b>Name of school:</b>                        |              |              |               |                   |               |               |
| <b>Date of Visit:</b>                         |              |              |               | <b>Programme:</b> |               |               |
| <b>Number of supervising adults:</b>          |              |              |               |                   |               |               |
| <b>Number of children in each year group:</b> |              |              |               |                   |               |               |
| <b>YR 0:</b>                                  | <b>YR 1:</b> | <b>YR 2:</b> | <b>YR 3:</b>  | <b>YR 4:</b>      | <b>YR 5:</b>  | <b>YR 6:</b>  |
| <b>YR 7:</b>                                  | <b>YR 8:</b> | <b>YR 9:</b> | <b>YR 10:</b> | <b>YR 11:</b>     | <b>YR 12:</b> | <b>YR 13:</b> |
| <b>Signed by:</b>                             |              |              |               |                   |               |               |
| <b>Accounts person:</b>                       |              |              |               |                   |               |               |
| <b>Accounts phone number:</b>                 |              |              |               |                   |               |               |
| <b>Accounts email address:</b>                |              |              |               |                   |               |               |

|  |                       |                                |
|--|-----------------------|--------------------------------|
| <b>Name of senior person at MOTAT on the day:</b>        |                       |                                |
| <b>Mobile number:</b>                                    |                       |                                |
| <b>Car driver (person on site with private vehicle):</b> |                       |                                |
| <b>Mobile Number:</b>                                    |                       |                                |
| <b>Special needs information:</b>                        |                       |                                |
| <b>Childs name</b>                                       | <b>Nature of need</b> | <b>Dedicated aide (yes/no)</b> |
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## Adult Helper Information

### Children in your group today:

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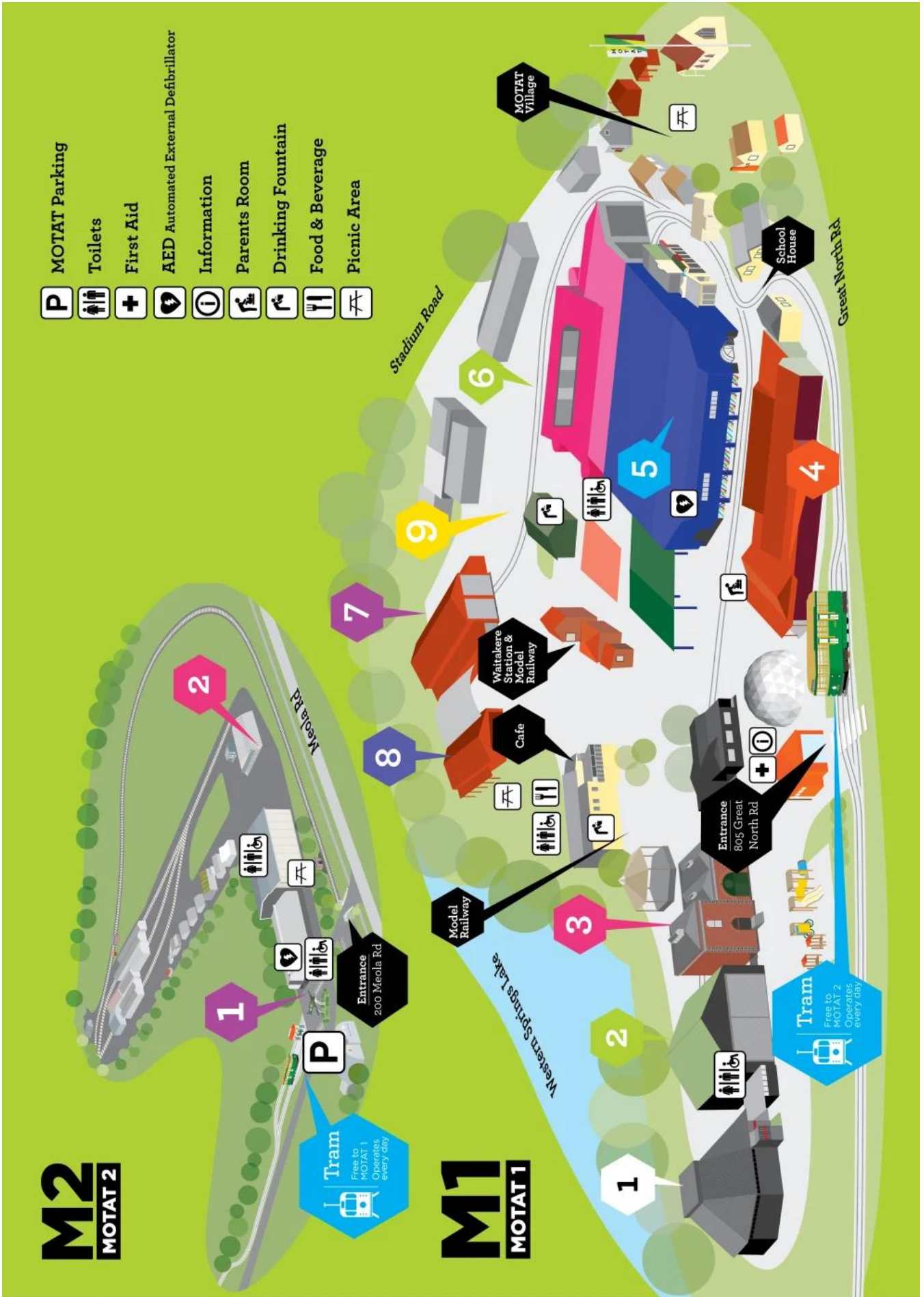
### Children are visiting MOTAT to: (teachers, please record your learning goals below)

### Please remember to:

- Actively supervise your students
- Respect our collection – collection items should not be touched or climbed on
- Ask your students to walk only as they move around the museum grounds
- First aid incidents should be reported to the MOTAT shop (orange building)
- Be on time to education sessions and tram rides
- In case of an emergency, follow staff instructions

**Thank you for being an adult helper at MOTAT today.  
We hope you have a fantastic day**





**M2**  
MOTAT 2

**M1**  
MOTAT 1