

# SCHOOL EXCURSION CHECKLIST

SCHOOL PROGRAMS

In order to process your booking quickly please make sure you follow the checklist below.

Note: phone bookings can take up to ten minutes

Checklist	
<b>✓ X</b>	<b>BEFORE CONTACTING THE MUSEUM</b>
	Total number of adults and children in your group
	Students' age group and relevant topics being studied
	Students' lower and upper ages
	Required visit date, as well as alternative dates if unavailable
	Schools full address (if this is your first visit)
	Relevant special educational needs and disability information
	Accounts department phone number and email address
	Group leader's mobile
	Following your booking, please check the confirmation email carefully. If you would like to change details or upgrade your excursion contact the Programs Co-ordinator
<b>✓ X</b>	<b>TWO WEEKS BEFORE</b>
	Confirm final numbers with the Museum two weeks before your excursion
	If you are ordering morning/ afternoon tea or lunch through the Cretaceous Café, confirm if there are any dietary requirements or special needs to cater for
<b>✓ X</b>	<b>ONE WEEK BEFORE</b>
	Check with your accounts team that payment has been made. Send your remittance advice to <a href="mailto:museumfinance@aaod.com.au">museumfinance@aaod.com.au</a> (The Museum is a pre-paid venue for school groups)
	Have your additional teachers/ parents/ chaperones read and understand the excursion details?
	Do teachers and students have clothing suitable for the weather conditions? We suggest hats, sunscreen, water bottles and jackets. Closed shoes are mandatory.

# SCHOOL EXCURSION CHECKLIST TEACHER RESOURCE

<b>✓ X</b>	<b>EXCURSION DAY</b>
	Upon arrival at the Museum you will be required to sign for the exact amount of students/ teachers/ adults you have with you at the Reception Centre. If you are beginning your experience at the Laboratory or Dinosaur Canyon please call ahead to the front desk (07 4657 0078) to let them know when you will be signing in.
	Return your excursion evaluation forms to your Museum Tour Guide or front desk staff member
<b>✓ X</b>	<b>AFTER YOUR VISIT</b>
	We would love to hear about your experience at the Museum. Please send us some feedback and let us know how you enjoyed your day. We also love seeing how you have extended learning back at school.



# SCHOOL EXCURSION CHECKLIST TEACHER RESOURCE

Send completed form to  
bookings@aaod.com.au

## SCHOOL EVALUATION

Please take the time to comment on your recent on site education experience at the Museum. Your responses will help us to evaluate and improve our school programs and to plan new education activities.

Teacher's name (optional) \_\_\_\_\_ Date of visit \_\_\_\_\_

School \_\_\_\_\_ Number of students \_\_\_\_\_

Years  F-3  4-5  6-7  8-9  10-12

Which on site school program did you complete?

- Education tour
- Junior Palaeo tour
- Other

Please rate these aspects of the school program	Very Dissatisfied	Dissatisfied	OK	Satisfied	Very satisfied
Delivery of content was suitable for the students' level of learning	1	2	3	4	5
Students' involvement level in the education packages	1	2	3	4	5
The learning environment for the students	1	2	3	4	5
The hands-on activities for the students	1	2	3	4	5
The level of work health and safety for the students	1	2	3	4	5
Overall rating of the school's experience	1	2	3	4	5

What did you like most about the school program? \_\_\_\_\_

\_\_\_\_\_

What would you like to see changed or improved? \_\_\_\_\_

\_\_\_\_\_

How did you find out about the school program? \_\_\_\_\_

\_\_\_\_\_

Any other comments \_\_\_\_\_

\_\_\_\_\_