



EXCURSION PLAN: *THE CURIOUS SCRAPBOOK OF JOSEPHINE BEAN*

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PURPOSE OF THE EXCURSION

- To attend a performance of *The Curious Scrapbook of Josephine Bean* as part of the 2014 Perth Festival.

ENVIRONMENT

- Venue: Subiaco Arts Centre Studio.

The Subiaco Arts Centre is situated in Subiaco Theatre Gardens between Hamersley Road and Bagot Road in Subiaco. The grounds surrounding the centre may be appropriate for school groups to use for lunch/snack breaks, however, please note there are a number of unfenced ponds and water features within the grounds.

TRANSPORT

- Transport arrangements are the responsibility of the school.
- For public transport options contact Transperth transperth.wa.gov.au
- The City of Subiaco provides free bus parking on the north side of the driveway entering the Arts Centre Gardens car park (entry from Bagot Road). Please note that there is no bus parking on Hamersley Road. A public car park is located adjacent to the Subiaco Arts Centre, with 3 ACROD bays available. Please contact the City of Subiaco for details. For specific information on availability and location of additional bus and car parking please contact the City of Subiaco.

STUDENTS

- This performance is recommended for students aged 7+.
- Students will be involved in viewing a performance that is approximately 50 minutes with no interval.
- If you are bringing students with special needs or intensive health care needs please contact the venue to ensure that the venue is suitable.

SUPERVISOR/SUPERVISORY TEAM

- It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the recommendations for supervision below.



- Perth International Arts Festival staff, performers and venue staff may lead, demonstrate, perform and present activities but will not undertake any role in a supervisory context.
- It would be appreciated if the person with overall responsibility for the group makes themselves known to front of house venue management

EXTERNAL PROVIDER INFORMATION

- The Festival presents *The Curious Scrapbook of Josephine Bean* as part of the 2014 program.
- The Festival has a public liability insurance policy for \$20 million.
- Please contact the venue for their public liability insurance details.

IDENTIFICATION OF EXCURSION PARTICIPANTS

- This is the responsibility of schools.
- School uniform or some form of easily identifiable item for each student is an option which may be considered by schools.

COMMUNICATION STRATEGIES

- The contact phone number for the Perth International Arts Festival is (08) 6488 2000.
- Communication strategies between students and school supervisory team are the responsibility of the school. Please ensure everyone recognises the communication strategies.
- School supervisory teams are encouraged to provide a mobile phone that they can be contacted on and use to call out during their visit, and are asked to ensure that this number is fully functional in all locations throughout the venue. Please note, mobile phones are required to be turned to silent during performances.
- School supervisory teams may access an external telephone line to call out if required during an excursion.
- In addition, should the school need to contact the supervisory team during an excursion they may do so by contacting the Front of House Manager on (08) 9380 3006.

EMERGENCY RESPONSE PLAN

- Schools will have their own Emergency Response Plan pertaining to the particular needs of their students.
- In the event of a site emergency, school supervisory teams are responsible for managing the movement of students under the direction of venue staff. School supervisory teams are strongly encouraged to meet supervision requirements to further support these procedures.
- It is suggested that school staff have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.



BRIEFING STUDENTS AND SUPERVISORS

- It is the school's responsibility to brief students on excursion arrangements and performance etiquette prior to attending.
- Please arrive 20 mins before the show is due to commence.

FURTHER INFORMATION

- Please contact Jemma Gurney (Education Officer) on (08) 6488 8636 should you require any further information or assistance.

This information is valid from 19 November 2012.