

## **GUIDELINES FOR SCHOOLS ON GUIDED TOUR BY EXTERNAL GUIDES**

### **1. General Guidelines**

- i. Schools that engage an external Company/Organization for a guided tour of their visit to Indian Heritage Centre (IHC) must submit their group visit requests to IHC **at least 7 days in advance**.
- ii. Please submit your visit to IHC via [Bookmuseums](#). Alternatively, the external Company/Organization may submit the booking on behalf of the school via the group booking form found at this link: <https://go.gov.sg/ihcgroupbooking>.
- iii. Due to space constraint within IHC galleries, IHC will be able to take in a **maximum of 40 pax** (excluding educators and parent volunteers) at any one timeslot. The total number of pax permitted into the galleries is subject to change based on the bookings made by other organisations for the slot or day.
- iv. Schools that intend to visit IHC with more than 40 pax per day must stagger their classes by the hour or over several days.
- v. Each tour guide from external Company/Organization must guide a maximum of 20 students to minimise overcrowding at each showcase. Therefore, schools must arrange for sufficient guides to bring their students around IHC galleries.
- vi. IHC team highly recommends that there is minimum **ONE ADULT ASSIGNED TO EACH GROUP** (teacher or parent volunteer). Adults representing the school **MUST** accompany students into the galleries.
- vii. Please be informed that **pen and erasers are NOT ALLOWED** in the galleries. Students must **only use PENCILS to complete any resources**. IHC **does not** provide pencils to students.
- viii. The use of any type of microphone or amplifiers in the galleries are **strictly prohibited**.
- ix. Tour guides from external Company/Organization, students and School personnel must be considerate of other tours that are taking place within the galleries. IHC offers the mandatory Museum-Based Learning (MBL) programme for Primary 5 cohorts from Tuesdays – Fridays at 9AM -11AM, 12PM – 2PM, 2.30PM – 4.30PM. Guides **are requested to share the space** with our Museum Educators and/or deconflict the stops where possible. Refer to **Annex B** for the MBL stations.

- x. Students and educators who are unwell are encouraged not to visit the Centre.

## **2. Upon arriving at IHC:**

- i. Schools and external Company/Organization must arrive at IHC at least **15 minutes earlier**. All visits should conclude within the stipulated time slot. No extension of visit for groups that arrive late.
- ii. Schools/external Company/Organization to instruct the bus-driver to drop-off and pick-up at IHC's Clive Street drop-off point. Refer to the images found on Annex A for the drop-off location images.
- iii. As there is no sheltered walkway from the drop-off point to IHC, schools/external Company/Organization are to prepare some umbrellas or ponchos in case of wet weather to ferry the students from the bus to IHC or vice versa.
- iv. Schools and external Company/Organization are to proceed to our Frontdesk at Level 1 for registration.
- v. As there are limited number of lockers available at IHC, we recommend that students carry a smaller, lighter bag for their visit to the Centre.
- vi. Students are to carry their valuables such as wallet and handphones with them during the tour.
- vii. Food & drinks are strictly prohibited in our galleries.
- viii. If a student is unwell during the tour, please inform a security guard on duty within IHC or IHC staff immediately. Teacher in-charge will be asked to inform the school and proceed according to school SOPs.

## **3. Museum Etiquette**

Students must be reminded on the following:

- i. To speak in low tones to be considerate of other visitors in the galleries.
- ii. DO NOT run in the galleries. Walk at all times to ensure that the students or other visitors do not get injured.
- iii. Flash photography is NOT permitted in the galleries.
- iv. DO NOT touch the artefacts. Touching the artefacts will trigger the gallery alarm.
- v. DO NOT place booklets/writing materials on the walls/artefact showcases/text panels to write.

- vi. DO NOT obstruct the pathways and exits around the galleries to be considerate of other visitors.
- vii. Please be informed that **pen and erasers are NOT ALLOWED** in the galleries. Students must **only use PENCILS to complete any educational resources**. IHC **does not** provide pencils to students.
- viii. Eating and drinking is strictly prohibited in the galleries. All food and drinks must be consumed outside the building premises.
- ix. Visitors who fail to observe the above will be asked to leave the Indian Heritage Centre.

#### **4. Late Arrival/Cancellation/No-Show**

- i. For late-comers, please inform the Visitor Services Counter at 62911601 at least one hour before the scheduled time of visit.
  - No-show applies when the School/Company/Organization is late for more than fifteen (15) minutes without notification and any scheduled programme will be automatically cancelled.
  - Should NHB/IHC cancel the confirmed programme due to unforeseen circumstances, NHB/IHC shall endeavour to inform the School/Company/Organization at least ten (10) working days prior to the confirmed programme date. IHC shall not be liable for any loss, damage or penalty resulting from such cancellation.

**Annex A**

**A) Pick-up & Drop-off point along Clive Street**



## B) Lift, Stairs & Activity Room at Level 2

### B) Emergency Access Stairs



*From left to right: emergency access stairs on levels 2 – 4.*

## **Annex B**

### ***Station 1 (Level 4): Indian Epics in Southeast Asia***



### ***Station 2 (Level 4): Indian Dance and Costumes***





**Station 3 (Level 4, Lift Lobby): Indian Cuisine**



**Station 4 (Level 3): Contributions of Early Settlers**





**Station 5 (Level 3): Our Indian Pioneers**



**Station 6 (Level 3, Lift Lobby): Indian Goldsmiths**



**Station 7 (Level 2, Lift Lobby): Garland Makers**

