

## **SELF-GUIDED VISIT GUIDELINES FOR SCHOOLS**

### **1. 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. Students who fail to observe the above will be asked to leave the Indian Heritage Centre.

### **2. General Guidelines**

- i. Please note that all **self-guided visits** must be submitted to Indian Heritage Centre (IHC) **at least 7 days in advance**.
- ii. All locally based schools must submit their visit to IHC via **Bookmuseums**. Overseas schools may submit their visit to IHC 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** at any one timeslot. This excludes educators and parent volunteers. The total number of pax permitted 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. To minimise overcrowding at the showcases, IHC recommends that educators split-up students into smaller groups.
- vi. IHC team highly recommends that there is minimum **ONE ADULT PER GROUP** (teacher or parent volunteer). Adults representing the school **MUST** accompany students into the galleries to supervise them.
- vii. If there are students with special learning or physical needs, please do highlight to IHC team before arriving at IHC.
- viii. 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**. Therefore, schools are requested to be considerate of other visitors and tours that are taking place within our galleries.
- ix. Students and educators who are unwell are encouraged not to visit the Centre.

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

- i. Schools must arrive at IHC at least **15 minutes earlier**. All visits should conclude within the stipulated time slot. No extension of visit for classes that arrive late.
- ii. Schools 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 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. Educators and students 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. As food & drinks are not allowed in the galleries, students are reminded **NOT** to bring their water bottles into the 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.

#### **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.
- For the purposes of this clause, a no-show applies when Schools are late for more than fifteen (15) minutes or fails to turn up for the programme without any prior notification given to Indian Heritage Centre in writing. In such scenarios, any scheduled guided tour will be automatically cancelled.
- ii. 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) Emergency Access Stairs



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

