



Excursion Management Plan

Name of your organisation	Perth Institute of Contemporary Arts (PICA) Spark_Lab Education Program
Location/Contact Details	
Physical Address	51 James St, Northbridge (Perth Cultural Centre)
Phone Number	(08) 9228 6300
Fax Number	(08) 9227 6539
Email Address	education@pica.org.au OR info@pica.org.au
Website Address	www.pica.org.au
Contact Person	Education Program Curator OR Front of House
Tag line for website	
Spark_Lab brings students teachers and the community up close and personal with contemporary artists, dancers, theatre makers, musicians and other innovators across a wide range of disciplines through an exciting program of events, activities and online resources.	
Purpose of the Excursion	
<p>Spark_Lab has been informed by Growing Future Innovators, a ground breaking research project conducted in partnership with CREATEC at Edith Cowan University that examined how contemporary arts institutions can work with schools to educate for innovation.</p> <p>PICA is committed to presenting a program of art and ideas that engages, excites and educates. Its specially tailored Spark_Lab program features guided exhibition tours, artist-led workshops and on-line resources. Spark_Lab provides carefully designed, accessible and rewarding programs which compliment PICA's artistic programs and provide expanded approaches to school curricula.</p> <p>With a dedicated Education Studio, Spark_Lab introduces new ways for primary, secondary and tertiary students and teachers to think creatively and develop innovation and leadership skills through multi-disciplinary activities that encourage risk-taking, problem solving and collaboration.</p>	
Environment	
PICA is housed in a centrally located, iconic historic building in Perth's Cultural Centre and features two galleries: the main gallery on the ground floor and the West-end Gallery on the first floor. The main gallery branches out into three smaller open exhibition spaces and there are three additional studio spaces on the first floor as well as the Education Studio. PICA's Performance Space is housed within the building and seats 100. There are public toilets on both floors and an elevator for full disabled access.	
Transport	
Transport is to be arranged by the school. Buses should drop off and collect students from Beaufort Street near the corner of James Street. Directions and a map can be downloaded from our website. Alternatively, we are a five minute walk from the Perth City Train Station and Busport.	
Students' Capacity	
<p>Spark_Lab offers primary and secondary school groups:</p> <ul style="list-style-type: none"> ▪ Free guided exhibition tours ▪ Free on-site Activity Sheets ▪ Free on-site All Ages activity ▪ Free online resources including Education Notes related to the exhibition programming, for 	

<p>teachers to plan their visits and as curriculum resources</p> <ul style="list-style-type: none"> ▪ Paid artist-led workshops connected to PICA’s exhibition and performance programs ▪ Paid performance program opportunities <p>Tour and workshop content can be tailored to suit your curriculum needs. It is recommended that your group size not exceed 25 students and bookings are essential.</p>
<p>Supervisor/Supervisory Team</p>
<p>PICA’s Gallery Attendants are positioned around the gallery and may assist you during your excursion but the teacher-in-charge and the school supervisory team is responsible for the supervision and any specific requirements of your students at all times.</p> <p>Please be aware that members of the general public may be visiting the gallery at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.</p>
<p>External Provider Information</p>
<p>All Spark_Lab staff who have direct contact with students have a current <i>Working with Children Check</i>. Our Education Program Curator is an experienced, qualified educator.</p> <p>Our public liability insurance limit is \$20 million and we are insured by EBM Insurance Limited. Our Certificate of Currency can be downloaded from our website.</p>
<p>Supervision Strategies</p>
<p>Supervising staff (from the visiting school) should remain with the tour/workshop group for the duration of their visit and should intervene if student behavior is inappropriate.</p> <p>15-25 is an ideal number of students per group for a tour/workshop at PICA, however a group of up to 32 (maximum class size) can be accommodated. Recommended student/staff ratios are:</p> <ul style="list-style-type: none"> ▪ Primary students 1 school staff member to 10 students ▪ Secondary students 1 school staff member to 15 students
<p>Identification of Excursion Participants</p>
<p>Schools are responsible for selecting an appropriate method of identifying students and school staff. It is preferable, but not essential, that students wear their school uniforms.</p>
<p>Communication Strategies</p>
<p>PICA has normal mobile phone reception and we recommend that the school supervisory team have mobile phones for use during the excursion.</p>
<p>Emergency Response Plan</p>
<p>PICA has an Emergency Response Plan which can be downloaded from our website. It includes:</p> <ul style="list-style-type: none"> ▪ An emergency signal; ▪ Evacuation routes which lead to a safe assembly area (see map); ▪ Locations of fire hydrants; and ▪ Emergency phone numbers. <p>We highly recommend that the teacher-in-charge has a copy of our Emergency Response Plan and is familiar with the procedures prior to your visit. It is also advisable to have a list of names of all students and supervisory staff in the event a roll call is necessary. All PICA staff are trained in evacuation procedures and our first priority is to ensure the safety of our visitors. For further information, please contact the Education Program Curator.</p>

Briefing Students and Supervisors

To ensure a safe and enjoyable excursion to PICA, it is recommended that the teacher-in-charge communicate all relevant information to their students and supervisory team prior to your visit.

Before commencing your tour, our Education Program Curator will address your group to:

- welcome you to PICA;
- give a brief overview of PICA's history and role as a contemporary arts institution;
- brief students and school supervisors on the behavior guidelines for the galleries:
 - do not touch the art work unless directed to do so
 - show respect to other gallery patrons by keeping vocal volume to a minimum and not overcrowding a particular section of the exhibition
 - do not run in the gallery
 - leave school bags in the locker area at reception
 - do not eat or drink (water bottles excepted) in the gallery

Other Relevant Details

PICA's galleries are open to schools and the general public: Tuesday - Sunday, 10am - 5pm

Please contact us to make a booking on 9228 6300, Monday - Friday, 10am - 5pm

Our postal address is: G.P.O. Box P1221, Perth, WA, 6844

If you require any additional information or wish to discuss any aspect of your visit please contact our Education Program Curator or visit our website: www.pica.com.au

This information is valid until 31 January 2018

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