

## Education Programs - Excursion Essentials

### Planning your visit

#### Excursion Days

Education Group bookings are available 9.30am-2.30pm on Tuesday, Wednesday and Thursday.

### Bookings Essential

Please use our [Excursion Booking Form](#) or contact the education officer on 9550 3682 or email [museum@mandurah.wa.gov.au](mailto:museum@mandurah.wa.gov.au)

### Prior notice of a group visit

We require a minimum of 2 weeks prior notice.

### Cost

There is no cost for the Mandurah Museum program or Mandurah Heritage Walk, however the Mandurah Historical Society charge \$2.50 per student to visit Hall's Cottage.

### Group size

Excursion group size is 10-30 students at any one time at the different sites.

### Museum Facilities

Mandurah Museum is located at 3 Pinjarra Road in Mandurah, Western Australia. Next to the museum is Dalrymple Park which is on the estuary. Classes can eat morning tea or lunch here.

The museum has limited storage for lunches and school bags but can cater for one group. These are stored in the old police cell.

Mandurah Museum is not fully wheelchair accessible due to the age and design of the building. There is a ramp and sliding door at the entrance. There is limited access to the Courtroom due to stairs and no access to the old police cells because the doors are not wide enough.

There are two toilets, one is a unisex disability access toilet.

### Hall's Cottage Facilities

Hall's Cottage is located at 7 Leighton Place, Halls Head.

Classes can eat morning tea or lunch on the cottage grounds or at Hall Park.

Access to the cottage is suitable for wheelchairs and there is a disabled toilet and ambulatory toilet.

Please contact the Historical Society on Wednesday's if you have further inquiries on 9581 2292 or [info@mandurahhistorical.com.au](mailto:info@mandurahhistorical.com.au)



### **Adult Supervision**

The following supervision ratios are required for all education groups visiting Mandurah Museum, Hall's Cottage or taking a Heritage Walk.

Years K-6, 1 adult per 6 students

Years 7-12, 1 adult per 10 students

The staff and volunteers will lead, demonstrate and present activities but are not responsible for the supervision of students.

Please be advised that members of the general public may be visiting the museum at the same time as your school or educational organisation and we would appreciate that your students' behave in a manner that does not interfere with the enjoyment of others.

### **Clearances**

All Staff and volunteers have a current Working with Children's Check.

### **Emergency Response Planning**

Education groups will be instructed of the Emergency Evacuation Plan upon arrival of each site, should the need to evacuate the premises arise.

### **Excursion Documents**

The Museum Education Officer will supply a museum evacuation diagram, excursion risk assessment, public liability certificate of currency and any other documents required when booking confirmation is completed.

### **Bus access/parking**

Bus drop off and pick up points are to be arranged with the bus company you hire for your excursion.

Minibus parking is available behind the museum, beside the Historical Society garage.

Limited private car parking space is available within the museum carpark.

There is parking directly at the front of Hall's Cottage.

