

Melbourne 2023

Pre-visit teacher information



Meeting Point

Observatory House, via the **Education Entry, Birdwood Ave, South Yarra, opposite Shrine of Remembrance**. Bus parking is along Birdwood Ave. Please do not use Jardin Tan Café as a congregation point.

On Arrival

To assist us in the efficient and timely delivery of learning programs, please arrive 15 minutes prior to the scheduled program. Late arrival will reduce the length of your program, as the program will finish at the allocated time.

Cancellations

Cancellation of a program must be made at least 3 business days prior to the booked program. If not, a cancellation fee of \$270 per class will be invoiced to the school. The fee does not apply in the circumstances of extreme weather, RBGV cancellations or if the booking can be rescheduled. All other cancellations will incur a \$50 administration fee.

Weather

Education sessions may not operate in extreme or dangerous weather conditions e.g. temperatures over 35°C, very high winds, lightning, hail or when the air quality is classed as hazardous. We reserve the right to postpone or alter education sessions due to extreme weather.

What to wear

We are an outdoor venue, so please be prepared for the weather conditions anticipated for the day. Students need to be dressed appropriately for outdoor activities, sun hats and sunscreen during warm weather conditions and wet weather clothing if necessary.

Rubbish

Please take rubbish away with you and use the compost bucket provided for worm food.

First Aid

It is essential that the visiting school have up to date student medical information and carry a complete first aid kit. It is the responsibility of the school and accompanying teachers to provide first aid treatment to students.

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Parent Participation

The Learning team at RBGV Melbourne welcomes and values parent participation in our programs. We value partnerships with families and recognise families are the primary influence on children's learning and development. Your interactions and shared conversations are vitally important to children's learning (The Vic Early Years Learning and Development Framework 2016)

Behaviour Management

While specialist RBGV Learning Facilitators have the technical knowledge and expertise to facilitate your program, the visiting teachers have Primary Duty of Care for the behaviour management, safety and welfare of the students.

Aboriginal Cultural Programs

RBGV is committed to creating an environment that respects, recognises and celebrates Koorie history and cultural identity, which is reflected in the Aboriginal cultural programs that we offer. When undertaking one of these programs with our Aboriginal staff, please ensure that your teachers and parents/helpers have a general understanding of local Koorie culture and cross-cultural protocols. We encourage you to read the following Vic State Government link regarding preparing to teach Aboriginal programs:

<https://www.education.vic.gov.au/school/teachers/teachingresources/multicultural/Pages/kooriculture.aspx>

We are currently assessing the role and purpose of smoking ceremonies in our RBGV learning programs.

Whilst every program includes an acknowledgement of Country, we cannot guarantee that a smoking ceremony will be performed on the day of your program.

The Ian Potter Foundation Children's Garden

Some programs spend significant time in the Children's Garden while others do not. Schools having booked a program may spend further time in the Children's Garden outside the program time, **as supervised groups of up to 10 students per adult on the days it is open to the public (Wed-Fri)**. This needs to be booked with the Learning Office.

Photos

If you are participating in an Aboriginal Cultural Program, please refrain from taking photos or filming the acknowledgement ceremony. This is a special experience that we encourage you to be fully present for. For all other photos of people on the program please request permission from the RBGV staff member beforehand.

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Mobile Phones

Please limit to emergency calls only and keep phone on vibrate mode.

Care for the Gardens

Please help us protect the Gardens by observing the Royal Botanic Gardens Regulations. rbg.vic.gov.au/about-us/act-regulations/

Checklist of essentials for students to bring:

- Waste free packed lunch or snack, water bottle
- Please ensure lunches/snacks are stored in secure & sealed containers, birds will take/eat food that is accessible
- Appropriate clothing: comfortable shoes, sun hat & sun screen or wet weather gear

Checklist of essentials for teachers to bring:

- First aid kit
- RBGV is committed to promoting and practicing sustainability principles, so we highly recommend bringing in zero packaging and non-renewable waste.

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