

# EDUCATION @ GLASSHOUSE

## PLANNING YOUR VISIT

In an effort to make the most of your time at the Glasshouse, please consider this information before and during your visit.

### GENERAL

#### TEACHER & STUDENT RESPONSIBILITY

Prior to attending the Glasshouse, we recommend that you discuss behaviour and expectations with students.

A supervising adult must accompany students throughout any visit, tour, or performance to actively monitor and manage student behaviour.

#### BUS DROP OFF

There are three bus drop-off points located within 250 metres of the Glasshouse. These are located at Hay Street (in front of Rydges), Horton Street (Town Green end) and Clarence Street (in front of the Glasshouse). These are drop-off points only and are not available for long-term parking. Bus companies can contact Port Macquarie-Hastings Council to enquire about long-term parking for bus services.

#### ARRIVAL

Make sure you arrive at least 30 minutes prior to your scheduled start time. Delayed arrival makes it difficult to get everyone in and to start on time. This may also affect other performances due to run later in the day.

At the completion, please wait for instructions from Glasshouse Staff. They will allow schools to exist in a staggered approach.

#### NO FOOD OR DRINK

Food, drink and chewing gum are not permitted in the Gallery, Theatre or Studio.

#### TOILETS

The Glasshouse toilets are accessible for use by members of the public. To ensure the safety of children please ensure they are accompanied at all times when using the facilities at the Glasshouse.

#### RUNNING LATE FOR A PERFORMANCE

Please call the Glasshouse Box Office on (02) 6581 8888 to notify us if you are running late.

### IN THE GALLERY

#### ON ARRIVAL

Teachers should notify the Customer Service Team of their arrival, for all guided tours, workshops, and visits.

#### DO NOT TOUCH ARTWORKS

Due to the unique quality and fragility of the works of art, students and teachers must take care not to touch. The Glasshouse guide will discuss the artworks, and why it is so important that they remain untouched. Students should remain at least 1 metre away from the works of art.

#### PHOTOGRAPHY AND FILMING

Photography is allowed in the gallery unless specified otherwise on arrival.

#### SKETCHING MATERIAL

Only pencils and sketchpads or clipboards are allowed to be used in the gallery space.

### IN THE THEATRE AND STUDIO

#### ON ARRIVAL

On arrival, teachers should approach the Glasshouse Staff outside the building for instructions. Please line up outside the building until directed to enter.

If Glasshouse staff not outside, Teachers should notify the Customer Service Team of their arrival for further instructions.

#### TICKETS

Glasshouse staff will have your allocated seats mapped out or an attendance list printed. Therefore, there is no need to issue students with tickets.

#### SEATING

Ushers will seat school groups one at a time as instructed by the Front of House Manager. Please follow Glasshouse Staffs instructions

Climbing or putting feet on seats is not permitted. Teachers and students are not permitted to sit or stand in an aisle or doorway, as this poses a safety risk in the event of an evacuation.

#### BAGS AND BELONGINGS

The Glasshouse does not have security facilities to accommodate large numbers of school bags. It is requested that all large bags be left at school or secured on coaches. Please note that while exercising every care, we cannot take responsibility for the security of any baggage. If you must bring bags, please notify us of this prior to arrival.

#### LATECOMER LOCKOUT PERIOD

Students and Teachers should be aware that there might be a latecomer lockout period, in which access back into the theatre may be delayed at the request of the production company. Ushers will allow entry when there is a suitable break in the performance.

#### PHOTOGRAPHS AND FILMING

Taking photographs and video during a performance is NOT permitted, unless otherwise advised by the Glasshouse. If permitted, the Glasshouse will provide clear signage to communicate this.

#### TALKING OR DISRUPTIVE BEHAVIOUR

Please show consideration for everyone else and resist the urge to talk during the performance.

#### POST SHOW Q&A's

A number of Glasshouse Education Performances will provide a post-show Q&A with the cast, Producer and/or Director. A Q&A provides a valuable insight into a production, the creative process and life on tour for cast and crew. Schools are encouraged to stay and participate. Most Q&A's will run for 15 – 20 minutes, so please notify your bus supplier of your extended timeframe. It is suggested that a school group prepare questions in advance of participating in a Q&A.

### MORE INFORMATION

#### RELAXED PERFORMANCES

The Glasshouse will work with Producers to offer "Relaxed Performances" where possible. It is all about communicating with us in advance so we can have the appropriate conversations with the touring company. Relaxed Performances may include: \*House lights up 20% so it's not too dark, \*Reduced level of sound - kids can bring their headphones to reduce noise if required, \*Special attention from Ushers to assist Carers, The Level 2 Foyer can be used as a "Chill Out Space" for those who feel overwhelmed or to take a break. \*The "Crying Room" can be used for students who feel overwhelmed, but do not want to miss any part of the show (the stage is visible with audio loop to room), \*AUSLAN interpreted performances could be arranged (advance notice is required to allow an AUSLAN Interpreter to familiarise themselves with the production), \*Tactile Tours may be available. (#please enquire well in advance. If a child is sight impaired, a tactile tour of some elements of the set, props or costume before the production starts can greatly enhance their experience.)

#### EXCURSION RISK MANAGEMENT

To assist teachers in preparing their own risk assessments we have prepared a Glasshouse Venue & Safety Information Sheet. This document answers all questions required by the Department of Education and Training can be downloaded from our website.

#### RESOURCES

Resources are available to download from the Glasshouse website to assist you with your visit. Where available, these include worksheets, activities and Education Kits.

#### EDUCATION PROGRAM BRAINS TRUST - THEATRE

Would you like to be more involved in the Glasshouse's Education Theatre Season? Sign up to be a part of our EDU Brains Trust. From time to time, we will make contact to get your options and feedback. The aim is to give you more performances and engagement experiences that compliment your teaching. It also enables us to better understand any barriers to participation, as we know our regional schools have many competing priorities, and accessibility considerations around travel, show times, people resources and funding.

Contact us on (02) 6581 8888 or [education@glasshouse.org.au](mailto:education@glasshouse.org.au)