

EXCURSION CHECKLIST

THE ROYAL BOTANIC GARDEN, SYDNEY

- ALLERGIES** – Don't forget the allergy management plans for students with known allergies.
- BAG STORAGE** – We have bag storage available at the Education Centre for your students so that they can be comfortable during the excursion.
- BUSES** – The safest drop off and pick up location for your students is at the Woolloomooloo Gate on Mrs Macquaries Road. Metered bus parking is available further down Mrs Macquaries Road. It's also a good idea to check in with your bus driver before the excursion to make sure they know the location and the program start time.
- DUTY OF CARE** – Make the most out of your excursion by keeping students safe and supervised. A ratio of 1:30 (or 1:25 for early childhood) is the Garden's requirement. As the responsibility for students remains with the teacher/school, you may want to bring more.
- FIRST AID** – To ensure you have everything covered for your students' needs, we suggest; sunscreen, insect repellent, insect bite cream, adhesive and compression bandages, tissue and antiseptic cream. The Gardens do not keep asthma puffers, EpiPens or other medications on site, so make sure you are prepared.
- LUNCH** – The Gardens are perfect for picnics and bringing a packed lunch is the best way for you and your students to maximise your time here. Please see our 'Lunch in the Gardens' notes for a fun pre excursion activity to discuss with your students.
- MAPS** – Help your fellow teachers out by making sure everyone is prepared with maps and knows the location of the Education Centre for the excursion.
- PROGRAM SCHEDULE** – Your lesson is packed with activities for your students to enjoy. Arriving 30 minutes before your program will allow your students time to have a snack, use the bathrooms and store their bags.
- RUNNING LATE** – Please call The Royal Botanic Gardens on 02 9231 8134. We're happy to help!
- STUDENTS** – We find that students get the most out of their excursion if they have done some relevant pre-work and have gone over the logistics with you before they go.
- WEATHER** – At the Gardens there's no such thing as bad weather! Our excursions go ahead in all weather and bringing appropriate accessories such as closed shoes, hats, raincoats or umbrellas will make sure that you and your students are comfortable and safe during the excursion. Please give us a call if you have any questions about weather contingencies.
- WELCOME!** - Thank you for booking with The Royal Botanic Gardens Sydney. We look forward to hosting your excursion at the Gardens!

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