

# INFORMATION FOR SPARKLAB SCHOOL AND GROUP VISITS

## PLANNING YOUR VISIT

### BOOKING YOUR VISIT

Bookings are essential for all schools and groups.

If your visit includes Queensland Museum exhibitions or School Programs please also read [Planning Your School or Group Visit to Queensland Museum](#) at [www.qm.qld.gov.au](http://www.qm.qld.gov.au).

We encourage you to make group bookings as early as possible, as often *SparkLab* can be booked to capacity at peak times (final months of each semester).

### SESSION TIMES

*SparkLab* has set session times for schools, groups and general public. All school and children's groups move through *SparkLab* within a 1.5 hour visit.

Session times available for school group visits (QLD school terms) are:

10am – 11:30am  
11am – 12:30pm  
12pm – 1:30pm  
1pm – 2:30pm

Please arrive 20min prior to your start time to take care of registration, cloaking, payment paperwork and toilet needs.

Children's groups can select from these times or session times later in the day.

### Special arrangements

If the session times do not meet your needs because of travel time or other program commitments, please discuss your needs with our Booking Officer (+61 (0) 7 3840 7608) or make a note on your Booking Form. We recommend booking your visit a semester in advance if you need to make special arrangements.

### GROUP SIZE

Minimum group size required to receive the group rate is 10 paying people.

Maximum group size per session time is 124 people, which includes adults AND children. Groups of more than 124 may be split into smaller groups and booked into separate session times.

### COST

*SparkLab* is a charged exhibition for which you will be invoiced.

Exhibition charges DO NOT incur GST. This group rate is available to pre-booked schools and children's groups only.

Students and children's group members (booked): \$9 (GST free and invoiced)

### Supervisors

Adult/child ratio

	1 adult free for every paying child	
Number of children	Prep	3
	Primary	5
	Years 7–10	10
	Years 11–12	15

Additional adults will be charged at \$13.50 per adult.

Children under 5 years are free of charge.

### GETTING HERE

*SparkLab* is located on Level 1 of Queensland Museum. The Museum is on the corner of Grey and Melbourne Streets, within the South Bank Cultural Precinct.

#### By bus

Set down in Grey Street outside ENERGEX Playasaurus Place, Stanley Street Tunnel or Stanley Place. Bus parking is located along Montague Road.

#### By train

Get off at South Brisbane station and cross the road at the Grey and Melbourne Streets intersection.

#### By car

There is a public car park directly below the Museum. Enter via the Stanley Street tunnel.

The car park is pay on entry.

You'll find more information about the museum location, with instructions on getting here by public transportation, car, and on foot in the [Museum Location](#) webpage.

### ARRIVING

Please arrive at least 20 minutes before your session start time to take care of registration, cloaking, and toilet needs.

Enter through the Museum's Grey Street entrance (ENERGEX Playasaurus Place, Level 0). Make contact with the Visitor Services Officer at the Museum entrance. They will confirm the details of your visit, attend to your cloaking, discuss your itinerary and handle any invoicing paperwork.

Schools and groups will then be directed to *SparkLab* on Level 1.

If you are visiting *SparkLab* first, then continuing into the Museum, please check in with Visitor Services staff as you enter the Museum for a welcome and further information.

### CLOAKING

Please do not bring school bags unless absolutely necessary.

Lunches, small eskies and bags can be stored in the bag store trolleys located on Level 0 of the Museum.

Our staff will help with your storage and retrieval. No responsibility will be taken for loss of valuables.

## AROUND THE MUSEUM

### SUPERVISION OF STUDENTS/CHILDREN

Group supervisors are responsible for the supervision of students and children while in the Museum and *SparkLab* and should remain with their students at all times.

Please allow only small, supervised groups of students into the Museum shop.

#### Moving around *SparkLab*

Schools will move through the *SparkLab* exhibition for a 1.5 hour hands-on experience. There are three zones within the exhibition, as well as programming experiences. Schools and groups can spread out within the exhibition and move through the zones in any order and at their leisure.

An itinerary will be sent to you prior to your visit. Please follow the times on your itinerary.

We encourage Primary Teachers to divide your students into small groups with an adult allocated for each group. As the students explore the exhibits, the adult can model the learning process, such as reading out the text, asking open-ended questions, testing out ideas, communicating their observations, making changes to what they are testing, and sharing possible explanations.

### LUNCH AND REFRESHMENTS

You are welcome to bring morning or afternoon tea or lunch and eat in ENERGEX Playasaurus Place (under cover), along Melbourne Street (grassed area near the water feature) or along the river bank.

You cannot eat or drink inside *SparkLab* and the Museum unless you have specific medical needs.

School and group lunch packages are also available from Queensland Museum's Café Muse; these can be booked through our online booking form, or to add on to an existing booking please phone the Bookings Officer on (07) 3840 7608.

Large school groups also have the option of booking the Café's terrace as a lunch space.

### TOILETS

On your arrival, toilets are available at the entrance on Level 0. During your visit, toilets are located in *SparkLab* Level 1.

### VISITORS WITH INDIVIDUAL NEEDS

We aim to provide equitable access to all visitors.

There is easy lift access to *SparkLab* from the car park and for bus and taxi passengers from Grey Street.

All entrances and areas are wheelchair accessible.

Disabled toilet facilities are located in *SparkLab*, and in the Museum on Levels 0 and 2.

Exhibit and program experiences within *SparkLab* have been designed to support accessibility for all visitors.

For more information see information for visitors with individual needs or phone the Booking Officer on +61 (0) 7 3840 7608 to request further assistance.

### RISK ASSESSMENT

Download our [Risk Assessment](#) for schools and groups at [www.qm.qld.gov.au](http://www.qm.qld.gov.au).

### TEACHER AND SUPERVISOR FREE VISIT

Teachers and supervisors are invited to have a preview of the exhibition prior to their visit, for planning preparation and to make the most of their group's learning experience. Contact the Bookings Officer by email [education@qm.qld.gov.au](mailto:education@qm.qld.gov.au) or phone (07) 3840 7608 for more information and to arrange your free entry.

### RESOURCES

Resources including an Exhibition Guide and curriculum links for Prep–Year 8 are available at [www.sparklab.qm.qld.gov.au](http://www.sparklab.qm.qld.gov.au).

### PLANNING CHECKLIST

- Complete risk assessment
- Order your lunch packs – send order forms to [qmevents@freshcatering.com.au](mailto:qmevents@freshcatering.com.au)
- Check out QM resources at [www.sparklab.qm.qld.gov.au](http://www.sparklab.qm.qld.gov.au)
- Print materials you may need