



COWRA REGIONAL ART GALLERY

School Group Booking Form

Cowra Regional Art Gallery | 77 Darling Street Cowra NSW 2794 | Phone: 02 6340 2190

Return this form by email to: cowraartgallery@cowra.nsw.gov.au

Group numbers are limited and subject to change. A maximum limit of 20 students is permitted in the Gallery at any one time. There must be a teacher/student ratio of 1:10 if possible. Groups over 20 must be discussed with Gallery staff prior to completing this form. *The Nguluway Room*, adjacent to the Gallery, may be available as part of the visit for an activity, if requested. *Please discuss further with Gallery Staff when booking your school visit.*

Important information: The Gallery has a responsibility to protect the art works under its care during an exhibition. It is the Teacher/Group Leader's responsibility when in the Gallery to supervise, oversee the general behaviour of students and intervene when necessary.

Teacher Contact details:

Title (please circle): Mr / Mrs / Miss / Ms Date: _____

Contact Name: _____ Contact Surname: _____

School: _____

Postal address: _____

Town: _____ State: _____ Post Code: _____

School Phone: _____

Teacher Mobile: _____

Email: _____

Excursion details:

Date of visit: _____

Arrival: _____

Departure: _____

No of students: _____ No. of Teacher/supervisors: _____

Booking Type: Self-Guided Visit: Staff Guided Visit: Please check with Gallery Staff

Focus of Visit: _____

Fee: Free admission however a donation is appreciated

I/we acknowledge and understand the information provided including the **Information Guide** and **Venue Safety Information** and agree to the terms and conditions of the Cowra Regional Art Gallery's code of conduct.

Teacher Signature: _____

Date: _____

Teacher Name

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Resource and Information Guide

This *Teachers Resource and Information Guide* aims to help teachers prepare for their visit to the Cowra Regional Art Gallery. We understand that for many students this might be their first visit to an art gallery and we want this to be an enjoyable, enlightening and memorable experience and a hassle-free visit for teachers. Please read the following information in preparation and do not hesitate to contact the Gallery if you require any further information.

1. GALLERY CODE OF CONDUCT

Please ensure that the students and accompanying adults are aware of this Code of Conduct precautions prior to coming to the Gallery.

- 1.1 **Supervisors** A supervisor must accompany the group members **at all times** during a visit to the Gallery. Unlike museums, artworks are often on open display. Whilst staff members are usually available to assist and trained in managing groups it is the **supervisor's responsibility** to oversee the group visit.
- 1.2 **Do Not Touch the Artworks**
Touching causes dirt and natural oils from a person's hand to damage the art.
- 1.3 **No Food or Drinks**
Food and drinks are not allowed in the Gallery exhibition space. As well as direct damage, vermin prove a constant hazard to artworks. Groups bringing in packed lunches can deposit them at the reception desk with Gallery Staff. Exceptions will be made for medical reasons, please advise staff on arrival.
- 1.4 **Photography**
Photography in the Gallery is permitted on a case by case basis. Some exhibitions may have a No Photography policy as stipulated by the agreement with the touring provider. Other exhibitions may allow photography for personal or education use. Cowra Regional Art Gallery is committed to upholding the Moral Rights of artists in relation to the *Copyright Act 1968* (Cth), so please check with the Gallery the permission allowed for the exhibition you are planning to visit.

2. PRE-VISIT PREPARATION

The following are a few suggestions to enhance your schools visit to the Gallery

- 2.1 If possible, the supervisor should visit the Gallery prior to the excursion to become familiar with the Gallery. This will enable viewing of current exhibitions, layout and facilities available in the Gallery. As we have an active exhibition program, displays are constantly changing so please ensure you know what will be on show for your group visit. This information is available from the Reception desk or from Gallery Staff by email cowraartgallery@cowra.nsw.gov.au at the time of booking prior to your visit.
- 2.2 When you visit you may wish to address a few select works, or a theme for your trip such as photography, drawing or portraiture.
- 2.3 Students will be expected to behave in a manner very similar to that in the classroom and should be made aware that this is a public building with many other visitors. The teacher/group leader is ultimately responsible for the behaviour of members of their group. However, we emphasise that we want this to be an enjoyable, enlightening and memorable experience for the student that will encourage them to return.

3. ON THE DAY

- 3.1.1 Allow sufficient travelling time as tours are scheduled for specific time slots with staff members. If a group arrives late it will may have to finish at the scheduled time. Organise the students into groups of 10 students per teacher before arriving as this will save time once you get to the Gallery. This will allow maximum time for the tour and/or art activity briefing. Gallery staff will orientate the group. Please discuss with Gallery staff prior to your visit.
- 3.1.2 **Parking** - There are “temporary parking” areas on Darling Street (near and opposite the Peace Bell) for coaches to unload groups and collect groups from the Gallery. There is also ample parking for cars and small coaches in the carpark next to the Gallery.
- 3.1.3 **Accessibility** - Cowra Regional Art Gallery is fully accessible for all visitors, with sloped access to the building and disabled toilets.
- 3.1.4 **On Arrival** - Please report to the Reception desk, situated at the Gallery entrance, to register your group. A staff member will meet your group there, sign you in and provide a group orientation.
- 3.1.5 **Bags** - It is advisable to leave bags at school or on the bus. Please ensure that your students have all they need with them (including medication) before they enter the Gallery.
- 3.1.6 **Lunch Area** - The Gallery does not have an allocated area for eating, however the Nguluway Room can be booked (if available) by the Gallery if this is required. There are grassy shaded areas between the footpath and road next to the Gallery where small groups can sit outside. These areas are not suitable for large groups or young children due to proximity to the road.

4. DURING YOUR VISIT

LOOKING AT AND TALKING ABOUT ART!!!

You may wish to start your visit with a short talk about the Gallery or exhibition; this can be facilitated by a member of staff through prior arrangement or delivered by the teachers themselves.

- 4.1 We encourage debate and conversation in the Gallery amongst students, while being mindful of other visitors in the area. Here are some example questions to engage the students in discussion.
 - i) What can you see?
 - ii) How do you respond to the work?
 - iii) What do you like or dislike about the work?
 - iv) What do you think the artist wanted to represent in this artwork?
 - v) What is it made from? Why do you think the artist has used these materials?
 - vi) How has the artist used colour?
 - vii) How is it similar or different to other works nearby in this Gallery?
- 4.2 Use the **artwork's label** to help guide the student's looking. The artwork's title, year it was made, and material can all contribute to a meaningful conversation about the piece. Perhaps relate the artwork to something they are already familiar with and therefore can relate to, this could link in with previous classroom activities.
- 4.3 Encourage all **student comments** within discussions; there is no 'wrong' when looking at art. Student's confidence in looking and interpreting the art needs to be encouraged. Get them to question what they think and see. If they talk about a painting having a certain

mood, feeling or apparent narrative, ask them to question what they can see that makes them say that. Therefore, they learn to back up their opinions with visual evidence.

- 4.4** Discuss with the students how they can find answers to their questions about the exhibition and its exhibits, such as in text panels, labels and handouts.
- 4.5** **Put yourself in the artist's shoes:** what were they thinking and trying to do? What were the ideas and inspiration behind their work? When and where did they live? Were they rich, poor, happy, sad? Was the artist privileged or marginalised? Did they have concerns or aspirations? Artworks can reflect the society, lifestyle, region, social, environmental and political environment that the artist lives in, and much, much more.
- 4.6** Some artwork can just be aesthetically pleasing, and can be appreciated for its colour, pattern, brush marks, tone, texture or scale.
- 4.7** Artworks with recognisable subjects such as landscapes, creatures or people are a great starting point for **storytelling, poem or story writing and drama role-plays**. Think about where the scene is located, who is in the image and why? What are they doing? Get the pupils to think about the feelings, emotions and moods the artwork provokes in them and discuss it with their classmates.
- 4.8** Students that have already begun to explore a theme or artist prior to the visit can then relate to the exhibition and displays at a more meaningful level. For future reference, take note about what excites the students when in the Gallery.
- 4.9** Students of all ages can gain and develop many skills through a visit to Cowra Regional Art Gallery. Here are a few we have identified:
- i) Confidence and familiarity of being in a Gallery environment
 - ii) Observational skills
 - iii) Learning to verbally communicate about something visual
 - iv) Becoming familiar with different art forms: painting, drawing, prints, photography, sculpture
 - v) Investigating different materials and media
 - vi) An ability to compare and contrast different artworks
 - vii) Confidence in discussing what they think of an artwork
 - viii) Learning to investigate an artwork
 - ix) Development of language and descriptive skills
 - x) An awareness of artists, their methods, mediums and contemporary practice
 - xi) Development of presentation and discussion skills
 - xii) Practical visual art skills including sketching
 - xiii) Encourage pupils to think in visual terms both in representational image making and in looking
 - xiv) Research skills

5. CLASS ACTIVITIES IN THE GALLERY

In most circumstances older students may use journals or clipboards and pencils in the Gallery spaces for class projects only when supervised by a teacher at all times. Please note only pencils may be used within the Gallery. Younger students can work in the Gallery Nguluway Room, if available. Please discuss further with Gallery Staff when booking your school visit.

6. POST VISIT

- 6.1 Look for opportunities to continue learning after the visit. Hold a discussion back at school or give students a post-visit exercise. This provides them with an opportunity to further explore what they saw at the Gallery through research or their own art practice.
- 6.2 The experience of their visit and their findings can be used across the curriculum, not only through Art, Design, Music, Drama (CAPA), Mathematics, English, HSIE and STEM lessons.
- 6.3 Keep a look out for forthcoming events and workshops at Cowra Regional Art Gallery, including regular artists' talks which may be available from the Gallery website or social channels. These can help students understand artists' professional practice.

7. GENERAL INFORMATION

- 7.1 **Emergency Evacuation** - Gallery staff will be on duty during the period of your excursion.
 - 7.1.1 If the evacuation alarm is sounded, the teacher responsible for the school group should keep their group together and follow the instructions from Gallery staff. All groups will be evacuated by the safest possible exit to a nominated assembly area. This is the responsibility of, and is managed by, Gallery staff. It is the Teacher's responsibility to respond to the instructions from Gallery staff.
- 7.2 Government-owned buildings and premises such as the Gallery are insured by Risk Cover and therefore comply with the Public Liability insurance requirements of the Department of Education's excursion policy. A copy of the Gallery's Certificate of Currency is available on request.
- 7.3 This guide is only an outline for a group visit and will vary from group to group. The aim is to enable teachers and students to derive the most from a meaningful and exciting visit to Cowra Regional Art Gallery.

Enjoy Your Visit!

Cowra Regional Art Gallery

77 Darling Street, COWRA NSW 2794

Open Tuesday to Saturday 10am to 4pm Sunday 10am to 2pm

Phone: (02) 6340 2190

Email: cowraartgallery@cowra.nsw.gov.au

Gallery Director, Cassandra Hard Lawrie

Gallery Administration Officer, Jacqueline Perry