

History House Museum - Excursion / Incursion Plan

History House Museum
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Website: <https://library.armadale.wa.gov.au/museum-programs>
Contact: Museum Education Officer

Introduction

History House Museum in Armadale offers three program categories which are *At the Museum* (excursions), *In the Classroom* (incursions) and a *Museum in a Box* resource. These programs reflect the West Australian Curriculum, particularly the History and Social Science (HASS) learning area. Programs can also be tailored to suit or include the needs of other learning areas or special needs upon request.

At the Museum - Excursions

Environment

History House Museum is located in the Minnowarra Historical Precinct in Armadale, Western Australia. Minnowarra Park, immediately adjacent to the precinct, has a small lake and well-kept open park grounds.

The historical precinct comprises three buildings, including History House Museum, the historic Old School Building and the Minnowarra Chapel. Groups can eat morning tea or lunch at Minnowarra Park or in the courtyard between the buildings, shaded by a large Chinese elm tree. In the case of wet weather there is a rotunda in the park, or the Old School Building or Chapel can be used.



Please advise the Museum when booking your excursion if you have any students with special needs so that we can maximise the enjoyment of their visit.

Transport

Transport is the responsibility of the school. Bus parking is available on Jull Street in front of the Information Centre (opposite MacDonald's) and then it is an approximately 5-minute walk along Jull Street to History House Museum. Groups can disembark from the bus at the front of the Museum, on Church Ave beside the museum or at the Administration building, but there is no parking available in those spots.

Student Capacity

History House Museum mainly caters for audiences from primary school, though some middle and high school classes are catered for with programs specifically linking to World War 1 and 2 stories.

Due to the size of the Museum and staff limitations, there are limits to the number of students, therefore the following applies:

64 students [2 classes] per day

32 students for a single program

Museum tours and the relevant education programs may be conducted at History House Museum, the Old School Building, the Bert Tyler Vintage Machinery Museum or the Minnowarra Chapel.

Supervisor/Supervisory Team

It is the school's responsibility to provide sufficient supervisory staff for excursions to History House Museum. The school supervisory staff must accompany students throughout the excursion to actively monitor behaviour and intervene when necessary.

History House Museum staff will lead, demonstrate and present activities but are not responsible for the supervision of students.

Please be advised that members of the public may be visiting the museum at the same time as your school, so we appreciate that students behave in a manner that does not interfere with enjoyment of others.

External Provider Information

Clearances

History House Museum education staff will have current Working with Children Checks.

Accreditations and Qualifications

History House Museum education staff are professional educators or have extensive experience in presenting educational programs.

Public Liability Insurance

History House Museum is covered by the City of Armadale's Public Liability Insurance Policy. Our Public Liability Certificate of Currency documents are available upon request.

Identification

Identification of students remains the responsibility of the school. It can be helpful to Museum staff if students and supervisory teachers/parents wear a name badge.

History House Museum staff will wear City of Armadale name badges.

Communication Strategies

In emergencies teachers may use the phone in the History House office. Teachers are encouraged to bring with them a mobile phone that they can be contacted on and can use during their museum visit if necessary. Limited use of mobile phones is appreciated.

Emergency Response Plan

The Museum has a documented Emergency Response Plan. In the event of an emergency, it is essential that all school visitors take directions from Museum Staff. If evacuation is necessary, all visitors need to calmly follow museum staff instructions to the assembly point. Teachers will need to do a roll call and immediately inform Museum staff if any students are missing.

Teachers can increase safety by ensuring they meet the minimum supervision requirements and ensuring students stay in their groups with their adult supervisors.

It is the responsibility of the school to provide basic first aid to the students. Our staff will assist if possible. It is recommended teachers have a list of Student names, contact numbers, medical information and relevant health information of supervisors.

Briefing Students and Supervisors

Visitors participating in one of our programs will be met by Museum Education staff at the Museum or Old School Building. The staff member will welcome and brief students on their arrival, outlining expected behaviour and the program.

In your Classroom – Incursions

Environment

The History House Museum's *In your Classroom* programs are designed to be presented in a classroom or similar space. The Education officer will discuss with you needs, such as access to a white board, internet, projector or outdoor/undercover areas for specific programs upon booking as this will be different for each program.

If there are two or more classes, please book a session for each class. This will allow a richer experience for each student. If there is only one time slot available for multiple classes, please ensure enough space, and understand that a more lecture style program will need to be delivered.

In your Classroom programs are designed to be sixty minutes in length, but can be modified to suit your schools time table requirements. If you are booking multiple sessions, please ensure each teacher is aware of their time slot and provide an itinerary to our Museum Education officer when confirming your booking.

Student Capacity

It remains the school's responsibility to ensure supervision for the students. Teachers/Supervisors are asked to remain actively involved in behaviour management of the class. Museum staff will lead the sessions but are not responsible for student supervision.

Identification & Clearance

History House Museum staff will wear City of Armadale name badges and have current Working With Children Checks that will be available for inspection.

Other Relevant Details

If any further information is required or you wish to discuss the content in more detail, please contact the Education Officer at museum@armadale.wa.gov.au or on (08) 9394 5419.

Museum in a Box

This free resource consists of a choice of loan boxes with themed items students and teachers can explore, interact and play with. These boxes are loaned out for two-week periods and will be delivered to and collected from City of Armadale schools only. Delivery and pickup are usually arranged for the Friday afternoons.

Schools beyond the City of Armadale boundaries may book them but will need to arrange to pick up and return of the boxes themselves.