Thank you for your interest in our museum! To help us understand your visit and advise you better, please complete this form and send it to [NHB\_CCMBC\_Programmes@nhb.gov.sg](mailto:NHB_NM_Schools@nhb.gov.sg) at least 5 weeks before your proposed visit. **Please note that this form is not a confirmation of booking and incomplete forms will not be processed. If you are visiting on multiple days, please submit a separate booking form for each day.**

|  |  |  |
| --- | --- | --- |
| **REFLECTIONS AT BUKIT CHANDU (RBC) SCHOOL BOOKING FORM** | | |
| Date(s) of Visit: | Time of Arrival: | |
| Name of School: | | |
| Contact Person: | Department: | |
| Contact No: | (O):       (HP): | |
| Email Address: |  | |
| Contact(s) of teacher(s) accompanying students:  (if different from above) | Name:  Hp: | Name:  Hp: |
| If any of your students require special attention, please indicate the number of students below and mark the applicable box(es) on the right:  No. of students requiring special attention: | ☐ ADHD ☐ Autistic Disorder  ☐ Learning disabilities ☐ Down Syndrome  ☐ Emotional disturbance  ☐ Health concerns:       *(Please specify)*  ☐ Others:       *(Please specify)* | |

**If you are engaging a tour agency or external vendor, please indicate their details here:**

|  |  |  |
| --- | --- | --- |
| Name of Agency: | Email: | |
| Contact Person: | DID: | Mobile: |

|  |  |  |
| --- | --- | --- |
| **DETAILS & PURPOSE OF VISIT** | | |
| Total number of teachers/parent volunteers/adults: | |  |
| **Total Number of Students & Educational Level:**  **☐ Pre-school**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **N1** | **N2** | **K1** | **K2** | **Total** | |  |  |  |  |  |   **☐ Primary**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **P1** | **P2** | **P3** | **P4** | **P5** | **P6** | **Total** | |  |  |  |  |  |  |  |     **☐ Secondary**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **S1** | **S2** | **S3** | **S4** | **S5** | **Total** | |  |  |  |  |  |  |   **☐ Junior College ☐ ITE ☐ Polytechnic ☐ University\*** *(\*Please mark accordingly)*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Total** | |  |  |  |  |  |   **☐ Others** (*Please specify level & age group*):  Level (please indicate all levels if more than one):  Age group (indicate age range if more than one):  **Nationality**  No. of students who are citizens/Permanent Residents:  No. of students who are non-citizens/non-Permanent Residents:  No. of accompanying adults (teacher/staff/parent) who are citizens/Permanent Residents:  No. of accompanying adults (teacher/staff/parent) who are non-citizens/non-Permanent Residents: | | |
| **Type of Visit** *(Please choose between A/B)* | | |
| 1. **Non-RBC Guided Visit**   *Visit that is not guided by RBC; could be guided by school staff or external vendors engaged by the school* | 1. **Free & Easy Unguided Visit**   *Visit that is not guided by RBC, school staff or external vendors (Self-directed learning)* | |
| ☐ RBC Resources  *Examples include:*   * Education booklets   ☐ Non - RBC Resources  *e.g. worksheets produced by schools or external vendors* ☐ Nil | ☐ RBC Resources  *Examples include:*   * Education booklets   ☐ Non - RBC Resources  *e.g. worksheets produced by schools or external vendors*  ☐ Nil | |
|  |  | |  |
| **Purpose** (Please √ one option): | |  |
| ☐Field-based Learning (Social Studies, Primary) | | ☐ Learning Journey for other subjects (e.g. National Education, CCE, Art, Literature):  *(Please specify*) |
| ☐Total Defence Day | | ☐ CCA Outing:  *(Please specify*) |
| ☐ Historical Investigation (History, Secondary) | | ☐ Post-examination Learning Journey |
| ☐ Others:  *(Please specify)* | |  |

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| --- | --- |
| **Gallery Admission** | **Admission Fees** |
| All students/ teachers/ staff   * From 100% Govt Schools *(Pri, Sec, ITE, JC, Polytechnic, NAFA & LaSalle)* * From Government-Aided Schools/Independent Local Schools *(e.g. Hwa Chong School Institution, Anglo-Chinese School, Singapore Sports School, SOTA)* * From Singapore Universities *(NTU, NUS, SMU, SUTD, SIT, SUSS, NIE)* * Who are Singapore Citizens or Permanent Residents of Singapore * 6 years old and below | Free  *\*Includes non-Citizen and non-Permanent Residents attending the school* |
| Non-Citizen and Non-Permanent Resident students, teachers and staff attending   * Private Schools *(e.g. Kaplan, SIM, MDIS, LaSalle International)* * Foreign Schools * International Schools | Concession fee of $4/pax for students  Standard adult fee of $5/pax for teachers and staff  *\*Fees not applicable for citizens and Permanent Residents attending the school* |

**Please note:**

1. Museum operating hours are 9:30am - 5:00pm. However, due to the size of the museum, we are only able to accept a maximum of 50 students and teachers per timeslot. Please check with the museum officer for more information at time of booking.
2. For capacity control and to ensure that your students and other visitors have a fruitful visit to the museum, the museum may propose an alternate time for your school to visit the museum. If no prior booking has been made or no confirmation is provided from the museum, your group will not be allowed to enter the galleries until a later time for capacity control reasons.
3. All cancellations or changes must be made in writing at least 5 working days in advance. A $50 administration fee will be levied for cancellations made less than 5 working days in advance or for no-shows.
4. Educators are advised to make a preparatory visit to the museum. This will allow you to plan the necessary logistics and be familiar with our location, galleries and facilities.

By signing this booking form, I accept and agree to all terms and conditions stated above.

Date:       Signature & School Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR OFFICIAL PURPOSE ONLY**

☐ Booking has been confirmed

Date of confirmation: