



QUEANBEYAN
MUSEUM

EDUCATION KIT

RESOURCES



RESOURCE

RESOURCE A:

School visit booking information

BOOKINGS

School visits are free of charge to the Queanbeyan Museum for both students and adults. You simply need to book via the museum's website.

SUPERVISION RATIOS

Students need to be supervised at all times while at the Queanbeyan Museum. Our recommended supervision ratio is:

- **1:2 for pre-school groups**
- **1:5 for years K-2**
- **1:10 for years 3-6**
- **1:20 for secondary school groups**
- **1:15 for tertiary or English language student groups.**
- **1:1 for students with additional needs**

We expect that visiting teachers and supervising parent/carers will keep students under appropriate supervision at all times. Organise your students into small groups prior to the visit and let them know this is the group they will be with. Each group needs either an adult or child 'envoy' who leads the group. We recommend 5 students per primary school group.

A booking confirmation will be provided by email once your booking is confirmed.

CANCELLATIONS

- As the museum makes special arrangements for your visit you must let it know if you cannot make your booking or if student numbers change.

PARKING

There is limited street parking for buses on Farrer Place and cars on Farrer Place between the Ladies Bowling Club and the museum. The museum can inform the highway patrol that the bus is parked there whilst students are on a school excursion.

WHEN YOU ARRIVE

- Please plan to arrive at least 15 minutes prior to your booked session, to allow time to use the toilets etc.
- When you arrive you will be met by a volunteer who will tell your group leader where to toilet and have a snack if necessary.
- A volunteer will brief the students about how to move around the museum and direct you to areas of the museum you intend to visit.
- Students are encouraged to take photos, video and/or audio to record their excursion. You will be advised of any areas where photography is not allowed.
- Teachers and supervising adults are required to stay with their groups at all times.
- Disciplining of students remains the responsibility of teachers and supervising adults accompanying the group.

CLOAKING, FOOD AND DRINK

It is recommended that students just bring a small carry bag with the essentials for the day. There is no bag storage available on site. The park, locally known as the Fire Engine Park, around the corner is probably the best space for large groups to have recess or lunch if you are coming for the day. There is undercover outdoor space in the museum for small groups but the children will have to sit on concrete.

ACCESS

- Please let us know when booking if your students have any additional needs or learning difficulties so we can plan to accommodate where possible during the visit.
- Prams and stroller cannot be used in the museum. Front baby carry packs and slings can be used in the museum.
- The Queanbeyan Museum is wheelchair and mobility vehicle friendly.

BEFORE YOUR VISIT

Teachers should review the venue and safety information at RESOURCE B. We also recommend teachers and group leaders familiarise themselves before their visit. Please contact Frances on 02 6238 1464 to organise a suitable time to visit the museum. You can also call the Museum on 02 6169 6213 during opening hours 1pm-4pm Saturdays and Sundays and/or email via the website or email QBNMuseum@yahoo.com.au

TIMETABLE THE MUSEUM VISIT

We recommend you discuss with the students exactly what they will be doing, including:

- how they will get to the Museum
- what time they will leave school
- what time they will arrive at the Museum
- what exhibition(s) they will see
- how long they will spend in each exhibition
- what activities they will be expected to complete at the Museum
- when breaks for recess and lunch will occur
- the names of all teachers and other accompanying adults who will be present on the excursion
- the children in their group
- what time they will leave the Museum
- what time they will arrive back at school.

PHOTOGRAPHY IN THE MUSEUM

Photography is welcome in Queanbeyan Museum. The school will need to manage publication of any photos taken by their group of students, teachers and accompanying adults (such as in social media) via their own policies. The museum will not take photos of the students without written permission from the school.

FAMILIARISE STUDENTS WITH MUSEUM SETTINGS

For younger students, or those who have never been to a museum, it will be helpful to prepare them for the visit. The Education Kit has some ideas for pre visit activities as well as a student evaluation for the post visit reflection.



RESOURCE

RESOURCE B:

Venue and safety information for school excursions

The Queanbeyan Museum makes every effort to provide a safe and comfortable environment for students and teachers to enjoy.

The museum is staffed exclusively by volunteers. Volunteers are present to help you organise the groups, talk about the museum, engage the children with questions and activities and to protect the collection. It is not expected that these volunteers will have unsupervised contact with children.

Teachers retain their duty of care to every student on the excursion.

Teachers and other adult supervisors are required to remain with the students and young children accompanying the group at all times and to actively supervise the students whether they are in a large or small group.

We strongly advise each group to adhere to the adult/student ratio recommended by the museum for each age bracket in our Booking Advice.

VENUE NAME: Queanbeyan Museum

ADDRESS: Police Sergeant's Residence, 10 Farrer Place, Queanbeyan 2620

PHONE: 02 6169 6213 during opening hours 1pm-4pm Saturdays and Sundays or leave a message or call Frances on 02 62381464

EMAIL: QBNMuseum@yahoo.com.au

WEB: <https://queanbeyanmuseum.org.au/>

APPLICABLE TO ALL SELF GUIDED OR GUIDED TOURS OF EXHIBITIONS FOR KINDERGARTEN TO YEAR 12		
POTENTIAL RISKS	CONTROL STRATEGIES	RESPONSIBILITY
Student bags	Students can only carry materials into the museum that they need to take notes with and/or document the visit eg pencils and clipboard/notepad; ipad or tablet; smartphone. Bags (especially back packs) are not allowed to be carried in the museum as spaces are tight. There is no suitable storage space.	Teachers, students
Baby carriers	There is insufficient room in the museum to manoeuvre a pram. Babies can be carried in a front sling.	Students Volunteers
Valuables	The supervising adults are responsible for any valuables the children carry into the museum (such as an ipad). Valuables carried by adults are their responsibility. Children, teachers and other adults should consider leaving extraneous valuables on the bus (if secure), their car, at home or school.	Parents/carers
Outside the Museum (traffic)	Teachers to closely supervise students outside the museum. Enforce and monitor bus/vehicle rules and behaviour. Supervise bus/vehicle boarding/exiting and walking in parking areas.	Teachers Parents/carers
Boarding/exiting bus/vehicles	Students to keep to the path. No students to enter the museum until all groups are accompanied and ready to proceed.	Teachers
Slipping on uneven paths or paths made slippery due to rain	Students to walk carefully and be mindful of their historic environment. Museum volunteers can advise teachers how to guide the group safely around the site, avoiding potential hazards. Important points about safety and safe conduct should be repeated by teachers throughout the visit to the site. Museum volunteers will check paths and entry ways of debris, trip or slip hazards and ensure during the initial briefing that the children understand to walk, not run and where to take special care if any floors are slippery or wet. Schools should ensure that all students and attendant adults wear appropriate covered shoes (eg. no crocs, sandals, high heels or thongs).	Students Teachers Volunteers Volunteers Teachers Parents/carers

APPLICABLE TO ALL SELF GUIDED OR GUIDED TOURS OF EXHIBITIONS FOR KINDERGARTEN TO YEAR 12		
POTENTIAL RISKS	CONTROL STRATEGIES	RESPONSIBILITY
Display cabinets and materials.	<p>Museum objects are on open and closed display within a series of rooms some of which are accessed via a narrow outdoor corridor. Many of the objects are tools for use in different environments such as the kitchen, hospital and blacksmith shop and so may be sharp or have uneven rough surfaces. They are not to be handled unless the museum volunteer invites the children to do so. It is especially important that spaces do not become crowded and that the children do not push or jostle each other (intentionally or otherwise). All students stay with their small group and within the recommended rotation pattern.</p> <p>Unhygienic, unsafe and/or potentially poisonous food stuff have been removed from the kitchen.</p> <p>There are no electrical or other cords as trip hazards. All electrical goods are tagged annually by the Council. The museum has child safe covers on power points.</p>	<p>Teachers Parents/carers Students Volunteers</p> <p>Volunteers</p> <p>Volunteers</p>
Photography	<p>Students and teachers are encouraged to take photographs during the excursion of anything they choose. Some of the museum activities in the Education Kit suggest that the children photograph objects so to include the image in electronic stories. Publication of pictures of people by students or accompanying adults, for example on social media will need to be managed by the school according to their own policies. The museum will take or not publish (via print or electronic means) any photographs of students or adults on an excursion without written permission by the school and this will be sought prior to the excursion.</p>	<p>Teachers Volunteers</p>
Access	<p>Access to and egress from the premises is safe and without risk to health. All areas of the museum are accessible by wheelchair including the entrance. There are no lifts or escalators in the building.</p>	
Supervision	<p>A generous group size restriction applies to all excursions. We will limit the number of students in each area of the museum at any one time recommending a rotation pattern. We strongly encourage teachers-in-charge to make museum volunteers aware in advance of students with special needs and/or any issues that could impact upon student welfare while at the museum.</p>	
Facilities	<p>There are two public toilets in the Museum. The Museum does not have a cafe, or space for students to eat within the Museum. Wheelchair friendly. A baby change table in the women's toilet</p>	
Emergency	<p>Volunteers are trained to deal with an emergency situation. The museum has clearly marked fire exits, complies with all Fire Control regulations and has emergency evacuation procedures in place.</p>	
First Aid	<p>Queanbeyan Museum does not have a designated First Aid Room although a first aid kit is available at the Museum. We have volunteers with formal first aid training but they may not be on duty. The museum has excellent telephone reception should a doctor or ambulance are needed to be called.</p>	
Child related employment	<p>Volunteers are required to undergo Working with Children Checks, however it is not expected that they have direct, unsupervised contact with children. This is the role of the paid teaching staff or the adults accompanying the children who are briefed about the school rules, protocols and expectations.</p>	
Equipment	<p>All equipment kept and used at the museum (non collection) is maintained and in good working order with safety features fully operational. With the exception of minor repairs the museum uses licensed personnel for construction and maintenance.</p>	
Public liability insurance	<p>The museum has Public liability Insurance to cover injury and damage. Check the limit</p>	
Food and water	<p>Students should bring water bottles and food to enjoy at a time reserved for this purpose in the excursion program. There is no provision for students to purchase food and drink on site or nearby.</p>	

RESOURCE C:

Temperance Hall



RESOURCE



RESOURCE D:

Playing Cards (Words)

ABOUT YOU



RESOURCE

*This reminds me
of a good story*

This makes me sad

*This is about my
family history*

This makes me happy

*This is like one of my
family heirlooms*

This frightens me



ABOUT YOU

This is valuable

This is clever

This is beautiful

This bores me

This is useful

This makes me feel brave

*I like to show
this to others visitors*

This fascinates me



ABOUT THE OBJECTS

small

large

ugly

beautiful

plastic

natural

useless

useful



ABOUT THE OBJECTS

delicate

cheap

expensive

mysterious

traditional

memorable

handmade

machine-made



ABOUT THE OBJECTS

old

new

hard

rough

metal

wooden

valuable

rare



ABOUT THE OBJECTS

shiny

dull

heroic

desirable

ancient

genuine

fabric

ceramic



ABOUT YOUR COMMUNITY

This has been in the
community for a long time

This is about an
important event

This is a story that
everyone knows

This is a story that
everyone should know

This shows how
important our town is

This is about an
important person

Not many people could
make this now

We could not survive
without this



RESOURCE E:

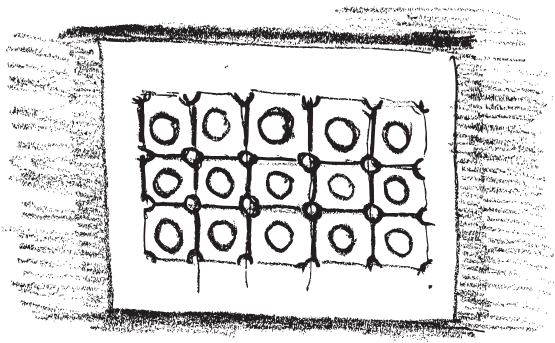
Playing Cards (Objects)



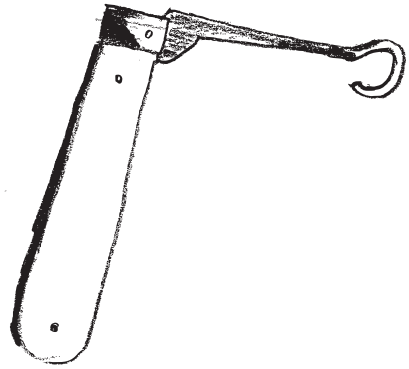
RESOURCE

KEY

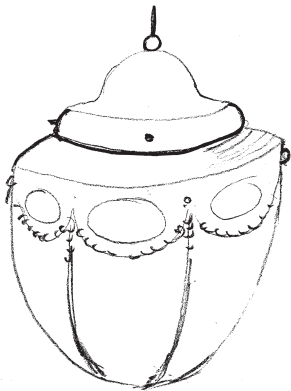
- | | |
|--|-----------------------------|
| 1. Window pattern | 21. Honey separator |
| 2. Glove button hook | 22. Ice cream churn |
| 3. Royal Hobart light | 23. Icebox |
| 4. Glass kerosene lamp | 24. Swagman water bag |
| 5. Cricket ball presented to MD Byrnes | 25. School uniform |
| 6. Wooden planer | 26. Hand turned mix master |
| 7. Embroidery of Russian flag WW2 | 27. Sago ceramic container |
| 8. Dayton computing scales | 28. Rota frig |
| 9. Bee keepers smoker | 29. Decorative stitching |
| 10. Post box | 30. Willow Brand food safe |
| 11. Stove top kettle | 31. Blacksmith bellows |
| 12. Butter churn | 32. Straight razor |
| 13. Handmade brick | 33. Piano candlesticks |
| 14. Temperance Hall ceiling rose | 34. Hospital scales |
| 15. Tick Tock watchmaker | 35. Laundry wringer |
| 16. School satchel | 36. Ceremonial trowel |
| 17. 1916 wall mounted telephone | 37. Balance scales |
| 18. Corona typewriter | 38. Both cabinet respirator |
| 19. Smoothing iron | 39. 1870 mantel dog |
| 20. Kitchen weighing scales | 40. Bradford mangle |



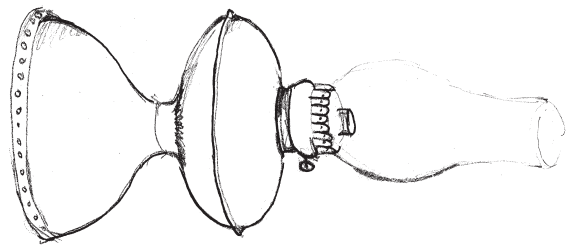
1



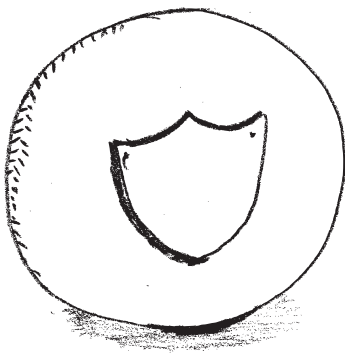
2



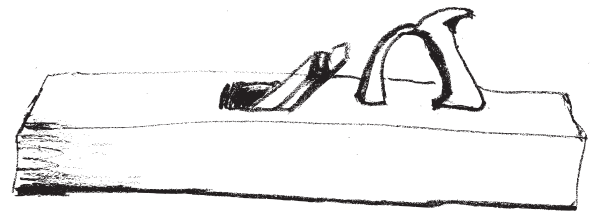
3



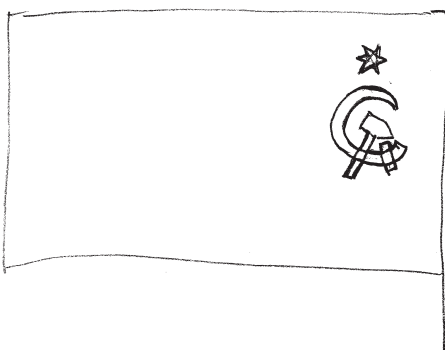
4



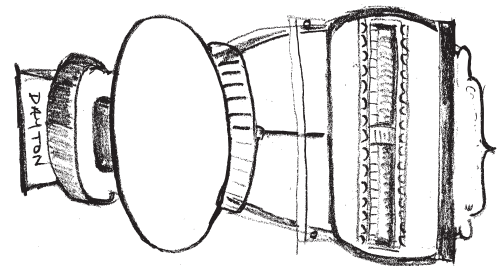
5



6

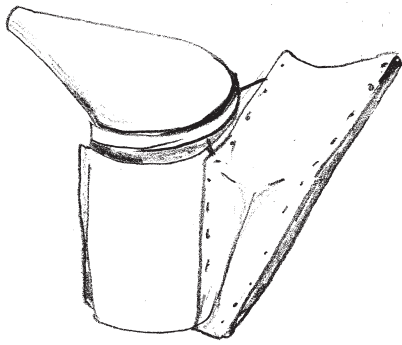


7

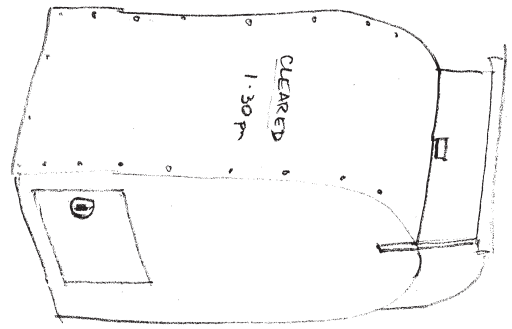


8

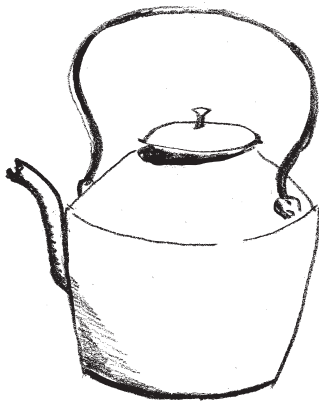




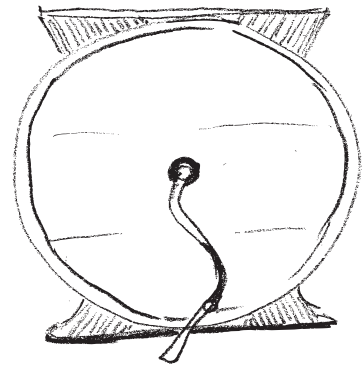
9



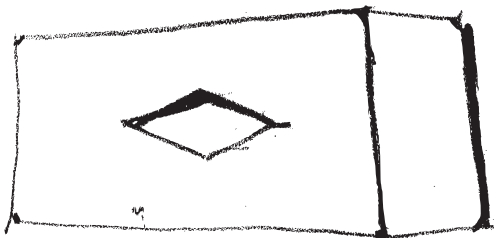
10



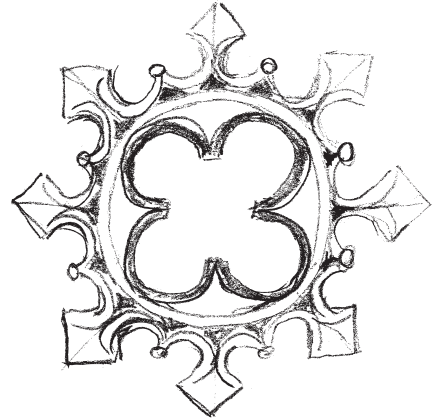
11



12



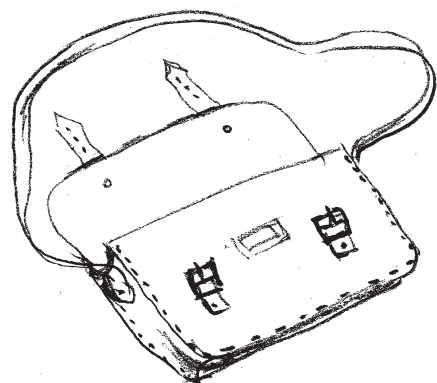
13



14

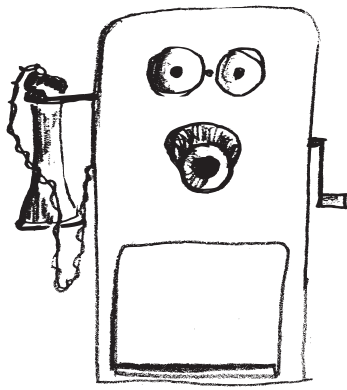


15

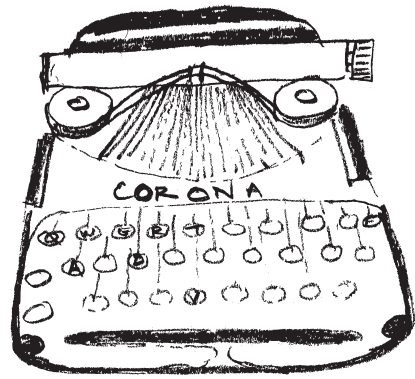


16

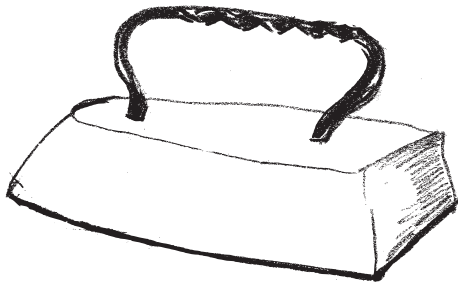




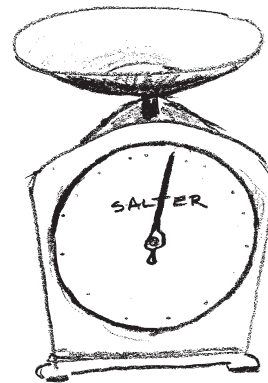
17



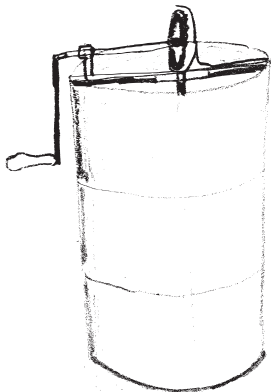
18



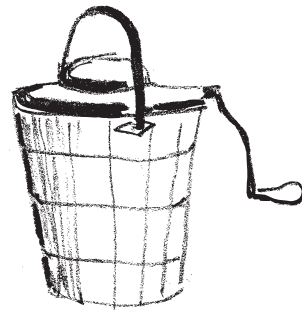
19



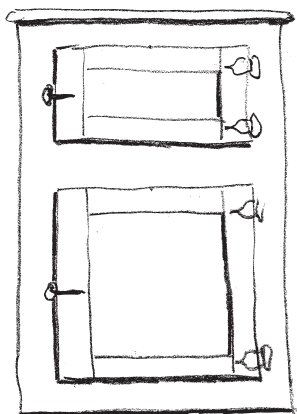
20



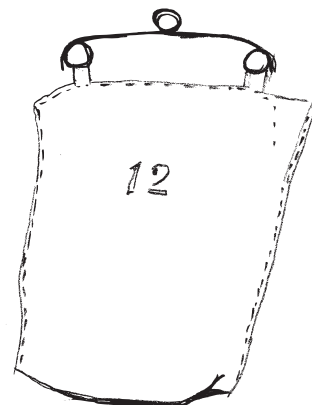
21



22

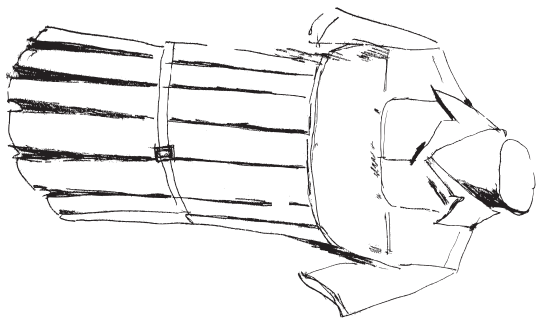


23

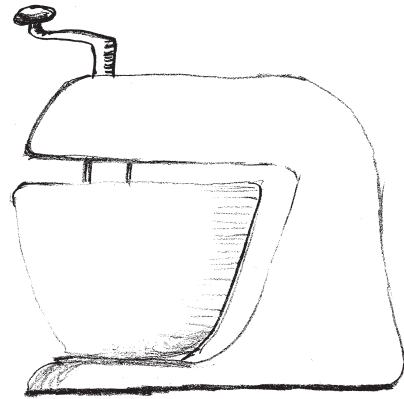


24





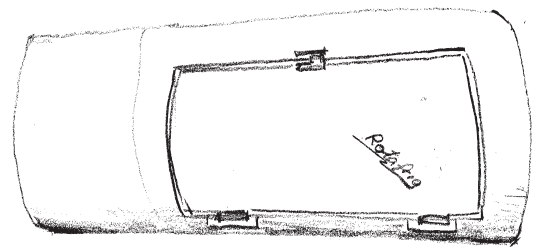
25



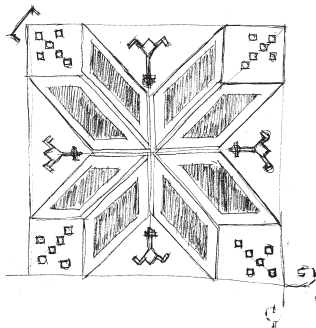
26



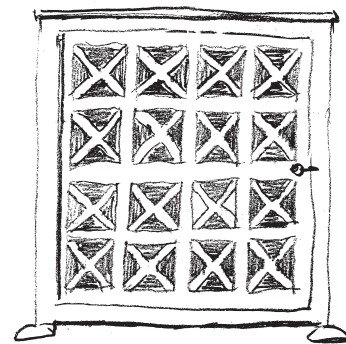
27



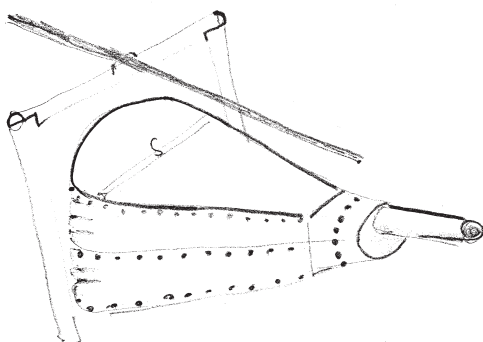
28



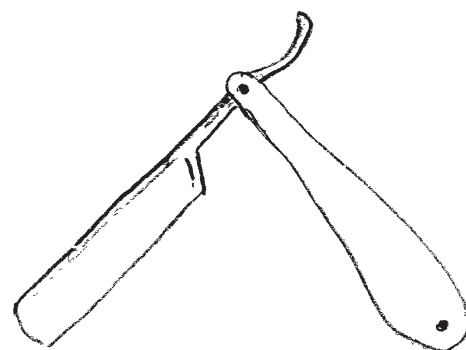
29



30

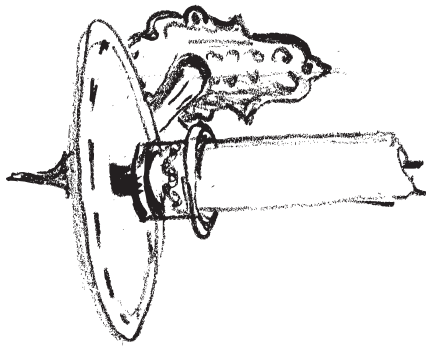


31

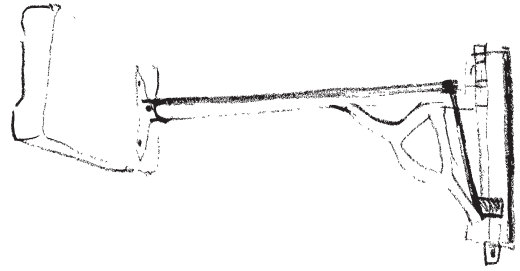


32

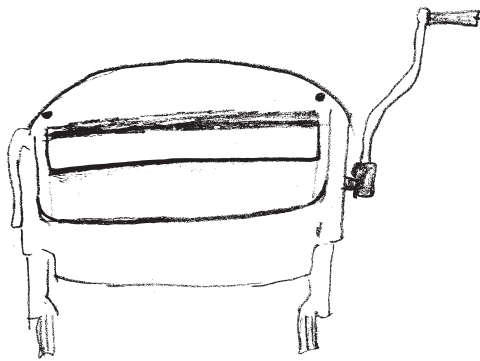




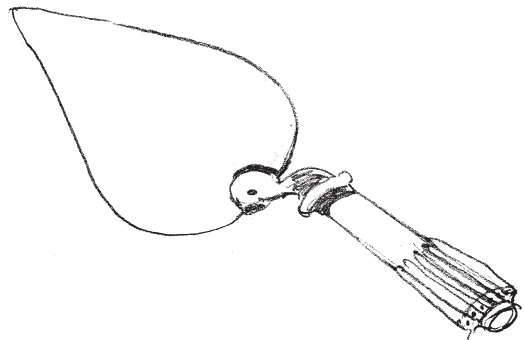
33



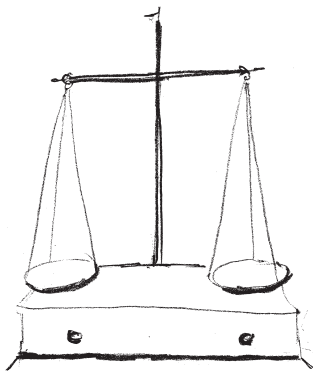
34



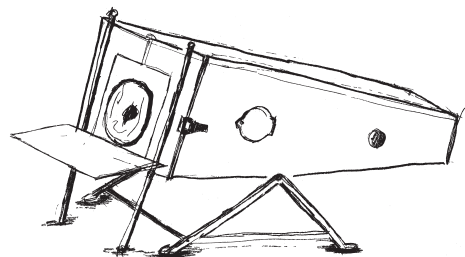
35



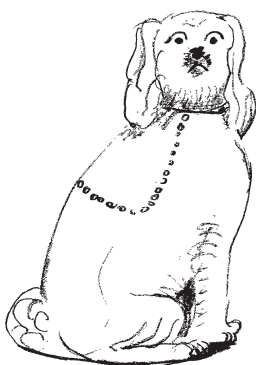
36



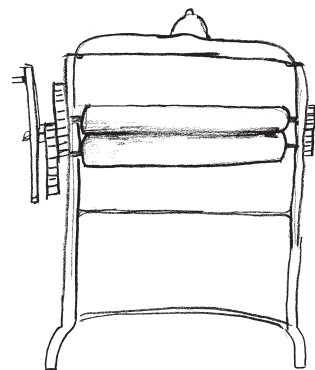
37



38



39



40



RESOURCE F:

Jubilee Dinner



RESOURCE

