

ANNEX 1

INFORMATION ON NHB INTERNATIONAL SCHOOL MEMBERSHIP SCHEME

1 NHB International School Membership Fees (2010 / 2011)

| School's Enrolment | 1 Year Membership fees (Inclusive of 7% GST) |
|----------------------------|--|
| Less than 500 pupils | \$214.00 |
| Between 501 - 1000 pupils | \$321.00 |
| Between 1001 - 2000 pupils | \$428.00 |
| More than 2000 pupils | \$535.00 |

2 Membership Privileges

- NHB international school membership is valid for one year w.e.f. the joining date (i.e. the date when NHB receives your application form either by fax/ mail).

Admission to NHB Museums

- Schools are requested to bring along their membership card for all organised visits to NHB's National Museums: National Museum of Singapore, Singapore Art Museum, SAM@8Q, Asian Civilisations Museum and the Peranakan Museum.
- **The Singapore Philatelic Museum, Reflections at Bukit Chandu & Memories at Old Ford Factory are not covered by the membership scheme.**
- **Only teaching staff and students** from member schools are entitled to free admission to the museums. This applies to either individual or group visits.
- Staff and students must show proof of their identity (NHB International School Membership card/ student or staff card) at the museums' front desk before free admission is granted.
- Parents, volunteers, alumni members of schools and guests (overseas teachers/ students) are **not covered** under the NHB International School Membership Scheme.
- NHB shall not be liable for any loss of life or property or injury to persons or damage to property which takes place within its museums' premises.

Discounts

- NHB International School Membership Scheme does not cover special admission fees for Blockbuster Exhibitions. However, member schools can enjoy 20% discount for Blockbuster Exhibitions, subject to changes for some special shows. Sometimes, NHB museums offer free admissions for NHB member schools for Blockbuster Exhibitions, please visit their websites for more information.
- Member schools can enjoy 10% discount on selected publications and products at the National Archives of Singapore, Reflections at Bukit Chandu and Memories at Old Ford Factory.
- Member schools can enjoy 10% discount on selected items at all Museum Shops by Banyan Tree, which are located in the 4 National Museums.
- Member schools can enjoy 20% discount on selected NHB publications by Asia Publishers Distribution Singapore Pte Ltd, NHB's appointed distributor. Please visit their website at www.apdsing.com or call 6749 3551 for more information

Discount for school bookings of ComfortDelgro Bus Services 2009-2010

NHB International School members will be entitled to discounts for their bookings of ComfortDelgro Bus services (sister company of SBS Transit). Schools have to contact ComfortDelgro Bus directly for their bookings.

Contact person: Ms Hu Simin Tel: 6416 9661 Email: simin@comfortdelgrobus.com.sg

Discount rate for 1-way & 2-way transfer: 2010-2011

| Bus Capacity | Off Peak | Peak (Mon to Sat: 0700 – 0900 hrs; 1600-1900 hrs) |
|--------------------------|-----------------------------------|--|
| 19 seater (one-way) | \$50 (before discount: \$70) | \$60 (before discount: \$80) |
| 19 seater (two-way) | \$90 (before discount: \$110) | \$110 (before discount: \$130) |
| 40 seater (one –way) | \$60 (before discount: \$80) | \$70 (before discount: \$90) |
| 40 seater (two –way) | \$110 (before discount: \$130) | \$130 (before discount: \$150) |

*Provision of bus services is subject to availability. Schools are advised to book early especially during peak periods such as post-examinations to avoid disappointment.

3 Application for NHB International School Membership

- 3 International School Membership cards will be issued by NHB once your application form is processed.
- Loss of membership card must be reported immediately to NHB. A \$10 fee will be charged for the replacement of each card.
- An invoice will also be issued by NHB once we receive your application form.
- To ensure that you can start to enjoy membership privileges immediately, your school is considered a member as soon as we receive your application form. Your school can visit any of the National Museums, even before receiving the membership cards. Member schools are required to check their school's name against the NHB International School Membership list at the respective museums' front desks.

4 Cancellation of NHB International School Membership

- Once the school's application form has been processed by NHB (i.e. an invoice and membership card have been sent to the school), any request to cancel the membership will be charged with an administrative fee of 20% of the total school membership fee.

5 Booking Procedures for Museum Guided Tours

- Schools are encouraged to book their museum visits (guided and non-guided) via the Ministry of Education's Learning Journeys web site. The url is: <http://www.learningjourneys.edu.sg>. You will be able to find out about our programmes and check for available slots for your visits at this website. For any problems with regards to LJ bookings, you can contact National Education Branch/ MOE directly, e.g. Information on your school's password, technical faults, etc.

- Schools are reminded to book the guided tours in advance to avoid disappointment. This is also to give lead time for the respective museums to schedule their volunteer guides to conduct the guided tours.
- Each member school is entitled to 5 guided tours at each museum per year, subject to the availability of docents/ volunteer guides.
- All bookings must be made by the 15th of the preceding month for the following month. No further bookings will be entertained after that date, unless it is done at least 2 weeks prior to the visit.
- To avoid any disruption of the volunteers' guided tours schedule, all schools are reminded that a three-day advance notice is required for cancellation of bookings. If not, a \$50/- administrative fee will be levied.
- A further \$50/- fee will be levied for each "no-show" by a school with no valid reason and you may have to forego your other bookings for the year.
- Similarly, if a certain number of pupils are booked into a guided tour and far less or far more students come for the guided tours without any prior notice, another \$50/- administrative fee will also be levied. This is because the number of volunteer guides assigned is based on the earlier booking.
- If a booking has to be cancelled due to unforeseen circumstances, the school can write in to explain and the levy can be waived based on a case-by-case basis.
- For any enquiries pertaining to a particular museum, please contact the respective museum education staff directly. You can find the list of the contact persons for NHB Museums at www.mystory.sg.
- For updates on our calendar of events, please visit our website at www.nhb.gov.sg or our on-line NHB Heritage Activities Calendar for educators at www.heritagecalendar.sg for more information.

Education and Outreach Division
National Heritage Board