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\_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.**

|  |
| --- |
| **NATIONAL MUSEUM OF SINGAPORE (NMS) SCHOOL BOOKING FORM** |
| Date(s) of Visit (please include up to 3 possible dates):       | 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/C)* |
| 1. **NMS Guided Visit**

*Visit/Workshop/Programme that is supported/guided by NMS personnel* | 1. **Non-NMS Guided Visit**

*Visit that is not guided by NMS; could be guided by school staff or external vendors engaged by the school* | 1. **Free & Easy Unguided Visit**

*Visit that is not guided by NMS, school staff or external vendors (Self-directed learning)* |
| [ ]  Guided Tour ofPermanent Galleries(max. 45 participants per session)Please indicate language proficiency:*\*Refer to page 5 for details on Guided Tour* [ ] Workshop/Programme *\*indicate workshop/programme option in email. Please complete page 4 for Programmes*[ ]  Artefactually Speaking: Conversation with Museum Educators @ NMS(Sec 1 – 2 , NE & History).*\*Please complete page 4 for* [*Programmes*](#Programmes) | [ ]  NMS Resources*Examples include:** *Historical Investigation (*please visit [bit.ly/nmsHI](file:///C%3A%5CUsers%5CSITI_HARYANI%5CDocuments%5CWork%5CEducation%5CSchool%20Bookings%5Cbit.ly%5CnmsHI) to download)
* *P4 Field Based Learning*
* *Young Explorer’s Trail*
* *Activity Booklets for Special Exhibitions*

[ ]  Early Learning Resources (please visit [tiny.cc/ltqr5y](file:///C%3A%5CUsers%5CSITI_HARYANI%5CDocuments%5CWork%5CEducation%5CSchool%20Bookings%5Ctiny.cc%5Cltqr5y) for instructions on how to purchase)[ ]  Non - NMS Resources*e.g. worksheets produced by schools or external vendors*[ ]  Nil | [ ]  NMS Resources*Examples include:** *Historical Investigation (*please visit [bit.ly/nmsHI](file:///C%3A%5CUsers%5CSITI_HARYANI%5CDocuments%5CWork%5CEducation%5CSchool%20Bookings%5Cbit.ly%5CnmsHI) to download)
* *P4 Field Based Learning*
* *Young Explorer’s Trail*
* *Activity Booklets for Special Exhibitions*

[ ]  Early Learning Resources (please visit [tiny.cc/ltqr5y](file:///C%3A%5CUsers%5CSITI_HARYANI%5CDocuments%5CWork%5CEducation%5CSchool%20Bookings%5Ctiny.cc%5Cltqr5y) for instructions on how to purchase)[ ]  Non - NMS Resources*e.g. worksheets produced by schools or external vendors*[ ]  Nil |
|  |  |  |
| **Purpose** (Please √ one option): |  |
|  [ ] Singapore’s Little Treasures (Pre-school) | [ ]  Learning Journey for other subjects (e.g. National Education, CCE, Art, Literature) |
| [ ] Field-based Learning (Social Studies, Primary)  | [ ]  CCA Outing:       *(Please specify*)  |
| [ ] Total Defence Day | [ ]  Racial Harmony Day |
| [ ]  Historical Investigation (History, Secondary) | [ ]  Post-examination Learning Journey |
| [ ]  Others:­­      *(Please specify)* |  |

**Gallery Admission Fees**

|  |  |  |
| --- | --- | --- |
|  | **Permanent Galleries****(All Level 1 & 2 Galleries including Glass Rotunda)** | **Special Exhibitions** |
| 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)*
* From International Schools with NHB Membership
* 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* | Fees vary for each exhibition and are **applicable to all visitors**. |
| Non-Citizen and Non-Permanent Resident students, teachers and staff attending* Private Schools *(e.g. Kaplan, SIM, MDIS, LaSalle International)*
* Foreign Schools
* International Schools without NHB Membership
 | Concession fee of $10/pax for studentsStandard adult fee of $15/pax for teachers and staff*\*Fees not applicable for citizens and Permanent Residents attending the school* |

**Please note:**

1. Museum operating hours start at 10:00am however, Local Government Schools and International Schools with NHB membership are allowed to request for Early Gallery Opening at 9.00am if the number of students visiting is at least 80 pax. Early Gallery Opening are only to permanent galleries and not applicable on Quiet Mornings (the first & third Thursday mornings [9am – 12noon] of each month).
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 visit the museum. If no prior booking has been made or no confirmation is provided form 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:

**education programmes / school workshops**

 **Please complete this ONLY if the booking is for a school programme/workshop. Please note that school programmes will not be conducted on Quiet Mornings (the first & third Thursday mornings [9am – 12noon] of each month).**

|  |  |
| --- | --- |
| Sub-BU Code (for MOE schools only):       | Mailing address:       |

|  |  |
| --- | --- |
| **Title of Programmes / Workshops** | **Programme Fees** |
| **Kindergarten 1 – 2**  | **Primary 1 – 2** | **Primary 3 – 6**  | **Secondary 1 – 3** |
| [ ]  Children’s Workshop: Be a Young Explorer*\*Refer to* [*tiny.cc/bllr5y*](file:///C%3A%5CUsers%5Cstephanie%5CDocuments%5C3.%20MARKETING%5C1.%20PROGRAMMERS%5CYani%5Ctiny.cc%5Csclr5y) *for details* | S$12 per student, (2 hours, min. 20, max. 30 students per session) | S$15 per student(2 hours, min. 20, max. 40 students per session) | NA | NA |
| [ ]  Children’s Workshop: Be a Young Tourist*\*Refer to* [*tiny.cc/bllr5y*](file:///C%3A%5CUsers%5Cstephanie%5CDocuments%5C3.%20MARKETING%5C1.%20PROGRAMMERS%5CYani%5Ctiny.cc%5Csclr5y) *for details* | S$12 per student(2 hours, min. 20, max. 30 students per session) | S$15 per student(2 hours, min. 20, max. 40 students per session) | NA | NA |
| [ ]  Children’s Workshop: Be a Young Toymaker*\*Refer to* [*tiny.cc/bllr5y*](file:///C%3A%5CUsers%5CSITI_HARYANI%5CDocuments%5CWork%5CEducation%5CSchool%20Bookings%5Ctiny.cc%5Csclr5y) *for details* | S$12 per student(2 hours, min. 20, max. 30 students per session) | S$15 per student(2 hours, min. 20, max. 40 students per session) | NA | NA |
| [ ]  Tales of Old Singapore: An Interactive Tour*\*Refer to* [*tiny.cc/bllr5y*](file:///C%3A%5CUsers%5Cstephanie%5CDocuments%5C3.%20MARKETING%5C1.%20PROGRAMMERS%5CYani%5Ctiny.cc%5Csclr5y) *for details* | NA | S$15 per student(2 hours, min. 25, max. 40 students per session) | S$15 per student(2 hours, min. 25, max. 40 students per session) | NA |
| [ ]  Artefactually Speaking: Conversations with Museum Educators*\*Refer to* [*tiny.cc/bllr5y*](file:///C%3A%5CUsers%5Cstephanie%5CDocuments%5C3.%20MARKETING%5C1.%20PROGRAMMERS%5CYani%5Ctiny.cc%5Csclr5y) *for details* | NA | NA | NA | Free for the first 20 schools that sign up in 2019. S$8 per student(2.5 hours, min. 120, max. 300 students per session) |
| ***Important Note***Additional Charges (if applicable) | Surcharges for exceeding the maximum capacity per class at the booking stage are levied at the following public rates per student, unless special exception is made (subject to agreement of the museum and the workshop facilitators):Kindergarten – S$25 | Primary – S$30 | Secondary – S$35 If the number of students does not meet the minimum capacity per class on the actual day of the workshop without prior notification at the booking stage or without valid reasons (e.g. MC), the school/client will still have to bear the programme fee for the minimum capacity. If the number of students exceeds the maximum capacity on the actual day of the workshop without prior notification at the booking stage, there will be a 100% surcharge of the entire programme fee to be borne by the school/client.Foreign/private/international schools will be required to pay the gallery admission fees separately. Please refer to page 3 for admission fees. |
| ***Cancellation/No show*** | Upon NMS’s acceptance of the school booking, programme fees will not be refunded for any school booking cancelled by the school less than 30 days prior to the commencement of the programme. The full fees for the programme will be chargeable to the school/client. In the case of a no-show by the school/client on the actual day, the full fees for the programme will be chargeable to the school/client. No-show applies when client is late for more than 15 minutes. Workshop is automatically cancelled and full fees will be charged to the school/client. |

**GUIDED TOUR FOR SCHOOLS**

**Terms and Conditions**

1. All requests for guided tours must be made **at least five weeks** before proposed date of visit. Timing for guided tour is one slot between 10:00am to 3.30pm only.
2. Requests for guided tours are subject to the capacity of our galleries and availability of guides. To ensure that students have a fruitful visit, NMS reserves the right to propose an alternative time for your guided tour.
3. Guided tours are only to the Singapore History Gallery and recommended for Primary 5 level students and above. Younger students are recommended to attend the programmes listed on page 4.
4. Guided tours are complimentary for students attending:
	* 100% Govt Schools *(Pri, Sec, ITE, JC, Polytechnic, NAFA & LaSalle)*
	* Government-Aided Schools/Independent Local Schools *(e.g. Hwa Chong School Institution, Anglo-Chinese School, Singapore Sports School, SOTA)*
	* Singapore Universities *(NTU, NUS, SMU, SUTD, SIT, SUSS, NIE)*

Each school can only book up to 2 sessions in a month.

1. International Schools with NHB Membership enjoy complimentary guided tours ONLY for the first 5 groups of students in a year. Guided tour fees for subsequent groups are $204 per guide.

1. For all other schools or educational institutions that do not fall under the categories in para 4 and 5, a guided tour fee of $204 per guide is applicable.
2. The student/guide ratio is 15 students to 1 guide. This is a flat rate and the same cost will be charged for schools with fewer than 15 students. Each session can only accommodate a maximum of 45 students.
3. Due to the limited availability of guides, we can only accommodate one session per day on a first come, first served basis.
4. The Guided Tour is approximately an hour long and conducted in English only.
5. Gallery admission fees apply separately. Please refer to page 3 for admission fees.
6. When the booking of a guided tour has been confirmed, NMS will advise on guide(s) and admission fees (if any), as well as payment modes. Payment for the guided tour has to be made 5 working days from the day of notification to confirm your tour.
7. Any cancellation or changes for Guided Tours must be made in writing at least 5 working days in advance. No refunds will be given for cancellations made less than 5 working days in advance or for no-shows. For schools that enjoy complimentary guided tours, a $50 administration fee will be imposed for cancellations made less than 5 working days or for no-shows.