

Before your visit:

* Read the information provided on our website
* Ensure you have completed the online booking form
* Read the Health and Safety information and inform Manea staff of any issues we need to be aware of.
* Ask our education workers if you need any further information
* Ensure parent/teacher ratios are organised 1:7 Year 1-8/1:10 Year 9-13

Preparing students:

* Read over the Learning Outcomes/Curriculum links for the Manea centre
* Share any particular focuses you may have on your booking form
* Look up Hokianga on a map to show students where they are going
* View the pre-visit activities and worksheets provided for learners
* Explain to students that the theatre will be dark at times, loud, noisy, a little wet and windy.

Organisation on the day of the trip:

* Advise parents and children of the safety requirements when arriving and to monitor students in the carpark area.
* Ensure any students needing medical items or assistance during the visit have what is needed (eg astma pump,EpiPen). We do not store any medications onsite only basic first-aid equipment
* Bring two lists of students/adults attending the trip on the day and leave one at the office. We need to know how many people are onsite with your group.
* Ensure numbers of students are checked off your list when leaving Manea