

## ***Excursion Information***

### **Public Liability Insurance Cover**

The Literature Centre is classified as a Category 2 Passive external provider with a public liability insurance cover of \$10 million.

### **Emergency Procedure**

The Literature Centre has an evacuation procedure in place. In the event an evacuation is required while you are at the Centre, it is essential all school visitors take directions from our Centre Staff. An emergency will be signalled by the ringing of a hand bell. Evacuation is through the designated emergency exits (of which there are 7). Centre Staff will direct school groups to the meeting area, which is clearly displayed on diagrams placed on the inside of each exit door. From this area teachers can then check attendance.

### **Working with Children Check**

Each member of the teaching staff at The Literature Centre has a 'Working with Children Check' as do all West Australian Authors and Illustrators who work with us.

## ***Other Important Information for Teachers***

### **Book Exhibitions**

Once you have booked your class(es) to work with a specific exhibition, it is important **not** to read the exhibition book to your students before your visit to the Centre, unless discussed with Centre staff. If your class is booked in for a 'Meet the Author/Illustrator' session or a workshop with an Author or Illustrator, we strongly encourage you to familiarise your students with as many of his/her books as possible, in order for them to gain maximum benefit from this experience.

### **Parent Help**

Although extra parental help is not generally needed within the sessions, parents are most welcome. In the event of large numbers of parents attending, it would be greatly appreciated if teachers could notify us of the approximate number, beforehand. As the exhibitions consist of original artwork we are sure you will understand it is preferred that younger siblings do not attend.

### **Parking**

Please note, parking is not permitted in the small 'permit only' car park adjacent to the Centre. Meter parking is available in the Parry Street Car park.

### **Purchase of Books and Artwork**

Copies of the books currently on exhibition are available for purchase from the Centre, as is a wide selection of Australian picture books and novels catering for ages 4 - 17. Teachers and parents are welcome to browse in the bookshop. A selection of original artwork and digital prints by leading Australian Illustrators is also available for purchase during visits to the Centre or by appointment. Centre Staff are happy to give expert advice.

### **Feedback**

If you have any feedback on your sessions at the Centre we would love to hear your comments. Also if your students have completed any writing or illustration work after a session at the Centre we would love to display it for other schools and members of the public to view.