



Early Childhood

PLANNING YOUR MOTAT VISIT



INTERACTIVE LEARNING EXPERIENCES THAT INSPIRE STUDENTS TO

**DISCOVER
THE PAST**

**EXPLORE
THE PRESENT**

**ENRICH
THE FUTURE**



M O T A T

Great North Rd and Meola Rd | Western Springs | Auckland
0800 MOTATNZ (0800 668 286) | www.motat.org.nz



PLANNING YOUR MOTAT VISIT

What Do You Do?

- 1) Phone (09) 815 5808 or email bookings@motat.org.nz to book programme.
- 2) Book your transport. The address for drop off is MOTAT, Stadium Road, Western Springs.
- 3) Receive confirmation and timetable.
- 4) Send trip notice home to families.
- 5) Book a pre-visit if required.
- 6) Check all health and safety issues are addressed.
- 7) Confirm transport and parent helpers.

How We Make It Easy For You

1. If you booked a discovery session, your day will be scheduled for time with an Educator, time in the **Challenge Zone**, and when available a tram ride will also be scheduled. A morning tea break will be included in your timetable.
2. You will be allocated your own area for breaks and meeting up. An Educator will greet you and take care of any other needs that may arise on the day.
3. We are able to invoice you for the admission costs of your visit at your prior request.



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Evidence That A Safe Learning Environment Is In Place (Rams)

- MOTAT is a significant organisation, comprising several buildings which meet the Auckland City Council requirements for safety and hygiene.
- The MOTAT Science and Technology building contains purpose built classrooms in which many of the programmes will be centred, but the learning experience will take place throughout the sites.
- As a public venue and a place of employment, MOTAT seeks and is required to be fully compliant with Occupational Safety and Health regulations. Staff attend monthly Safety Committee meetings.
- Early childhood centres are reminded on arrival that they stay in supervised groups and that running is not permitted on site.
- The MOTAT Tramway operates as a public transport service and as such is subject to stringent safety regulations.
- MOTAT staff have been trained in evacuation procedures in the event of fire, earthquake or bomb alert.
- The first aid/sick bay is between the School House and the Fire Engine Display. Please report to the souvenir shop if first aid is required.

MOTAT Risk Management Plan

	Causal factors	Risk reduction strategies
People skills, attitudes, age, ratios, experience	Inappropriate handling of objects in discovery session. Children running into exhibits.	Children reminded to treat objects carefully and supervised in small groups during discovery session. Children UNHURRIEDLY walk around the exhibits and between locations, accompanied by supervising adult at all times. Barriers surrounding artefacts not to be breached.
Equipment transport, safety gear, activity specific gear, etc	Physical interaction with artefacts. Tram may have to brake suddenly for pedestrians around Western Springs.	Supervising adults and staff remind children that they should not be interacting with the artefacts. All customers reminded to remain seated on the tram.
Environment weather, terrain, water, seasons, etc	Uneven surfaces & rail lines. Slippery floor near leaks on the mezzanine floor in Exhibitions Hall. Vehicle access to MOTAT car park and around site.	'Watch Your Step' signs in place & No Running policy on site. 'Slippery Floor' signs in place. Sign posted for both traffic and pedestrians, 5km limit.

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Museum Expectations

- Children must stay in supervised groups.
- Running is not allowed in the museum grounds or buildings.
- Artefacts must not be touched, climbed on or interfered with in any way.
- Please be punctual for Discovery Session and tram ride.

Arrival at MOTAT:

Buses drop off and pick up groups at Stadium Road.

Entry to MOTAT:

The entrance for groups is located in Stadium Road at the booked groups entry gate. Your group will be greeted by a MOTAT Educator on arrival.

Payment:

On arrival, a teacher will need to give the numbers of children and adults visiting to the Educator greeting them. This is essential for our statistics. Payment is at the Souvenir Shop and can be paid by cheque/cash/EFTPOS on the day, or if you wish you can be invoiced after the visit. ALL supervising whanau, teachers and adults are free of charge as acknowledgement of their supervisory role.

Facilities:

- Souvenir Shop- This is the point of contact for first aid if required.
- Café on site 10.00am – 3.30pm

Before you leave the Centre:

Brief your adult helpers and students.

Complete roll call and tally final numbers of adults and students.

Ensure all children and adult helpers have a badge with the centre's name and the phone number.

Ensure you are easily identifiable as a teacher from your centre.

Distribute completed Group Leader booklets including timetable to all adults.

Pack RAMs forms and class lists.

Useful things to bring:

- Digital camera with spare batteries and extra memory card.
- Video camera.
- Drawing pencils and paper.
- First aid kit.
- Cell phone with centre's contact and bus company contacts.

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FOR THE TEACHER ON THE DAY

Your MOTAT Experience

We would like you to get the most out of your visit to MOTAT and enjoy MOTAT's artefacts/treasures/taonga.

We have provided a few suggestions that could enhance learning opportunities for the children and develop their feelings of familiarity with, and belonging to MOTAT.

- Discover and explore the children's ideas about what kind of place a museum is.
- Share ideas with the children:
 - *What MOTAT (Museum of Transport and Technology) is about*
 - *What different objects the children might see at the museum*
 - *What the children might do at the museum*
- Discuss the museum rules and expectations, and how they are similar and/or different to your centre/playgroup/kindergarten/kohanga reo and what the reasons are for having those rules at the museum.

We WELCOME and encourage the use of cameras as we appreciate that the photographs could provide your group of children with a great opportunity for follow-up discussions about their MOTAT experience.

We look forward to seeing your group
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FOR THE TEACHER ON THE DAY

PLEASE FILL OUT AND BRING ON THE DAY:

Name of early childhood centre:

Visit date:

No of supervising adults:
(including teachers)

at no charge

No. of children (0-5 years)

@ \$4.00 each

Signed by:



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FOR THE FAMILY/WHANAU

Dear Family/Whānau,

We are learning about _____

As part of our learning experiences we are going on a school trip to MOTAT (Museum Of Transport And Technology).

MOTAT will offer our children a rich opportunity to explore history, technology and science in a unique environment.

Date:

Be at centre by:

Cost:

We cannot go on this wonderful trip without your support as a parent helper on the day. This will ensure our group will have a valuable, safe, learning experience.

Your child will need to bring the following equipment on the day:

- Sunscreen
- Sensible footwear for walking
- A hat
- A coat
- Morning tea/lunch in a sealable container
- Drinking water in a sealable drinking container

Please complete the form below and return it to our centre by _____

Thank you for your support,



Permission form - parents please fill in

I _____ **give / do not give** permission for my child _____
(circle)

to participate in the trip to MOTAT on _____

I am **able / unable** to be a parent helper on the day.
(circle)

My contact phone number is:

My child **has / does not have** a medical condition that may impact their trip.
(circle)

I have enclosed the payment for our trip.

Signed

GROUP LEADER BOOKLET

Children in your group today:

Children are visiting MOTAT to develop the following understandings
 Teachers please record learning goals for your visit



What to Expect on the Day

- Supervising adults, please supervise your group at all times.
- Running is not allowed on museum grounds and in buildings.
- Artefacts must not be touched, climbed on or interfered with in any way.
- A timetable has been prepared for your visit. Please ensure that you have a copy. Talk to your educator if you need one.
- Please be punctual for Educator session and tram ride.

On the Tram

- Trams are boarded outside the front entrance at the Great North Road site or outside the hanger at the Meola Rd site.
- Teachers must report to the tram driver first and load the children from the rear to the front.
- Children must stay within the confines of the tram, no arms out of windows.
- The tram is an artefact and must be treated with respect. No eating, drinking or feet on seats.
- Members of the public may also be riding on the tram with you group.
- The tram drivers enjoy talking to the children and answering questions.

Health and Safety

- If you require first aid, please report to the souvenir shop where staff will assist you.
- In the event of an emergency, please follow instructions of MOTAT staff.



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MOTAT

GREAT NORTH ROAD



Western Springs Lake

Stadium Road

Great North Road



MOTAT Service Gate
NO ENTRY
NO PARKING

School & Booked Groups Entrance



MOTAT Bus Stop



Jail
Blacksmith Forge

Victorian Village

Discovery 3
Road Works

Tram Workshop

Road Transport Workshop

Cropper House Lawn

Tram91

Café

Whisper Dishes

Model Railway & Band Rotunda

While You Were Away

Winning the Peace I Am The Last Tram

Tram Display

Waitakere Station

Discovery 4

Tactile Dome

1920's Shops

Discovery 1 & 2 Dags (upstairs)

Train

Challenge to Godzone

Oxford Theatre

Scene of the Crime



Fire Station

School House

Printing Press

90° Telecommunications South

The Depot

Voyager1



MOTAT Shop Entry & First Aid +

First Aid +



Pumphouse

Vehicle Display Hall

Pioneers of Aviation



Library (downstairs)

Playground

Tram Rides

To MOTAT Meola Road