



Before your visit:

- Read the information provided on our website
- 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 Curriculum links to the Manea centre
- Look up Hokianga on a map to show students where they are going
- Use the pre-thinking worksheet link provided for students
- 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 asthma pump, EpiPen). We do not store any medications onsite only basic first-aid equipment
- Bring two lists of students attending the trip on the day and leave one at the office
- Complete evaluation form
- Ensure numbers of students are checked off your list when leaving Manea