

SEA LIFE Aquarium

Planning Guide

Welcome

Welcome to SEA LIFE Kelly Tarlton’s Auckland Aquarium! At the aquarium we foster students’ love and care for the ocean with ongoing state-of-the-art exhibit design and place-based learning. Our moto is Amazing Discovery – and you can meet yours right here.

The mission of the SEA LIFE Auckland Aquarium is to inspire conservation of the ocean. The aquarium is a place where people of all ages come to explore and discover the wonders of the sea. This Excursion Booklet Planning Guide is designed to help you and your parent helpers prepare for your aquarium visit.

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Pre-Planning

Talk to your students about your visit to the aquarium before arrival. If most of your students have never visited the aquarium before, be sure to show them an aquarium map and talk to them about some of the animals they will see in the aquarium. Let them visit our website and visit the habitat zones to familiarise themselves with the animals. One main question I get from students is “Do you have whales?” No we do not, so check what is in the aquarium before you visit to **manage expectations**.

Share your excursion plan with students

Let students know what they should expect on the day of their visit, talk them through the day from departing school to returning to school, with the fun part in between. Put together a **timeline of activities** for the day to familiarise themselves with events. Let them know how they will arrive, the name and focus of their lesson if they are having one, any activities they will be participating in, when and where they will have lunch, their required behaviour, toilet breaks and anything else you think is important.

Link educational goals of excursion to your classroom

Students learn more and feel better about excursions when teachers use structured activities before and/or after an aquarium visit to create a context for the experience and link it with classroom work. The aquarium has a host of curriculum materials, aligned to the New Zealand Curriculum, for teachers to utilize in their classrooms.

Our Self-Guided Program allows you and your students to explore the aquarium at your own leisure. Take advantage of the special educational talks that will occur throughout your visit.

Here is a list of current talks at the aquarium. Please note these can be subject to change so please check our website for any changes.

Time	What	Where
10.30am	Turtle Talk	Turtle Bay
11.00am	Rock Pool Discovery	Rock Pools
11.30am	Penguin Feed and Talk	Antarctic Ice Adventure
12.00pm	Fish Gallery Feed	Fish Gallery
12.30pm	Rock Pool Discovery	Rock Pools
1.00pm	Turtle Talk	Turtle Bay
2.00pm (daily except Tuesday and Thursday)	Oceanarium Diver Feed and Talk	Shipwreck Discovery
2.00pm (Tuesday and Thursday only)	Shark Feed and Talk	Shark Zone
2.30pm	Rock Pool Discovery	Rock Pools
3.00pm	Turtle Talk	Turtle Bay
3.30pm	Oceanarium Surface Feed	Shipwreck Discovery

These talks can be found on our website at: <https://www.kellytarltons.co.nz/visitor-info/feeds-talks/>

Parent Helpers and Behavioural Requirements

Parent helpers are responsible for the **behaviour and safety** of the students and they shape each student's learning experience during the aquarium visit. It is important you carefully select and prepare them ahead of time. It is helpful to meet with the parent helpers before the day of the excursion. If that is not possible, make sure you provide them with written information and a schedule ahead of time. You can review their parent helper responsibilities and share your expectations of the students before you leave school.

Parent helper will be responsible for the behaviour of the students, please communicate the following to your parent helpers prior to your visit.

Behaviour Required:

Stay with your group. All of our school visitors, from preschool through Year 12 must stay with their parent helper or teacher at all times while inside the aquarium. This includes when they are in the playground. Students are not permitted to explore the aquarium unsupervised. This policy is for the protection of your students and the safety and comfort of all visitors.

Be courteous and respectful of other visitors. Talk quietly and walk through the aquarium; running, yelling and climbing are not permitted.

Be respectful of the aquarium exhibits and building. Use notebooks or clipboards to write against, instead of walls, windows or exhibit labels. Climbing on exhibits or railings is not permitted.

Help care for the animals. At touch pool areas, touch the animals gently and always keep them under the water. Do not disturb exhibit animals by tapping on the windows.

Students are not permitted to eat inside the Café unless purchasing food there.

Remember everyone must enter as a group in order to receive the school group discount. If parents are paying for themselves and walk up separate to the rest of the group they will be charged standard **walk-up prices**.

Please ensure that all adult helpers have received, signed and returned the **Parent Helper Agreement** prior to your visit. This will be attached to the confirmation email sent to you by our on-site education team.

Arrival Procedures

Before your visit

1. Check you have written confirmation and that all details relating to any lessons, dates and times are correct. Make sure you have your **Booking Number**. If you do not have these your booking is not complete.
2. If you did not receive a confirmation or need to make any corrections, email learn@kellytarltons.co.nz
3. Please communicate any changes to your booking including numbers at least one week prior to your visit as changes on the day may cause delays.
4. Confirm your **transportation arrangements** with your bus company or train connections.
5. Check where the arrival bays are for buses if arriving by bus, buses must not park in the car park at Kelly Tarlton's. There is a public bus stop at number **21 Tamaki Drive** where buses may park.
6. Discuss **Behaviour Expectations** with your students
7. Prepare your Parent Helpers
8. Assign student groups in groups of ten to your parent helpers with a name badge that identifies them and their group eg. Penguins, Sharks, Turtles and so on.
9. Collect any educational materials and writing materials to use with students during your Aquarium visit.

Free Teacher Pre-Planning Visit

You may request a free teacher planning visit to familiarize yourself with the aquarium from the Education Team one week prior to your visit date. Check out the new exhibits and plan the educational activities your students will do while they are visiting the aquarium and to complete a risk assessment.

If you wish to visit the aquarium regularly with family members it is recommended you purchase an Annual Pass for regular visits. Three visits per year are valid for approval for teachers. **Free Teacher Visits are not for multiple uses.**

Public Holidays are not available for free teacher visit requests.

Please use the online request form week prior to your requested date. There is an approval process that you will need to go through.

<https://www.kellytarltons.co.nz/schools/free-scouting-visit-form/>

Arrival Information

If arriving by bus, you may park at number 21 Tamaki Drive at the public bus stop. Your students may alight here and assemble before approaching the attraction.

For groups conducting a self-directed tour, you will enter through the **ENTRY**. When you arrive at the aquarium the first thing you'll do is check in with an aquarium staff member at the admissions desk.

Please keep your students and adult helpers in an **orderly line** on the ramp leading to the admissions desk while you finalise the booking, ensuring that there is space for other guests to comfortably get by.

For groups having lessons, you will all enter through the **EXIT** building. You will be required to call the educator on **0275340744** upon your arrival, who will then meet you outside the **EXIT** building and lead the entire group in through the exit. The group having the first lesson should be at the front so that they can enter the classroom.

For all groups, lead teachers will need to be at the front of the group to either make payment or present the receipt (issued by the education team no later than 48 hours prior to the visit) for any pre-payment that has been made. They should also have exact numbers ready to tell the staff. Being unable to provide exact numbers will result in delays as you conduct a head-count.

During your Visit

Emergency Procedures

Students should know they can ask anyone wearing a SEA LIFE Auckland Aquarium name badge or uniform for assistance.

If a student gets **injured**, ask anyone wearing an aquarium name badge to call for assistance and an aquarium officer will report to the location of the injured person. Teachers are responsible for communicating with their school officials in the event of a student injury. In the rare event of an emergency requiring the **evacuation** of the aquarium, all students, teachers and parent helpers should exit the building at the closest available exit and follow the instructions of the staff. Please be prepared to follow all instructions from aquarium representatives while organising your group. You are expected to line up together by school name. Account for all members of your group and confirm with aquarium staff. Teachers are responsible for communicating with their school officials if an emergency significantly impacts excursion timelines.

You will receive a more comprehensive **Risk Assessment Matrix** attached to your confirmation email.

Retail Store

Students are **not permitted** to enter the gift shop at any time, even when with an adult helper. In order to exit the building groups are to use the emergency exit in the **Sea Horse Kingdom** rather than going through the gift shop.

Lunch Plans

Please let students know they will need to carry their lunch in a backpack or bag whilst inside the aquarium. School groups are **not allowed** to eat or drink on the cafe tables and chairs, unless purchasing food or beverages from the cafe.

There are public benches that they are welcome to use, however large groups are not to congregate in an area to eat all at the same time. We simply do not have the space and it becomes a hazard to have entire areas blocked by large groups. We recommend staggering lunch time for different groups so that you are not all eating at once.

There is a large park area to the north of the SEA LIFE Kelly Tarlton's entrance about a 5 mins walk once the students have exited the attraction. This is owned by the Auckland City Council and cannot be reserved. Other members of the general public also use this area. Bins are provided for rubbish so please keep it clean.

After lunch, inspire your students to care for our planet by reminding them to clean up after themselves. Feeding birds and wildlife is discouraged as this can be harmful to animals. Students can use the bins to discard any leftover food or packaging.

Excursion Planning Timeline

Six weeks before your trip

- Look for your confirmation and **booking number** in your email inbox.
- Confirm your **transportation**
- Duplicate and distribute **maps** and parking information for the bus driver
- If coming with other teachers, meet to determine the schedule and learning activities for the day

Two weeks before your trip

- Confirm your **parent helpers**
- Conduct pre-visit activities

One week before your trip

- Make your lunch plans and communicate this accordingly
- Collect permission slips from your students
- Gather your paperwork including **Behaviour Contract** and **Parent Helper Agreement**
- Make sure **payment** has been made if intending to pre-pay
- Review the behaviour contract with your group
- Assign student into groups

The Day has arrived!

- Depart and arrive on time
- Make sure students have name tags and lunches
- Review your plans, expectations, and schedule
- **Review emergency procedures**
- Have the best day!

Departing the Aquarium

School groups are required to exit the attraction via the emergency exit doors located in the **Seahorse Kingdom**. There will be a sign indicating which door groups should go through. Once through the emergency exit doors the car park is located to the left, up the stairs.

When you and your students depart the aquarium you should do in good time to eat, use the bathroom, count your students and meet your connecting travel home.

If there is anything not covered in the planning document please let the Education Team know.

learn@kellytarltons.co.nz

