

Booking Form – Education

ROTORUA Schools



EDVisit type:

- EDVisit independent
- EDVisit led by a Te Puia Guide

Educational Programmes

Options available:

- Option 1: Te Puia Daytime EDVisit**
Standard visit to Te Puia. (Excludes Cultural Performance and other optional Activities).
- Option 2: Te Puia Daytime COMBO EDVisit**
Includes a Cultural Performance: 10.15am, 12.15pm, 3.15pm
- Option 3: Te Puia Daytime Cooking EDVisit**
Includes *Cooking in the hot pool*. Please supply your own kai: eggs/corn.
(Excludes Cultural Performance).
- Option 4: Te Puia Daytime Deluxe COMBO EDVisit**
All of the above options included.

EDVisit information:

Please note that all bookings require at least two weeks advance notice.

Please provide **three dates** in order of preference

| 1st date * | 2nd date | 3rd date |
|------------|----------|----------|
| | | |

Please provide **three times** in order of preference

| 1st time * | 2nd time | 3rd time |
|------------|----------|----------|
| | | |

How many students? How many adults?

| | |
|--|--|
| | |
|--|--|

Te Puia Supervision ratios:

Primary: 1 adult:4 students
 Secondary: 1 adult:7 students
 Tertiary: 1 adult:20 students

What is the year group and level of the students who will be visiting?

| Year | Level |
|------|-------|
| | |

Special needs/notes for your group/particular focus of your visit, etc.

EDVisit Additional Options:

Please check the boxes below if you would like us to contact you about the following additional options available during your visit.

- Hands on Activity: Poi Haka Raranga Taonga Puoro ½ hr 1hr
- Lunch space @ Te Wharau (great space if it's wet)
- Waka Express

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School Details:

| | | | |
|------------------|----------------------|----------------------|----------------------|
| Name of teacher | <input type="text"/> | | |
| Name of school * | <input type="text"/> | | |
| Email * | <input type="text"/> | | |
| Phone number * | Country | Area | Number |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mobile number | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Address | <input type="text"/> | | |
| | <input type="text"/> | | |
| | <input type="text"/> | | |
| | <input type="text"/> | | |

* Compulsory fields

Payment Details: Invoice Cash on arrival

Purchase Order No. _____

NEW ~ Experience Noho Marae @ Te Puia

General Information:

Education Manager
Mercia-Dawn Yates
DDI: +64 7 343 1865
Mobile: +64 21 741 231
Email: education@tepuia.com
Website: www.tepuia.com

Admission Hours:

Summer: 8am - 6pm (last tour at 5pm)

5pm (last tour at 4pm)

Winter: 8am -

Please return pages 1,2,4 to:

email: reservations@tepuia.com

OR fax: +64 7 3483418

Reservations will contact you directly to confirm your booking.

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The following **Risk Assessment and Management Form** is to assist school teachers to plan a school excursion to Te Puia.

The purpose is to identify:

- Possible hazards
- Measures that will eliminate, isolate or minimise identified hazards
- The action to control and minimize the extent of an injury

Te Puia's Adult:Student Ratio Pre-School 1:1 Primary 1:4 Secondary 1:7 Tertiary 1:20

| Undesired Event(s) | | <i>Accidents/injury incurred in the Geothermal Reserve Area, Marae Ātea at Te Puia.</i> | | |
|-----------------------------------|--|--|--|--|
| | | PEOPLE | EQUIPMENT | ENVIRONMENT |
| Factors Causing Accidents | | <ul style="list-style-type: none"> ● Venturing off defined walkways in the geothermal valley. ● Not listening to Te Puia staff's instructions. ● Careless behaviour. ● Running. ● Poor group control. ● Overcrowding. | <ul style="list-style-type: none"> ● Unsafe facilities such as viewing areas, bridges. ● Provision of inspection registers. | <ul style="list-style-type: none"> ● Objects on walkway. ● Wet weather. ● Earthquakes, eruption. ● Dark spaces - Kiwi House. ● Wet floors/ surfaces. |
| Risk Management Strategies | | <ul style="list-style-type: none"> ● School groups briefed by Te Puia staff as to appropriate behaviour required before entering our facility. ● Group must be kept together at all times & under supervision. ● Head count before entering and during, parent responsible for tail end. ● All Te Puia staff to carry R.T. ● Accident register kept in first Aid room | <ul style="list-style-type: none"> ● Regular inspection of facilities. ● All structures and bridges certified. ● Clear signage and guide map. | <ul style="list-style-type: none"> ● All pathways maintained. ● Hazards clearly marked and fenced. ● Te Puia staff to adjust tour depending on weather conditions and visiting group's behaviour. |

| | |
|-----------------------------------|---|
| Te Puia Staff Requirements | <ul style="list-style-type: none"> ● Knowledge of First Aid and Basic First Aid. ● Knowledge of evacuation procedures in case of eruption, earthquake and/or fire. ● Knowledge of emergency procedures for injured person. |
|-----------------------------------|---|

Please complete the following and return with EDVisit Booking Form:

School's confirmed Adult:Student Ratio: Adult ____ : Student ____

Teacher in charge: _____

Principal: