



SPARE PARTS PUPPET THEATRE

Animating the inanimate

Physical Address: 1 Short Street
Fremantle WA 6160
Postal Address: PO Box 897
Fremantle WA 6959
Phone: (08) 9335 5044
Fax: (08) 9335 7687
Email: admin@sppt.asn.au
Website: www.sppt.asn.au
Contact: Administration Officer

Purpose of the Excursion

As one of Australia's leading puppetry companies, Spare Parts Puppet Theatre continues to create inspiring theatre for young people and their families. Each year the company presents three to four new Australian works and repertoire shows, as well as festival events works, corporate entertainment and workshops. In April of 2008, the company was privileged to host the 20th UNIMA Congress and World Puppetry Festival, held over 12 days in the City of Perth.

Spare Parts Puppet Theatre maintains a rigorous regional, interstate and overseas touring schedule, ensuring that as many children as possible experience the magic of puppetry and the joy of theatre.

Environment

Spare Parts Puppet Theatre (SPPT) is located on Short Street directly opposite Fremantle Train Station, in the centre of Pioneer Park. The theatre building is a fine example of turn of the century architecture and is well equipped to cater for large school groups. The streets surrounding the building are busy and so school supervisory teams are advised to remain vigilant throughout the duration of the excursion.

Our theatre is located on the ground floor of the building and has good disability access. Workshops however, take place on the second floor and students will be expected to traverse a single flight of stairs. The building does not have an elevator. Toilets are available on the ground floor in the foyer, with an accessible toilet adjacent to the entry to the theatre.

Please advise if you have any students with special needs so we can attempt to maximize the benefit of their visit.

Transport

Transport arrangements are the responsibility of the school.

Generally, it is best for busses to drop off students on Beach Street as this will allow school groups to walk through Pioneer Park and avoid having to cross the road, and then move on to long-term parking. For information on availability and location of bus parking please contact the City of Fremantle.

SPPT is situated across the road from the Fremantle Train Station, allowing for access to public transport. For public transport options contact Transperth www.transperth.wa.gov.au

Student's Capacity

Our theatre has a capacity of 185 people. Workshop numbers are assessed on a case-by-case basis.

SPPT performances take place in our onsite theatre, with the audience in darkness and stage lighting to suit the particular show. The performances are generally 60 minutes in length, and do not include an intermission.

Performances are suitable for students from Kindergarten to Year 12. Please advise if you have any students with special needs so we can attempt to maximize the benefit of their visit.

Supervisor/Supervisory Team

It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the recommendations for supervision outlined in this document.

The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary.

SPPT staff and performers will lead, demonstrate, perform and present activities but will not undertake any role(s) in a supervisory context.

Please be aware that members of the general public may be attending a performance at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.

Involvement of External Providers

Clearances:

Relevant SPPT staff and performers hold a current *Working with Children Check*.

Current Accreditations and Qualifications:

SPPT is considered one of Australia's leading producers of theatre for children and their families. Founded in 1981, SPPT provides access to puppetry through our theatre program and interactive School of Puppetry workshops. SPPT is a member of ASSITEJ (International Association of Theatre for Children and Young People) and in 2008 hosted the 20th UNIMA Congress and World Puppetry Festival.

SPPT performers are professional arts practitioners with varying levels of experience and qualifications.

Public Liability Insurance:

Insurer: Global Underwriting Services Pty Ltd
Amount: \$10 000 000
Public Liability Certificate of Currency documents are available for download from www.sppt.asn.au.

Supervision Strategies

It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the recommendations for supervision outlined in this document. These recommended ratios may vary according to the needs of your students. Please feel free to discuss this with us.

The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary to maximise the educational experience for their students, in addition to considering the experience of other visitors to the venue.

SPPT recommends the following ratios:

In theatre performances:

- K to Year 3 1 Adult to 5 Students
- Years 4 to 12 1 Adult to 10 Students

Workshop activities:

- K to Year 12 1 Adult to 15 Students

As part of our schools booking policy, we offer one free supervisor ticket per ten students for In theatre performances to facilitate meeting this ratio.

For In-Theatre Performances, school groups will be seated together where possible, to assist with supervision. It is recommended that school supervisory team members are seated amongst students so they can monitor student behaviour.

During workshops, SPPT staff and performers will lead, demonstrate, perform and present activities during workshops with the school supervisory team actively monitoring behaviour and intervening as required.

Identification of Excursion Participants

This is the responsibility of individual schools.

It is helpful to SPPT staff if students are dressed in school uniform, for clear identification, and/ or for school supervisory team members to wear an easily viewed name badge.

Communication Strategies

Communication strategies between students and school supervisory team are the responsibility of the school. Please ensure everyone recognises the communication strategies.

SPPT encourages the school supervisory team to have access to a mobile phone that they can be contacted on, and can use to call out during their site visit. (Please note: this must be switched to 'silent' during the performance).

In addition, should the school need to contact the supervisory team during an excursion they may do so by contacting SPPT on (08) 9335 5044.

Emergency Response Plan

SPPT has a documented emergency response plan. Copies of our evacuation plan are available from on request. SPPT must be advised of the exact number of attendees (students and supervisory team members) at each session. The school supervisory team is responsible for passing on this information to an identified SPPT staff member on arrival.

SPPT is equipped with an Emergency Warning System that will activate in the case of a fire.

In the case of an emergency, school supervisory teams are required direct student movement in line with the directions of SPPT staff, particularly the ushers.

It is suggested that school supervisory teams have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors

School supervisory teams are strongly recommended to meet identified supervision requirements to further support these procedures.

Briefing Students and Supervisors

Teachers are advised to brief the school supervisory team and students about standards of conduct, supervision strategies, and emergency response plans prior to their visit to SPPT using the information contained within this document.

SPPT staff will liaise with members of the school supervisory team on arrival to confirm additional information but will not brief student groups.

Other Relevant Details

If you have any further inquiries with any aspect of your excursion, please contact SPPT on (08) 9335 5044.

Information valid until 31 January 2009.