



## **Facts sheet for visiting schools**

**Physical Address:** 1 Short Street, Fremantle WA 6160

**Postal Address:** PO Box 897, Fremantle WA 6959 **Contact**

**Telephone:** 08 9335 5044 **Contact Email:**

admin@sppt.asn.au

**Contact Name:** Tiana Morgan

Spare Parts Puppet Theatre is located directly opposite Fremantle Train Station, in the centre of Pioneer Park. There is a shaded grass area for eating lunch or play lunch and makes a perfect home base for other Fremantle excursions. The streets surrounding the building are busy and so teachers 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.

We recommend busses drop off students on Short Street, and then move on to find parking. Short Street is one way and must be entered from Market Street.

Parking is available in the streets surrounding our theatre and by the harbour on Victoria Quay Rd.

### **Public Liability Insurance:**

**Insurer:** Global Underwriting Services Pty Ltd **Amount:**

\$10, 000, 000 **Validity (from – to):** 31st January 2011 –

31st January 2012 **Is a Certificate of Currency**

**available?** Yes

This Public Liability Insurance applies to the involvement of

students as per: Category Two – External Provider Provides Instructor(s) and Venue Passive A copy is attached.

### **Working With Children Check**

All staff and performers have current Working With Children Checks

### **Supervision:**

The Teacher-in-Charge is responsible for participants' supervision at all times. SPPT staff may instruct, lead, demonstrate or assist in an activity, but it is the Teacher-in-Charge who remains responsible for the safety of the group. SPPT recommends that teachers carry their students' medical file with them and notify our Administrations Officer if there are any students with extreme needs.

In the event of an emergency a member of SPPT's staff will call 000.

### **Emergency Response Plan**

Copies of our evacuation plan are available from our office upon request.

An usher will be in the theatre at all times to direct schools in the event of an emergency. Schools are strongly encouraged to follow the instructions of venue staff at all times.

SPPT does require a definitive number of attendees each session. The Teacher-in-Charge is responsible for passing on this information to our Administration Officer upon arrival to our venue.

It is the responsibility of the Teacher-in-Charge to compile a list of participants' names, contact telephone numbers, student medical information and relevant health information of supervisors.

**If you have any further inquiries with any aspect of your excursion, please contact theatre staff on 9335 5044.**