

學校參觀申請表 School Visit Application Form

海外註冊學校請附學校註冊文件副本

For schools registered outside Hong Kong, please submit a copy of school registration document.

請以英文大楷填寫是次參觀活動資料 Please complete the visiting information in BLOCK LETTERS

學校名稱 (中文) _____

School Name (in English) _____

學校地址 School Address _____

負責老師姓名 (先生/太太/女士*)
Teacher's Name (Mr / Mrs / Ms*) _____ (_____)
*請刪去不適用部份 Please delete as appropriate (in English) (中文)

電話 Tel. No. _____ 傳真號碼 Fax No. _____

學生人數及班級
No. of Students and Class _____ 老師及教職員數目
No. of Teachers and Teaching Staff _____

家長及義工數目
No. of Parents and Volunteers _____ 申請參觀日期
Preferred Date of Visit _____ / _____ / _____
(日/月/年 DD/MM/YY)

申請參觀時段
Preferred Session 上午 Morning 下午 Afternoon 電郵 Email _____

預計到館時間
Time of arrival _____ 預計離館時間
Time of leaving _____

此部份須由學校負責人，如校長、科主任等簽署

This part should be completed by the Authorised Officer of the school, e.g. the Principal, Subject teacher.

茲證明上述資料正確無誤，並無遺漏。

The undersigned hereby certifies all information on this form is correct and complete.

校長 / 學校負責人姓名
Name of Principal / Authorised Officer _____

簽署 Signature

日期 Date

學校印鑑 School Official Seal

申請須知

1. 凡註冊學校團體(包括幼稚園、小學、中學、專上學院及大學, 不包括所有提供補習班、商科、語文及電腦課程等教育課程的私立學校)人數達20人或以上而當中的學生人數不少於15人, 及特殊學校團體人數達10人或以上, 即可以學校名義申請參觀。申請得到批准後, 老師可獲豁免入場費用。學校團體中隨行的家長義工亦可按下表比例獲豁免入場費用:

學校種類	可豁免入場費用的家長義工人數比例 (學生人數: 家長義工人數)
幼稚園	5:1
小學	10:1
中學	10:1
特殊學校	1:1

2. 館方**在有需要時**會要求學校遞交**有關證明文件的副本**, 以便核實其申請資格。

3. 學校請按下列時間安排學校參觀:

上午時段: 上午10時至下午1時	星期一至日(星期三、四及公眾假期除外) 註: 展覽廳同時開放予公眾人士參觀
下午時段: 下午2時至5時	

4. 在參觀時間內, 我們會提供不同類型的活動供學生參與, 詳情將於參觀前通知各學校。
5. 如實際參觀人數多於遞交申請時擬定的總人數, 本館會對新增的教師及家長義工收取入場費用。另外, 新增的學生將不獲安排參加須預先申請的活動。
6. 本館將按先到先得的方法處理申請。申請人可於擬定的**參觀日期前兩星期至三個月**(由該月的第一個工作日開始接受報名)於辦公時間內(星期一至五: 上午9時至下午1時及下午2時至5時, 公眾假期除外)先致電2732 3220預約, 並於**預約後一星期內**將填妥的申請表格郵寄或傳真至本館。申請人如未能如期遞交申請表, 其電話預約即自行取消。如申請之參觀日期距遞交申請表的時間少於兩星期, 其申請將不獲接納。
7. 申請如獲接納, 本館會**另函**通知學校以確定參觀日期及安排。參觀團體須於**入場時出示該確認覆函**, 否則本館有權取消已預約的服務。
8. 申請表內的資料如有變更, 請於參觀日期至少一星期前通知館方作出適當的安排。
9. 如你於參觀日期**三星期前仍未收到本館的回覆, 請即致電2732 3220與本館職員聯絡**。
10. 關於各項申請, 本館擁有絕對決定權。申請能否獲得批准, 須視乎申請團體是否完全符合上述條件而定。如申請人不遵守以上規定或提供虛假資料, 館方有權取消先前批准的申請。
11. 透過本表格所提供的個人資料只作安排活動之用, 並會存檔於本館作記錄。根據個人資料(私隱)條例第18及22條及附表1內第6項原則的規定, 閣下有權要求查閱及改正本表格所載的個人資料。
12. 倘對透過本表格收集的個人資料有任何查詢, 包括有關查閱及改正資料的要求, 請致電2732 3220與本館職員聯絡。

Notes of Application

1. Registered school groups (including kindergartens, primary schools, secondary schools, post-secondary institutions and universities, but except private schools offering educational courses such as tutorial, commercial, language and computer courses) with 20 or more members and at least 15 students among them, and special school groups with 10 or more members, are eligible for school visit application. Admission fee will be waived for teachers upon approval of application. For parents / volunteers visiting with the school groups, their admission fee will be waived according to the ratios shown below:

School Type	Proportion of free admission to parents/volunteers (Number of students: Number of parents/volunteers)
Kindergartens	5:1
Primary schools	10:1
Secondary schools	10:1
Special schools	1:1

2. When necessary, schools are required to provide copies of supporting documents for verification of the eligibility.

3. Please arrange the school visit according to the following schedule:

Morning session: 10am - 1pm	Mon to Sun (Except Weds, Thurs and public holidays) Note: Exhibition galleries will be opened to the public at the same time
Afternoon session: 2pm - 5pm	

4. School Programmes are provided to students, details would be sent out together with the confirmation letter.
5. If actual visitor number exceeds the number that has been requested, admission fees will be charged for additional teachers and parents / volunteers. Besides, additional students will not be eligible to join the pre-registered school programmes.
6. Visits will be arranged on a first come, first served basis. Application for school visits can be made through telephone booking at 2732 3220 during office hours (Monday to Friday: 9am - 1pm, 2pm - 5pm, except public holidays) **at least 2 weeks and at most 3 months** (from the first working day of the month) in advance before the date of visit. Please submit the completed application form to the Museum by mail or fax **within one week after the telephone booking**. Otherwise, the booking will be cancelled. Application made less than two weeks before the visit will not be considered.
7. The Museum will confirm the visit with individual school **by letter** if the application is accepted. Please **present the Confirmation Letter upon admission**. Otherwise, the Museum reserves the right to cancel the visit and relevant services.
8. Should there be any alterations, please inform us at least a week before the date of visit for necessary arrangement.
9. If you do **not receive the reply from the Museum 3 weeks before the date of visit, please contact us at 2732 3220 immediately**.
10. The Museum reserves the right to approve an application. All applications are approved subject to the applicants' absolute compliance with the above-mentioned criteria. If the applicant fails to observe this condition or any information provided by the applicant is found to be untrue, the Museum reserves the right to withdraw the approval.
11. The personal data provided in this form will be used solely for the applied activities and will be kept as record of the Museum. You have a right to request access and correction of personal data as stated in this form in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.
12. For enquiries concerning the personal data collected in this form, including the request for access and/or amendments, please contact the Museum staff at 2732 3220.