

学校参观申请表 School Visit Application Form

(香港境外注册学校适用 for Schools Registered Outside Hong Kong)

必须同时递交学校注册文件副本
Copy of school registration document must be submitted

请以英文大楷填写是次参观活动资料 Please complete the visiting information in BLOCK LETTERS

学校名称 (中文) _____

School Name (in English) _____

学校地址 School Address _____

负责老师姓名 (先生/太太/女士*)
Teacher's Name (Mr / Mrs / Ms*) _____ ()

*请删去不适用部份 Please delete as appropriate

(in English)

(中文)

电话 Tel. No. _____

电邮 Email _____

学生人数及班级
No. of Students and Class _____

老师及教职员数目
No. of Teachers and Teaching Staff _____

家长及义工数目
No. of Parents and Volunteers _____

申请参观日期
Preferred Date of Visit _____ / _____ / _____
(日/月/年 DD/MM/YY)

申请参观时段 Preferred Time of Visit
(请参阅申请须知 Please refer to Notes of Application)

10am - 1pm

2pm - 5pm

预计到馆时间
Time of arrival _____

预计离馆时间
Time of leaving _____

此部份须由学校负责人，如校长、科主任等签署

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

兹证明上述数据正确无误，并无遗漏。

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

校长 / 学校负责人姓名

Name of Principal / Authorised Officer _____

签署 Signature

日期 Date

学校印鉴 School Official Seal

申请须知

1. 凡学校团体(所有提供补习班、商科、语文及计算机课程等教育课程的私立学校除外)拟安排参观的师生人数达20人或以上而当中的学生人数不少于15人, 该学校团体可以学校名义申请参观。申请得到批准后, 老师可获豁免入场费用。学校团体中随行的家长义工亦可按下表比例获豁免入场费用:

学校种类	可豁免入场费用的家长义工人数比例 (学生人数: 家长义工人数)
幼儿园	5:1
小学	10:1
中学	10:1
特殊学校	1:1

2. 馆方在有需要时会要求学校递交有关证明文件的副本, 以便核实其申请资格。

3. 学校请按下列时间安排学校参观:

上午时段: 上午10时至下午1时	星期一至日(星期三、四及公众假期除外) 注: 展览厅同时开放予公众人士参观
下午时段: 下午2时至5时	

4. 在参观时间内, 我们会提供不同类型的活动供学生参与, 详情将于参观前通知各学校。
5. 如实际参观人数多于递交申请时拟定的总人数, 本馆会对新增的教师及家长义工收取入场费用。另外, 新增的学生将不获安排参加须预先申请的活动。
6. 本馆将按先到先得的方法处理申请。申请人可于拟定的**参观日期前两星期至三个月**(由该月的第一个工作日开始接受报名)于办公时间内(星期一至五: 上午9时至下午1时及下午2时至5时, 公众假期除外)先致电2732 3220预约, 并于**预约后一星期内**将填妥的申请表邮寄或传真至本馆。申请人如未能如期递交申请表, 其电话预约即自行取消。如申请之参观日期距递交申请表的时间少于两星期, 其申请将不获接纳。
7. 申请如获接纳, 本馆会**另函**通知学校以确定参观日期及安排。参观团体须于**入场时出示该确认覆函**, 否则本馆有权取消已预约的服务。
8. 申请表内的数据如有变更, 请于参观日期至少一星期前通知馆方作出适当的安排。
9. 如你于参观日期**三星期前仍未收到本馆的回复, 请即致电2732 3220与本馆职员联络**。
10. 关于各项申请, 本馆拥有绝对决定权。申请能否获得批准, 须视乎申请团体是否完全符合上述条件而定。如申请人不遵守以上规定或提供虚假数据, 馆方有权取消先前批准的申请。
11. 透过本表格所提供的个人资料只作安排活动之用, 并会存盘于本馆作记录。根据个人资料(私隐)条例第18及22条及附表1内第6项原则的规定, 阁下有权要求查阅及改正本表格所载的个人资料。
12. 倘对透过本表格收集的个人资料有任何查询, 包括有关查阅及改正数据的要求, 请致电2732 3220与本馆职员联络。

Notes of Application

1. School groups (except private schools offering educational courses such as tutorial, commercial, language and computer courses) arranging group visits with 20 or more teachers and students and at least 15 students among them, 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.