Kia Ora.

We hope you and your students will find their visit with Education Services worthwhile and enjoyable. We have provided the following information which will help you when you arrive. You may wish to discuss some of the information with your students before they arrive so they know what to expect from their visit.

• Parking near Parliament is limited – there are no designated carparks within the precincts for visiting groups. Some metred parking is available directly outside Parliament in Molesworth St.

• On arrival your group will be required to go through a security screening process. To make this process as quick and easy as possible please advise your students to have nothing in their pockets and to store anything they may have in their bags. Any objects such as pocket knives will be required to be handed in at screening and returned at the end of your visit. If any member of the group has a health issue which requires special consideration when being screened please advise us before screening eg. a diabetic pump or hearing aid which may be affected by the screening process.

• An opportunity to use the toilets or have a drink of water is generally offered at the beginning or end of the visit depending on timings. Students will not be able to leave the group independently for either of these activities during their visit unless there is an educator with them.

• At the beginning of your visit a health and safety briefing will be delivered to your group. This briefing outlines requirements for moving around the Parliamentary precincts. These requirements must be met to keep the group safe and maintain the security of the precincts. It is important that all members of the group listen to this briefing and follow the instructions of the educator.

• Please let the educator know at the beginning of your visit if any member of the group has special requirements including wheelchair access or other issues which may impact on their ability to participate. The visit includes a reasonable amount of walking and sets of stairs.
General requirements for visits include:

1. All members of the group must store their bags in the secure storage area before leaving the Education Centre. Storage is limited to daypacks – we are unable to store multiple suitcases and camping gear for large groups.

2. All electronics including cell phones, cameras and i-pods will need to be stored with bags in the secure storage area. Teachers can take a picture of their students outside Parliament or in the Education Centre. You will be unable to take photos as we move around the precincts.

3. All members of the group need to be wearing appropriate footwear for the duration of the visit. Security requirements are that footwear to be worn at all times.

4. No food, sweets or chewing gum to be consumed during the visit.

5. As a courtesy all hats and sunglasses should be removed unless there is a special requirement for these to be worn. Please advise the educator prior to your visit if this is the case.

- Students need to be aware that Parliament is a working environment and that as guests they need to manage their behaviour so that the work of Parliament is not compromised. It is important that they observe the following:

  1. Keep noise to a minimum especially when walking past peoples offices

  2. Be aware when moving through the precincts of allowing others to walk freely by keeping to the left down corridors and sets of stairs.

  3. Do not approach people unless they have approached you first. During busy times people you see may or may not have the ability to stop and talk.

- Education Services will be responsible for the group for the duration of the visit, however, we expect teachers to remain in charge of the students while they are here. Groups cannot visit without supervision. Educators will work with you to find a solution to any problems which arise during the course of your visit.

We welcome feedback on our service so please let us know how you found your time here and if we can do anything to improve your experience. We look forward to meeting you.

Ngā mihi
Education Services