

SOVEREIGN HILL COSTUMED SCHOOL COORDINATOR'S CHECKLIST

Please note that this checklist is only for the Costumed School component of your booking- if you have made bookings for accommodation, catering or evening activities; Sovereign Hill Education will request additional information from you.

Contact: education@sovereignhill.com.au or (03) 5337 1188

YEAR PRIOR TO YOUR VISIT

Upon receiving your offer

- Check dates with school calendar and leadership.
- Review Child Safety and Risk Management information [here](#).
- Follow link in email to accept or decline your offer.
Please note that declining the dates does not automatically delete your booking unless requested. We will endeavour to assist requests for variations however vacancies are usually extremely limited.

START OF THE YEAR

- Costs for the program will be available on the website [here](#).

3 MONTHS PRIOR TO YOUR VISIT

- Complete Confirmation of Details online form.
- Finalise student and adult numbers in each Costumed School.
- Collate information about any students with special needs who will require modification of the program (eg. autism, transgender, severe anxiety, recent trauma, medical or physical needs).
- Consider student or adult sizing for costume (we cater for a very large range of sizes; adults up to a 60 inch or 150cm chest size for both men and women, but we appreciate prior notice for students and teachers outside a typical range).
- Consider arrival and departure times (note that the program runs from 9:00am - 3:15 pm both days and we strongly recommend full participation).

8 WEEKS PRIOR

- A resource will be emailed with a pre-visit requirement to be completed by students.

4 WEEKS PRIOR

A computer generated final confirmation (including an indication of Costumed School costs) will be emailed.

Role Preparation

- Complete the pre-visit requirement and return the character sheet by email to sovereign.hill.sch@education.vic.gov.au one week prior to your visit.
- Consider pre-preparing school fees (more information [here](#)).

Prepare students for costuming

- Children to bring shoes and socks (more information [here](#)).
- Send letter home to parents explaining these requirements (see [here](#)).

Prepare adults for costuming

- Adults to bring correct shoes and socks (more information [here](#)).
- Plain black or brown shoes or boots. No sneakers or runners.

Please note: Once costumed, students and teachers become a living exhibit of the Sovereign Hill Museum and as such, may be photographed by tourists.

1-2 WEEKS PRIOR

Ensure teachers are prepared for visit with:

- A list of students allocated to each of the Costumed Schools.
- Photography information – Lists of children who have prepaid for photographs (if arranged by school). More information [here](#).
- Emergency planning documents as per your school's protocols eg. Parent contacts and student medical information.
- Medical needs of students: For students who are to carry medication a bag will be provided, as part of the costume to place medication in.
- Any self-catered morning tea – no modern packaging, a brown paper bag or wrapped in a tea towel. (Note: we suggest fruit is the best option. No water bottles permitted in costume, drinking taps are available.)

Ensure students are prepared for school experience:

- Remind children of the concept of role play and the importance of period costumes for an authentic experience.
- Check children are organised to bring correct shoes and socks, and school fees if pre-prepared.

PRIOR TO ARRIVAL ON THE DAY

Student preparation for costume school

- Appropriate shoes and socks to be worn in the morning
- Girls' hair in plaits
- Nail polish and jewellery removed
- Organised in groups according to their allocated Costumed School

Arrival point on the day of Costume School Program

- Arrive at Sovereign Hill Costumed School gate at the Sovereign Hill Hotel carpark at 9:00am. Please advise buses of location. See [map](#).

IF YOU HAVE ANY QUERIES
PLEASE CALL (03)5337 1143 or EMAIL sovereign.hill.sch@education.vic.gov.au