



## PLANNING YOUR VISIT

Mary MacKillop Place, a ministry of the Sisters of Saint Joseph of the Sacred Heart, is actively committed to fostering communities and a culture of safeguarding that recognises and upholds the dignity and rights of all children.

Please visit Child Safeguarding at [www.marymackillopplace.org.au](http://www.marymackillopplace.org.au)

Please be aware that Mary MacKillop Place is complying with all Covid-Safe procedures as required by Government and Church authorities.

To assist teachers with their risk management planning, a Venue and Safety Information sheet is available to download from [www.marymackillopplace.org.au](http://www.marymackillopplace.org.au)

Final group numbers must be advised no later than two working days prior to your visit.

Please note that the maximum number per booked group is 80 guests, *including teachers and additional adults*.

If your group total is more than this number, the group will need to be divided and separate tour times must be booked.

As we recommend you allow 90 minutes for your tour, the last tour must commence no later than 2.30pm.

Tours booked on weekends and public holidays must self-guide.

To ensure your tour runs to time, students should be divided into smaller groups of approximately 20 **before** your arrival.

Cancellations or changes to the date of your booking **MUST** be received by email no later than two working days prior to your scheduled booking.

At this time a \$50.00 administration fee will be charged.

Cancellations and changes received after this date carry full liability for payment.

Upon arrival, please inform the Museum Receptionist, and a member of staff will escort your group to the appropriate area.

Please be advised that when moving students through the grounds, noise levels must be kept to a minimum.

It is expected that teachers will keep students under direct supervision at all times.

Educational resources are available to download from [www.marymackillopplace.org.au](http://www.marymackillopplace.org.au).

We recommend that any teacher designed worksheets are completed as a follow up activity, not during the tour.

Please inform museum and shop staff if students are permitted to purchase souvenirs, food and drinks.

No food or drink is permitted in any Museum galleries.

Recess and lunch areas for student groups are limited and subject to availability.

Arrangements **must** be made **prior** to your arrival.

Please note that Glen Roy Green is a large grassed open space with no shelter.

North Sydney has many beautiful parks and gardens, which might be suitable for recess/lunch.

The best known are located close to the harbour on the North Sydney side.

For more information, please visit [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au).

The Mary MacKillop Memorial Chapel is also available for Mass, private prayer or a teacher-led liturgy.

Your students are also welcome to attend one of our Masses, and the times are as follows:

Monday, Tuesday, Thursday, Friday	8.00am
Wednesday	8.00am & 1.00pm

If you would like to organise a Mass other than these times, you would need to provide your own priest.

In keeping with the policy related to the ministries of the Sisters of St Joseph and the Australian Catholic Bishops' Conference, all clergy celebrating the sacraments for the public in the Mary MacKillop Memorial Chapel must meet the requirements of the Office of Children's Guardian as well as the Church's internal process of Towards Healing.

Mary MacKillop Place is required to maintain a Register for each priest who comes to minister in the Chapel.

There is no charge for the use of the Chapel, however a donation would be appreciated to provide for its upkeep into the future.