

TEACHER'S PACK



What you need to know

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Effective January 2008

Two (2) pages including this one

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Meals times

BREAKFAST 7.30 AM

LUNCH (AS REQUIRED)

DINNER 6PM

There will be a host present plus dining room coordinator to lead children through the process. A cheese and fruit platter is available in the teachers lounge prior to dinner for visiting staff.

SERVING ARRANGEMENTS

Please note, one of our staff will be in the dining area to assist you.

- > We ask that teachers are present and assist in the dining room at all meal times.
- > There are time when 170 people are in the dining room. It is essential that some level of organisation be maintained to avoid chaos.
- > When more than one school is using the dining room we ask that the children be particularly aware of the request to remain seated until they are invited to move.

A summary of the process:

- > Children use the right side of stairs in single file and line up with their right side next to the white cupboards; facing the servery when collecting dinner and return to their seat in the dining room.
- > Desert will be available when children have finished their first course and are collected in a similarly ordered fashion.

Breakfast

- > Cereals are set out in the dining room for the children to help themselves
- > Cooked breakfast is available for collection from the kitchen, as per process above at 7.30am

CLEARING ARRANGEMENTS

DISHES AND TABLES (SCULLERY)

- > Please ask your group to clear away their own plates and utensils, with movement **"IN" the RIGHT hand door of the scullery and "OUT" into the lower foyer.**
- > **We ask all diners:**
 - > scrape their plate into the bins provided
 - > stack their plates and glasses on the bench
 - > place their cutlery in the container provided.
- > Please clear serviette containers, margarine, sugar and spreads and place them on the table in the centre of the dining area.
- > Note: Our staff will wash the tables down

SPECIAL DIETARY REQUIREMENTS

Bathurst Goldfields are please to cater for any dietary needs.

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HOO ROO!

CHECK OUT

Time as arranged or for schools undertaking one of our tours on the day of their departure - please remove all your belongings from the lodges BEFORE the tour. This enables us to clean the rooms in time for the incoming groups.

PLEASE

- > No smoking in any of the buildings
- > Shoes should be worn around the complex AT ALL TIMES for safety reasons
- > Visitors may not go into the 'Diggings' (the outdoor museum) unless on a guided tour. Again for safety reasons.
- > Please turn out the lights when you leave the lodge in the morning. We would refer not to have to enter the rooms when your belongings are in there.
- > Teachers - please ask your group not to tamper with the smoke detectors and or the fire extinguishers. Tampering with smoke detectors and or fire extinguishers is an offence. They are there for the safety of the whole group and should not be tampered with in any way.

GOT EVERYTHING?

When you leave, please:

- > Check under the beds (including the top bunk) to make sure nothing is left behind
- > Turn off the lights
- > Teachers - please check through your lodge before departure, for any items that have been left behind.

ADDITIONAL INFORMATION

- > Lounge Area: a lounge area is situated in the dining area for the convenience of teachers, coach captains and group leaders.
- > Souvenir Shop: should your group wish to visit the souvenir shop; please make arrangements with the office.
- > Security and valuables; please do not leave any valuables or money in the lodges. Staff will secure these items in the office or safe, where space allows.

EMERGENCY / AFTER HOURS ASSISTANCE

If emergency / after hours assistance is required there is a handset located in the main foyer.

1. Lift the receiver
2. Press the button indicated

EMERGENCY EVACUATION PROCEDURE

In the event of an emergency requiring evacuation please assist the children to exit the buildings via marked exits and then make your way with the children to the top bus park located immediately above the Museum entrance. Please endeavour to have your rooming list with you.

HOPE TO SEE YOU SOON!