

Melbourne 2026

Pre-visit Teacher Information



Meeting Point

Observatory House, via the **Schools Entrance, Birdwood Ave, South Yarra, opposite Shrine of Remembrance between Observatory Lawn and the Herbarium**. Bus parking is along Birdwood Ave.

See

[Interactive Map](#)

On Arrival

Please arrive 15 minutes prior to your scheduled program to allow time for a snack and toilet stop.

Programs will begin and end at the scheduled times. **The program must finish at the allocated time and late arrival will shorten your program, some activities may need to be omitted if significantly late.**

If your group arrives **more than 30 minutes late, the program will not be able to go ahead**, and our standard cancellation fee will apply.

Bag storage is available. Schools are welcome to enjoy the gardens before or after their booked program.

Cancellations by Organisation (i.e. school)

Cancellation of a program must be made by the booking contact at least 14 days prior to the booked program. If not, a cancellation fee of \$306 per class will be invoiced to the school. The fee does not apply in the circumstances of extreme weather or RBGV cancellations.

Cancellations by RBGV

On rare occasions RBGV may be required to cancel a program due to circumstances beyond our control (e.g. extreme weather conditions). In such circumstances we will prioritise rescheduling of the program to a mutually agreeable date.

Weather

Sessions may not operate in extreme or dangerous weather conditions e.g. temperatures over 35c, very high winds, lightning, hail or when the air quality is classed as hazardous. We reserve the right to postpone or alter education sessions due to extreme weather.

What to wear

As our sessions take place outdoors and include garden exploration, students should be dressed for the weather: sunhats and sunscreen in warm conditions, and wet-weather clothing when needed. Please also be prepared for extended walking during programs.

Accessibility

Please provide any relevant accessibility information to learning@rbg.vic.gov.au so we can ensure all attendees can meaningfully participate and explore.

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Duty of Care

Behaviour Management: While our specialist RBGV Learning Facilitators have the technical knowledge and expertise to facilitate your program, the visiting teachers have Primary Duty of Care for the behaviour management, safety and welfare of the students. Inappropriate and disrespectful behaviour will not be tolerated.

First Aid: The visiting school must have up to date student medical information and carry a complete First Aid Kit. It is the responsibility of the school and accompanying teachers to administer First Aid to students.

Emergency Response: Our Learning team will respond according to RBGV procedure and as advised by the Chief Warden in event of an emergency. In extreme weather conditions, this may be based on the Learning team weather response matrix and will involve duty of care by attending teachers.

Parent & Carer Participation

We welcome and value family participation in our programs. We recognise that families are the primary influence on children's learning and development. We are guided by the VEYLDF which highlights family interactions and shared conversations as vitally important to children's learning.

Photos

Please refrain from taking photos or filming the Acknowledgement of Country. This is a special experience that we encourage you to be fully present for. For all other photography please request permission from the Learning Facilitator beforehand.

Mobile Phones

Please limit these to emergency calls only and keep phone on vibrate mode.

Care for the Gardens

Please take rubbish away with you and use the compost bucket provided for worm food.

Please help us protect the Gardens by observing our [regulations](#).

Checklist of essentials for students to bring:

- Waste free packed lunch or snack, water bottle
- Lunches/snacks are stored in secure & sealed containers
- Appropriate clothing: comfortable shoes, sun hat & sunscreen or wet weather gear

Checklist of essentials for teachers to bring:

- First Aid Kit
- RBGV is committed to promoting and practicing sustainability principles, so we highly recommend bringing in zero packaging and non-renewable waste.

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