



Thank you for booking your school trip to Tiritiri Matangi, we are looking forward to your visit. We appreciate that there is a great deal of organising for this trip, so we've put together guides to make this easier. This Teacher Information and Checklist has the core information that you need to get your planning underway. With this Checklist you will have received a School Visit Programme and an Information sheet that has everything you need to know prior to and on the day of your visit. Two weeks prior to your visit you will be emailed a Booking Confirmation form to complete, sign and return to us.

We ask that one teacher per school acts as the communicator with the Tiritiri Matangi Education Administrator ([schoolbooking@tiritirimatangi.org.nz](mailto:schoolbooking@tiritirimatangi.org.nz)) and that all information is passed onto the Teacher in Charge for each visit.

| <b>CHECKLIST</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>On booking your visit</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/>      | Complete Internal RAMS ( <a href="#">click here for a generic copy of RAMS completed for Tiritiri Matangi</a> ) Note the health and safety of the students and school adults on the Explore ferry and on Tiritiri Matangi Island is the responsibility of the school and their BOT                                                                                                                                                                                                                   |
| <input type="checkbox"/>      | Confirm Ferry Booking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/>      | Organise transport to/from ferry. Auckland Bus Exchange, lower Albert St, can be used as a drop off point for City departures. It is a 2 minute walk to the ferry.                                                                                                                                                                                                                                                                                                                                   |
| <b>Two weeks prior</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/>      | <ul style="list-style-type: none"><li>Review education resources</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/>      | <ul style="list-style-type: none"><li>Print copies of:<ul style="list-style-type: none"><li>Day Programme (TIC and accompanying adults)</li><li>School Visit Information (TIC and accompanying adults)</li><li><a href="#">Tiritiri Matangi Island Map</a> (TIC and accompanying adults)</li><li><a href="#">Scavenger Hunt / Answer sheets (short version)</a> (approx. 1 copy per 3 students)</li><li><a href="#">Worksheets for ferry journey or rainy-day lunch activity</a></li></ul></li></ul> |
| <input type="checkbox"/>      | Email completed and signed Booking Confirmation form to <a href="mailto:schoolbooking@tiritirimatangi.org.nz">schoolbooking@tiritirimatangi.org.nz</a> : <ul style="list-style-type: none"><li>Confirmation of Teacher in Charge, students/adults</li><li>Walks and School Activity</li></ul>                                                                                                                                                                                                        |
| <input type="checkbox"/>      | Confirm transportation to/from ferry                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>The week of your visit</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/>      | Explore will send a ferry confirmation email on the Monday prior to your booking. Confirm your booking details are correct.                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/>      | The Tiritiri Matangi Education Administrator will send you the number of guides available for your visit. Organise students into the number of guiding groups (max 8 even-sized groups)                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/>      | Brief Students on Day Programme and School Visit information sheets                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/>      | Organise student medical notes; first aid kit; student/parent emergency contact numbers                                                                                                                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/>      | Brief students on <a href="#">Biosecurity requirements</a> for visiting predator free islands                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>On the day</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/>      | The Teacher in Charge is contactable by phone for ferry cancellation or updates from 6.00-10.00am                                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/>      | Organise students into guiding groups on ferry prior docking at Tiritiri Matangi                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/>      | A Teacher is with the first group leaving ferry/on guided walk<br>The Teacher in Charge is with last group leaving ferry/on guided walk                                                                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/>      | Organise guiding payment at Visitors Office (if not paid prior to visit)<br>(This does not apply to Growing Minds funded schools)                                                                                                                                                                                                                                                                                                                                                                    |



- ☐ All accompanying adults have contact details for the School, and the Teacher in Charge

### Educational resources

The following resources can be found on our [website](#), or by clicking on the links. Please let us know if you would like these and other resource materials emailed to you.

- [The 'A' to 'G' for your visit](#)
- [Scavenger hunt](#)
- [Wildlife list](#)
- [Student Activities Resource](#)
- [Visiting Pest Free Islands](#)
- [Environmental Care Code](#)
- [School Science Awards](#)

A great YouTube clip for students to view:

- Feeding New Zealand Birds, by Josie Galbraith, on why feeding bread or seeds to birds in our gardens and parks is not good for our native/endemic bird species. <https://www.youtube.com/watch?v=gsNO1d77LA8>.

### Ferry details

On confirmation of your booking, we will forward your details to Explore who will confirm your ferry booking and organise payment with you directly.

#### Costs:

Student - \$2 island guide + \$25 ferry; Adult – 1 adult per 6 students \$0 ferry; extra adult \$37.50

#### Timetable:

Arrive approx. 20mins prior. Pick up tickets from the Explore kiosk at the Auckland Viaduct; Gulf Harbour tickets are given on board.

|                                |                            |                                 |
|--------------------------------|----------------------------|---------------------------------|
| Depart: Auckland City: 9.00    | Depart: Gulf Harbour: 9.50 | Arrive: Tiritiri Matangi: 10.20 |
| Depart: Tiritiri Matangi: 2.40 | Depart: Gulf Harbour: 3.05 | Arrive: Auckland City: 4.00     |

**Confirmation of numbers:** Contact Explore 48 hrs prior to the trip to confirm your student/adult numbers. Schools cannot arrive with extra students that Explore have not confirmed. The ferry may be fully booked. If a student arrives after the tickets are issued the TIC MUST inform Explore of a change in student numbers so Explore know exact numbers of people on their ferry.

**Weather Cancellation:** The weather plays a crucial part in the journey to Tiritiri Matangi. Our Educator will phone the Teacher in Charge if the ferry has been cancelled. Please ensure that the TIC is contactable from 6.15am. To contact the ferry operator direct, phone 0800 397 567 after 6.30 am. We strongly recommend that you have a phone/text tree in place.

#### On-Board Information:

- Prior to boarding: CHECK ALL BAGS AND SHOES FOR ANY BIOSECURITY RISKS
- Facemasks are mandatory for all passengers.
- If possible, bring and use hand sanitiser after using toilet facilities and touching rails etc.
- Students are seated in the lower level and are always supervised if small groups move to another part of the ferry. *Note: Movement on the ferry should be kept to a minimum.*
- Use this time for morning tea and toilet facilities.

### Day Programme

The school visit starts with a guided walk through native bush interacting with the abundant wildlife on the island. Upon reaching the Visitor Centre there will be a lunch break followed by afternoon activities. We recommend one of our [Education Programmes](#) to keep the students engaged. Option 1 below is the recommended afternoon activity.



### Guided Walk

The guided walk is \$2 per student with no charge for the accompanying teachers and parents. Please either request an invoice prior to your visit or pay on the day at the Visitor Centre. This cost does not apply to Growing Minds Funded schools.

#### Tracks:

There are two main tracks for the guided walk:

- Wattle Track: 90 mins (recommended for Primary, Intermediate and Middle schools)
- Kawerau Track: 120 mins (recommended for Secondary schools/Tertiary)

#### Groups:

- We have a maximum of 8 guided groups per visit. For schools visiting with less than 65 students there will be 7-8 students per group. For schools with more than 65 students there will be 9-10 per group. (Even numbers in each group) We recommend 1 adult per guided group (max 3 adults).
- In the week of your visit, we will confirm the number of guides available for your guided walk so you can organise your groups. **Please be flexible if there needs to be a change in group numbers on the day.**
- Please inform us of any student/group that may require extra assistance or health needs, and make provision for supervision from an accompanying adult. A vehicle can be made available for transporting students and caregivers directly to the Visitor Centre.

### Afternoon Activities:

1. Activities/Educational talk at the Visitor Centre and walk the **Road** track to wharf. *(Recommended)*
  - Educator/School led activity *or* short version of Scavenger hunt.
  - Optional Tiritiri Education interactive talk.
  - Leave Visitor Centre at 2.05pm to walk to wharf. (20 mins)**OR**
2. A 30min activity at the Visitor Centre and walk the **Wattle** track to wharf.
  - Educator/Short School led activity *or* short version of Scavenger hunt. (30 mins).
  - Leave Visitor Centre at 1.45pm and walk Wattle Track to wharf. (40 mins)**OR**
3. A 30min activity at the Visitor Centre and walk the **Hobbs** track to wharf.
  - Educator/Short School led activity *or* short version of Scavenger hunt. (30 mins)
  - Leave Visitor Centre at 1.40pm and walk Hobbs and Coastal track to the wharf. (40 mins) NB. There's no time to stop at beach.**OR**
4. Walk to the beach via Hobbs Track.
  - Leave Visitor Centre at 1.15pm and walk to the beach via Ridge Road and Hobbs Track. (30mins)
  - 30 mins at beach and depart at 2.15pm to walk to wharf. (10 mins)

Due to the limited time frame on the island, it's helpful if there is one clear educational focus for the students. It is also helpful for the educator to have a copy of any changes to the SoTM Education student worksheets to ensure the presentation matches the worksheet.

### Extra Activities

Having worksheets available for the students is highly recommended for down time on the boat and on the island straight after lunch. This is a great back up if there is a wet lunchtime and all are based in the Visitors Centre.

To protect our wildlife no ball or team games are allowed on the island. Students are encouraged to walk, not run. Climbing trees, and stone throwing at the beach is not permitted. Beach activities could focus on sand sculptures, rock pool life or a beach rubbish scavenger hunt.

### Food

We often find that students do not bring enough food for the day and there is no food available for purchase on the island. Please remind your students to bring extra food, or possibly organise with the school to have sandwiches/snacks available for the return trip home.