



Magistrates' Court  
of Victoria

# The Schools' Education Program at the Magistrates' Court of Victoria

## Teacher Information Sheet

### General Information

This information sheet is intended to make school visits to the Magistrates' Court as productive as possible. All court staff have the right to ask any student to leave the premises if they are not following the visitors' protocols which are outlined below.

### Prior to the court visit

Teachers are encouraged to provide students with copies of the Magistrates' Court brochure, which is available on our website. This will ensure that students are better prepared for their court visit. The other link provided on the Magistrates' Court website is to a Victoria Law Foundation mock court activity. This is a useful exercise to conduct pre or post the court visit.

### Arrival

On the day of your visit it is best to arrive at least 15 to 20 minutes prior to your scheduled visit time. This will allow you time to go through security.

### Tours and Talks

Where possible, a court staff member will meet booked school groups, provide an introduction and indicate which courts students may observe on that day. Please enquire when booking your school group's visit as to the availability of a court staff member to talk to your group before court commences. If possible, a Magistrate may adjourn court for 15 minutes to address the students and respond to questions.

If you have booked a talk from a Magistrate or Registrar, please confirm your booking by contacting the relevant court on the day prior to your visit or we cannot guarantee that a presenter will be available.

If you are attending Melbourne Magistrates' Court, it may be possible for a Magistrate to talk to your group if you are able to arrive prior to 9.30am. If you are interested in this, please email [beryl.threfall@justice.vic.gov.au](mailto:beryl.threfall@justice.vic.gov.au), with details of the time and date of your intended visit, number of students in the group and year level, and your contact details (phone and email). If you book a talk, please confirm by email the day prior to the talk, or we cannot guarantee a presenter will be available.

### What to bring and not to bring

Bring identification, pen and student notes

Do not bring – bags, mobile phones, ipods, recording devices, sharp objects etc.

### Behaviour

Court visitors are expected to conduct themselves in an orderly and respectful manner, in accordance with the serious nature of court proceedings. Quiet is expected within the building and particularly whilst in a court room. On entering and exiting a courtroom, it is etiquette to bow to the Magistrate if they are present.

Students should limit the size of groups observing in each courtroom. Adequate seating should be left available in courtrooms for parties to the proceedings and for other members of the public.

### Dress

If students are not wearing school uniform on the day of their court visit they are encouraged to dress appropriately, ie. thongs, caps and singlets are discouraged.

### Changes and Cancellations

Court tours are extremely popular and in order for the Magistrates' Court to best meet these requests we would ask that you inform the court of any changes or cancellations to your booking as soon as you are aware of them. This includes variations in student numbers, time of arrival, or the year level attending.