

CHECKLIST FOR PLANNING EXCURSIONS/CAMPS

1	<input type="checkbox"/>	<p>Complete Excursion Proposal Template. <i>One curriculum linked excursion per semester for each year cohort. This is in addition to annual camps for years 3/4 and 5/6 and one school performance per semester. An annual limit of \$30 per student for each class group. This can be allocated at the discretion of the teacher/team and may be divided into one excursion per semester at a cost of \$15 each or one excursion per year at \$30 per student.</i></p>
2	<input type="checkbox"/>	<p>Dates on the Calendar. Communicate with Denise, Jim, Danielle, Team Leader of dates and times, to ensure on school app, website and calendar. Write details on the whiteboard calendar in staffroom. <i>Please note: plan excursions at least four weeks in advance so that there is time for all arrangements to be made and approval given.</i></p>
3	<input type="checkbox"/>	<p>Obtain written quotes for the various components, e.g. food, accommodation, entry fees, equipment hire, instructor fees, etc. <i>Please note: If it is a school camp over \$25000, 3 written quotes are required.</i> Bus Communicate with Cherie to organise a bus quote 3 weeks before excursion. Private Transport If travel is by private transport each driver must provide copies of current drivers licence and comprehensive car insurance to the school. Complete relevant permissions. <i>Please note: Copies of documents must be made and kept at the school for the duration of the excursion. Seat belts must be provided for every occupant of every vehicle.</i></p>
4	<input type="checkbox"/>	<p>Risk Assessment completed and signed by Coordinating teacher and Team Leader. Copy of the Public Liability (This is required from all venues) Check all volunteers have been screened via 'Working with vulnerable children' policy</p>
5	<input type="checkbox"/>	<p>Prepare draft letter to parents, (use template in excursion package folder), then save in the appropriate folder on G drive. Attach copy to your <i>excursion package</i> for submission to team leader. Provide copy of note to front office staff. Excursion notes to be copied by organising teacher and sent to families. Medical Consent Forms attached for all excursions.</p>
6	<input type="checkbox"/>	<p>The entire Excursion Package must be signed by coordinating teacher then submitted to team leader</p>
9	<input type="checkbox"/>	<p>Inform Canteen</p>
10	<input type="checkbox"/>	<p>Staffing: Check/change playground duty roster and inform team leader. Team Leader to inform staffing officer.</p>
11	<input type="checkbox"/>	<p>Make supervision arrangements for students not attending excursion but attending school. Inform team leader of arrangements and provide a list of names</p>
11	<input type="checkbox"/>	<p>On the day of excursion</p> <ul style="list-style-type: none"> - First aid kit - Students medication - Roll marked on leaving - Emergency contact lists and permission notes - Mobile phone contact of Coordinating staff member to front office, contingency plan shared with front office. - Students required to bring: food, water, sporting apparel, hat etc. as needed <p>Note: The main duty of care while on an excursion rests with the teacher or teachers, even if there are other adults present. If a student is injured whilst on an excursion, an accident report needs to be completed and kept/archived by the school until injured person reaches 25 years. Directorate excursion guidelines must be followed.</p>

WEETANGERA SCHOOL
EXCURSION PROPOSAL

Name of Excursion:

Class/es:

Date of Excursion:

Departure Time:

Return Time:

Organising teacher:

Accompanying teachers:

Child to adult ratio:

Relief Required: None

Proposed Excursion:

Educational Rationale:

Mode of Transport: **Bus/ Private/ Walking/ Other:**

Venue Address and Contact details:

Cost:

Other relevant information:

School Approval Signatures:

Coordinating Teacher:

Date:

Name.....

Executive Teacher: Julia Ison

Date:

Name

Principal/ Deputy: **Date: 17/5/18**

Approved / Not Approved