



**Appendix B:
EXCURSIONS APPROVAL APPLICATION**

To be submitted to School Council or the school for approval as required by DEECD.

EXCURSION: _____

DATE/S: _____

DESTINATION / DETAILS:

NUMBER OF STUDENTS: _____

PURPOSE OF EXCURSION:

ORGANISING STAFF MEMBER: _____

STAFF PROPOSED: _____

ARE ANY EXCURSION SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO

IF YES PLEASE LIST: _____

IF NOT ALAMANDA STAFF, ARE THEY TO BE PAID? YES / NO

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

ADVENTURE ACTIVITIES INCLUDED IN EXCURSION:

Signed: _____ **Date:** _____

Teachers wishing to conduct excursions are required to provide the following information so that their application may be considered. This must be done AT LEAST ONE MONTH

before the date of the proposed excursion. No excursions or camps are permitted in the two full weeks prior to an exam period for any level.

STEP 1

- Daily diary clearance obtained Signed: _____
- Application approval & signed off in daily diary (with AP's) Signed: _____

STEP 2: EXCURSION DETAILS

(When Step 1 completed this form must be submitted to Business Manager 3 weeks prior to excursion)

EXCURSION DETAILS

Date of Excursion: _____ **Excursion to:** _____

Teacher in charge: _____ **Domain:** _____

Time of Departure: _____ **Estimated time of return:** _____

Number of students attending: _____ **Staff required:** _____

STEP 3: ESTIMATE OF COSTS

ITEMS A. COST (excl. GST) B. GST Amount C. TOTAL COST (incl. GST)

Accommodation:

Transport / Bus:

Food:

Admissions:

Equipment Hire:

Other (detail):

TOTAL:

From the above table:

Total cost of all items excluding GST:- (A) \$ _____

GST (food only): (B) \$ _____

Subtotal: \$ _____

Number of Students attending: _____ \$ _____

FINAL COST PER STUDENT: \$ _____

(To be determined in conjunction with Business Manager)

Will a cheque be required on the day of the excursion? YES / NO

If YES Order form must be completed for costs related to excursion.

Bus Company to be used _____

STEP 4: LIST OF PROPOSED PARTICIPANTS MUST ACCOMPANY THIS FORM

List of participants submitted

ALL permission forms to be generated from Alamanda Office

STEP 5: NOTIFICATIONS

- A list of participating students will be placed on the noticeboard in the Staffroom.
 - Canteen must be notified
 - COMPLETE 'NOTIFICATION OF SCHOOL ACTIVITY' form as attached
- Checked / Approved by Business Manager YES []
Signature: _____

STEP 6: (ONLY NECESSARY IF DEPARTMENTAL APPROVAL REQUIRED)

Camps/excursions that require Departmental Approval:-

- Overnight, weekend, interstate, overseas
 - Adventure activities
 - Non-adventure activities which, by their nature, location or timing, may be hazardous
- School Council approval is required for all Step 6 activities

NOTE: If participant numbers are not adequate (payment & permission forms) no less than five school days from activity / excursion, Administration reserves the right to cancel the activity / excursion.

OFFICE USE:

Fee Code: _____ Charge: _____
Permission Slips generated: _____ Date: _____

INFORMATION REQUIRED TO GENERATE PERMISSION SLIPS

EXCURSION: _____

VENUE: _____

TEACHER IN CHARGE: _____

TRANSPORT METHOD: _____

DETAILS OF EXCURSIONS: _____

SPECIAL NEEDS: (eg Drink bottle, towel, sun hat)

NOTIFICATION OF SCHOOL ACTIVITY

(Camps & Excursions)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Fax the completed proforma to (03) 9589 0543 three weeks prior to commencing the following:

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days

Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions
2. The coordinating school should complete the form for activities involving a group of schools
3. Day excursions should be reported if activities are to be conducted by:
country schools - beyond the local town/city
rural schools - beyond the local area
metropolitan schools - beyond the greater metropolitan area

SCHOOL DETAILS:

Number: 5528 School Name: Alamanda K-9 College

TYPE OF ACTIVITY: _____

(CAMP, BUSHWALKING, SCHOOL CLOSURE, EXCURSION, OVERSEAS TRIP, ETC.)

DATE OF ACTIVITY: _____

Time Commencing: _____ **Time Concluding:** _____

NAME OF VENUE: _____

ADDRESS/POST CODE OF VENUE: _____

EMERGENCY TELEPHONE NUMBERS: Mobile: _____

Venue: _____

IS EMERGENCY TRANSPORT AVAILABLE AT THE VENUE? Yes: No:

Map reference: _____