



Camps and Excursions Policy

Rationale:

Camps (any activity that involves at least one night's accommodation) and excursions (any activity beyond the school grounds) are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Camps and excursions complement, and are an important aspect of, the educational programs offered at our school.

Aims:

1. To provide students with the opportunity to participate in a program that is linked to social, cultural and educational outcomes for students and which reinforces, complements and extends the learning opportunities beyond the classroom.
2. To extend the understanding the students have of their physical and cultural environment, while developing an understanding that learning is not limited to school, but that valuable and powerful learning takes place in the real world.
3. To support the building of positive relationships among students, and between staff and students by providing a safe, secure learning experience for students in a venue external to the school.
4. To provide shared class and year level experiences, team building and connectedness to school and further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
5. To further develop problem solving and life survival skills.
6. To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
7. To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance, through promoting active participation and involvement in new experiences.
8. To enable staff to make observations about the students in a different environment, thereby increasing understandings about the student.

Guidelines from the Department of Education and Training (DET):

- All camps and excursions must be approved by the principal.
- All students should be encouraged to attend
- Classroom teachers should be responsible for actively including camps into class programs in accordance with this policy
- Camps should be booked a year in advance, to fit in with curriculum planning. Ideally all camps should be submitted to School Council for in principle approval in the November/December Council meeting in the preceding year.
- Parents should be informed early in the year about planned camps, and approximate costings, and be given time and support for payment
- Camps should encourage interests in, and experiences of, life beyond the classroom, and should enhance integrated curriculum programs
- Staff organizing a camp or an excursion must complete the appropriate proposal form and lodge this for approval. All camps and excursions must be approved prior to running.
- The principal or nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines.
Refer to: [DEECD Excursion Policy](#)
- Once the camp or excursion has been approved all relevant documentation must be completed.
- The School Council should receive appropriate documentation to approve all camps.
School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations

- Adventure activities
- The principal is responsible for the approval of all single-day excursions other than those that must be approved by School Council as mentioned above.
- This policy should be read in conjunction with the school's First Aid, Asthma, and Anaphylaxis policies, to ensure provision for student needs is fully met.

Implementation at Maldon Primary School:

- The principal in consultation with appropriate staff will consider the educational outcomes of the camp or excursion as well as the impact on the school program for the proposed dates.
- Department requirements and guidelines relating to preparation and safety will be observed in the conduct of all camps and excursions.
- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.
- The principal or their nominee will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.
- The Principal in consultation with organizing teachers will ensure that all camps, excursions, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines and that adequate planning and preparation, including the preparation of students, takes place.
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff attending a camp or an excursion.
- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.
- The school office will complete the "Notification of School Activity" online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 4 weeks prior to the camp departure date, and pass on to the Principal to ensure relevant details are recorded
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.
- The emergency management process of the school will extend to and incorporate all camps and excursions.
- All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.
- Prior to the camp or excursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

Camps Program:

A broad outline of the camps program will be:

Prep Students:	Remain at school for tea and camp activities
Year 1:	Overnight camp at school
	Day excursion to Year 2 camp
Year 2:	Overnight camp close to Maldon e.g. Boomerang Ranch Daylesford
Year 3 & 4:	Odd years – beach camp
	Even years – bush camp
Years 5 & 6:	Odd years – Major city camp
	Even years – Regional camp

Consideration in planning should include:

- [Safety, Emergency & Risk Management](#) , including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)
- [Safety Guidelines for Education Outdoors](#)

Prior to conducting any camp, the formal approval of the School Council and principal will be obtained. In approving a camp or excursion, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DEECD

- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

Access to camps and excursions:

- All efforts will be made not to exclude students for financial reasons. Parents experiencing financial difficulty are invited to discuss alternative arrangements with the business manager or principal. Decisions relating to alternative payment arrangements will be made by the principal in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for camps/excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payment has not been finalized at least 24 hours prior to the departure date, will not be allowed to attend unless alternative payment arrangements have been organized.
- All parental consent and medical forms must be completed, signed and returned and unless otherwise authorised, all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps/excursions. Parents will be notified if their child is in danger of losing the privilege to participate due to poor behaviour at school. The decision to exclude a student will be made by the principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the camp.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The teacher in charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.
- The business manager will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

Teacher Responsibilities:

- A designated “Teacher in Charge” will coordinate each camp/excursion.
- The Teacher in Charge must provide the office with a final student list.
- In the case where a camp/excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending.
- All students must have returned a signed permission note and payment to be able to attend the camp/excursion. Copies of completed permission notes and medical information must be carried by staff at all times. The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- The school will provide a first aid kit for each excursion, including provision for students at risk of asthma or anaphylaxis. The teacher in charge is responsible for collecting any individual medications required, prior to leaving.
- The teacher in charge will communicate the anticipated return time with the office in the case where camps/excursions are returning out of school hours. Parents will be informed prior to students leaving, that they can phone the office to receive an updated anticipated return time.
- Parents may be invited to assist in the delivery of camps/excursions. When deciding which parents will attend, the organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc.), gender balance and special needs of particular students.
- For high risk Outdoor Education activities the staff member organizing must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.
- Disciplinary measures apply to students on camps/excursions consistent with the school’s Student Engagement Policy. In extreme cases, the teacher in charge, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.
In such circumstances, the parent/carer will be advised:
 - of the circumstance associated with the decision to send the student home
 - of the time when the parents/carers may collect their child from the camp or excursion or the anticipated time that the student will arrive at school
 - of any costs associated with the student’s return, which will be the responsibility of the parents/carers
- All excursion staff will be familiar with the specific procedures for dealing with emergencies on every excursion.

- On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval.**
- Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

The Key Links which are connected with this policy are sourced through: [DEECD Excursion Policy](#)

Appendices which are connected with this policy are:

- Appendix 1: Staff Supervision
- Appendix 2: Pro-forma for school approval for all camps or excursions
- Appendix 3: Guidelines for teachers planning a camp or excursion
- Appendix 4: Notification of School Activity (camps and excursions)
- Appendix 5: Camps Risk Management Assessment Form
- Appendix 6: Camps approval proforma (for Principal)

Appendix 1: Staff Supervision

Staff/ Student Ratios:

Type of excursions	One excursion staff member per
Day excursions	twenty students.
Overnight excursions	
Base camps in residential premises or under canvas	ten students

Camps/Excursion staff:

- Excursion staff must be approved by the principal or school council (as outlined in Excursions – [Planning and Approvals](#)) and may include:
 - teachers employed by the Department or School Council
 - other adults on a volunteer or paid basis such as:
 - parents or carers
 - education support class officers
 - community members
 - trainee teachers
 - campsite staff
 - specialist instructors for excursion activities.

Important: school students cannot be used as camps/excursion staff.
- Volunteers who will provide supervision of students and who are not registered teachers, must have a Working with Children check
- The names of volunteer workers must be recorded for the purposes of volunteer workers' insurance.
- Where approved excursion staff who are not teachers employed by the Department or school council are in attendance they can be included in the staff-student ratio:
 - for the duration of a specific activity for which they have a designated supervisory responsibility; or
 - for the overall staff-student for the program, where they are on duty and available on the same basis as other staff (usually a 24-hour basis).

Important: the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc.) must be clarified and understood by all staff and students prior to the commencement of the excursion.

For	The excursion must
most excursions	<ul style="list-style-type: none"> be under the direct control of a teacher employed by the Department or the school council with at least one other excursion staff member present have enough teachers employed by the Department or school council to maintain appropriate control of the excursion and of each activity have teachers comprising at least half of the excursion staff.
overnight stays for mixed gender groups	<ul style="list-style-type: none"> include excursion staff of at least one person of each sex. <p>Note: In primary schools this requirement may be waived, where staff of each sex are not available.</p>
small group excursions in the local area	<ul style="list-style-type: none"> with the approval of the principal, be supervised by one or more excursion staff employed by the Department or school council (for example, education support class officers such as integration aides and teacher assistants).

For current teacher/pupil ratios see;

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>

Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education and Early Childhood Development

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

Complete the [Student Activity Locator online form](#) three weeks prior to the excursion.

Sections with an * have explanatory notes included at the end of this document.

Ensure you have the most current version of this template

Download from the [Safety Guidelines for Education Outdoors](#) website at:

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

Name of program:

Year level(s):

Location(s):

*** Date(s):**

Name of teacher-in-charge:

* EDUCATIONAL PURPOSE

PROGRAM DETAILS

*** Program outline, including:**

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

*** Overnight accommodation**

Type of accommodation

Accredited residential campsites Tents/camping Other

Physical location. For example, name, address, or map and grid reference.

Contact phone number(s):

- Residential campsite (if applicable)
- Staff mobiles
- Other

Adventure activities

Tick the [adventure activities](#) that have been planned to occur during the program:

- | | | |
|--------------------------------------------------|--------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Abseiling | <input type="checkbox"/> Base camping | <input type="checkbox"/> Bushwalking |
| <input type="checkbox"/> Canoeing/kayaking – low | <input type="checkbox"/> Challenge ropes course – high | <input type="checkbox"/> Challenge ropes course |
| <input type="checkbox"/> Cycling | <input type="checkbox"/> Horse riding | <input type="checkbox"/> Indoor rock climbing |
| <input type="checkbox"/> Orienteering | <input type="checkbox"/> Rafting | <input type="checkbox"/> Rock climbing |
| <input type="checkbox"/> Sailing | <input type="checkbox"/> SCUBA diving | <input type="checkbox"/> Snorkelling |
| <input type="checkbox"/> Snow activities | <input type="checkbox"/> Surfing | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Water skiing | <input type="checkbox"/> Windsurfing | <input type="checkbox"/> Other: |

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines YES



A risk management plan for the excursion must be completed and attached with this submission. Guidance on the risk management process is available in the section of the website called [Planning – Managing Risk](#).

* Transport arrangements

Internal External Both

Type of transports and seating capacity:

Will a member of the supervising staff be driving students? Yes No

If yes, list driver(s).

Approximate distance between school and destination:

All transport requirements comply with the advice in the School Policy and Advisory Guide, [Transporting Students](#) and [VicRoads](#) regulations. YES

Budget	
<i>INCOME</i>	<i>EXPENDITURE</i>
Student Fees <i>Other income:</i>	Transport Food Accommodation Staffing Equipment <i>Other expenditure:</i>
Total income:	Total expenditure

STUDENTS AND STAFF

Students

Number of female students:

Number of male students:

List required [student preparation](#), if any:

* Supervising staff

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods.
This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed staffing details proforma
- Risk management plan
- Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Other school-specific information:

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in-charge:

Name

Signed

Date

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

Principal:

Name
Date

Signed

Approved and minuted at a school council meeting on _____

School Council President:

Name
Date

Signed

EXPLANATORY NOTES

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

For example: *A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Early Childhood Development recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](#) for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.

Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [transport](#) page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.

Appendix 3:

Guidelines for teachers planning a camp

1. Camps need to be planned well in advance and should relate to the curriculum being taught.
2. Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.
3. Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.
4. School Council is responsible for the approval of:
 - overnight excursions
 - camps
 - interstate and overseas visits
 - excursions requiring sea or air travel
 - excursions involving weekends or vacations
 - adventure activities
5. Before approving an excursion, consideration by the principal and/or School Council needs to include:
 - the contribution of the activity to the School curriculum
 - the adequacy of planning, preparation and organisation
 - the provisions of the safety and welfare of students and staff
 - the experience and competence of staff relative to the activities being undertaken
 - the adequacy of student supervision
 - the cost
6. A parent must provide written consent for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.
7. Parental consent is required for the following reasons:
 - to authorise the school to have the student in its care after normal school hours
 - to authorise the school to take the student out of the school environment
 - to alert the school to any medical condition or allergies of the student
 - to authorise the school to consent to emergency treatment for the student
 - for the parent to consent to any financial cost of the excursion
 - for the parent to consent to the student being sent home in the event of any serious misbehaviour
8. Consent forms are to be taken on the excursion by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of emergency.
9. In addition to any teachers employed by the DEECD or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.
10. Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.
Sensible and reliable behaviour at camps and excursions will be expected at all times. ***Students can be sent home if their behaviour warrants a severe consequence.***

Planning

1. Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.
2. Planning should include:
 - a clear aim

- costing – transport, admission, etc. (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- excursion book maintained for evaluation of the camp/excursion for future planning
- excursion approval forms to be completed and handed in one week prior to the activity
- arrangements for covering camp staff classes while they are away from school

Preparation

Preparation for any activity should include:

- quotes for transport
- booking of transport
- confirmation time for departure and return
- informing specialist teachers, parent helpers, area coordinator
- informing parents attending activity on discipline procedures
- preliminary classroom activities
- collection of monies
- arrangement for school cheque
- medical information, precautions and First Aid kit

Appendix 4: Notification of School Activity (camps)

1. 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.
2. 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.
3. Relevant details about School Council approved camps and excursions must be entered into the DEECD database using the online notification form available at:

www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp

This notification should be provided three weeks prior to commencing the activity.

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.
- Day excursions should be reported if activities are to be conducted beyond the local town/city

Appendix 5:

CAMPS Risk Management Assessment Form

Section 1 – Environment Emergency Management Assessment

Venue Assessed _____ for **month** of _____

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> • Bushfires • Severe storms and flooding • Earthquake • School Bus Accident/Vehicle Incident 	<ul style="list-style-type: none"> • Missing Student • Medical Emergencies • Incidents • Aggressive student behaviour 	<ul style="list-style-type: none"> • Intruders • Internal fires and smoke • Snakes and other wildlife • Other relevant to camp area
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likelihood / very high or high impact		
Very high, High and moderate likelihood /Very high, high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		

Section 2 - General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
--------------	-------	----------------------

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

Critical incident management (emergency procedures) – contact the school for assistance.

If a student is lost – ensure all other students and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion Emergency Management Plan.

If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.

Appendix 6: Camp Details for approval of Principal

Section 1: Camp location, educational purpose and date

Camp to:.....

Address of camp location:

Telephone number of camp provider:.....

Specific dates:to.....(inclusive)

Educational Purpose:

.....

Section 2: Details of camp

a) Staffing

Name of organiser/Teacher in Charge:.....

Names of staff attending:.....

Names of parents attending:.....

- Please ensure that there is adequate supervision as per DEECD guidelines.
- All attending parents will need a police check and WWC check.

b) Students

Year levels of participants:.....

Total number of participants:.....

Number of boys:.....

Number of girls:.....

c) Cost per student

Note: When determining cost per student the GST component of the price is NOT passed on to the student except in the case of food

<i>Item</i>	<i>Total Costs (including GST if applicable)</i>	<i>Cost per Student (include GST on the Meals component only)</i>
Transport	\$	\$
Admission charges/fees	\$	\$
Accommodation	\$	\$
Meals	\$	\$
Additional staff costs	\$	\$
Other e.g. photocopying	\$	\$
5% Contingency		\$
Total Cost per Student		\$

d) Transport

Mode/s of Transport:.....

Names and telephone numbers of transport companies:

.....

Departure time from Maldon Primary School:.....

Departure time from venue:.....

Return time to Maldon Primary School:.....

e) Meals

Number of meals provided:.....

Special requirements (e.g. provide own lunch on the first day)

.....

f) Medical, First Aid and Emergency Procedures

Person responsible for first aid, medical forms and medicines (must have appropriate qualifications):.....

Details of emergency transport available:.....

24 hour school emergency contact name and phone number:.....

Emergency services phone numbers:

Hospital:.....

Police:.....

Ambulance:.....

Fire:.....