



## CAMPS AND EXCURSIONS POLICY

### Purpose

Camps and excursions 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 may have a curriculum, cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at Alexandra Secondary College.

### Scope

A camp is defined as any activity that involves at least one night's accommodation. An excursion is defined as an activity that takes place away from the school setting.

### Policy

#### Aims

- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- To provide students with the opportunity to experience learning beyond the school premises.
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To further develop problem solving and life survival skills
- To extend understanding of their physical and cultural environment

#### Guidelines for Action

- All over night excursions, camps, interstate and overseas visits, excursions requiring sea or air travel, excursions involving weekends or vacations must be approved by the principal and School Council

- Day excursions must be approved by the principal/assistant principal
- The principal or their nominee will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps should be submitted to Council for 'in principle' approval in the November/December Council meeting in the preceding year.
- No camp should be submitted for approval after the end of the first full month of a semester.
- Staff wishing to organize a camp or excursion must complete an "EXCURSIONS, CAMPS, TOURS APPLICATION FORM" (see pages 16 & 17) and a "RISK MANAGEMENT PLAN" ( appendix E – p19 ) and lodge this with the Assistant Principal for reference to the Principal for approval. All camps and excursions must be approved prior to running. This approval will be made by the Principal. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- The Principal and Assistant Principal in consultation with organizing teachers will ensure that all camps and excursion transport arrangements, emergency procedures and student/staff ratios comply with DE&T guidelines.
- Once initial approval and dates are confirmed the organising staff member should complete Appendix B – Approval Proforma and Appendix E - Risk Management to be submitted to School Council.
- All recommended camps will then be presented to School Council for their approval.
- The School office will complete the "Notification of School Activity" online at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp)
- (the necessary information is taken from EXCURSIONS, CAMPS, TOURS APPLICATION FORM) 6 weeks prior to the camp departure date, and pass on to the Assistant Principal and Principal. The Assistant Principal will ensure that relevant details are recorded in the Daily Organisational Diary and are entered on the daily absence/planning sheets.

### **Access to Camp**

- All efforts will be made not to exclude students from camps or excursions for financial reasons. Parents experiencing financial difficulty, who wish their children to attend a camp, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager and Principal in consultation with the appropriate staff, on an individual basis.
- All aspects of the camp or excursion 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.
- All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and 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.

- A list of all students with medical conditions will be made prior to the camp or excursion. This list will include each student's medical conditions and be given to every member of staff on the camp or excursion. The compilation and distribution of the list is the responsibility of the camp coordinator.
- Only students who have displayed sensible, reliable behaviour at school will be permitted to participate in school camps and excursions. Parents will be notified if their child is in danger of losing the privilege to participate in a camp 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. All students and parents of students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.
- 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 the Principal, will make this decision. Costs incurred will be the responsibility of the parent.

## **Program**

Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning should include:

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

The principal or their nominee will ensure that full records are submitted to School Council regarding the camp or excursion well in advance of the starting date of the event and that no camp or excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any camp or excursion, 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 DE&T
- 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.

## Organisation

- All food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the General Office with a final student list.
- In the case where a camp involves a particular class, the Assistant Principal will ensure that there is an alternative available for those students not attending the camp.
- The school will provide a mobile phone and first aid kit(s) for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organizing teacher and the Principal will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students as well as ensuring they have WWC accreditation.
- 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.
- The teacher in charge will ensure that student medical forms are available at the site and that a list of all students with medical conditions will be made prior to the camp. This list will include each student's medical conditions and be given to every member of staff on the camp. The compilation and distribution of the list is the responsibility of the camp coordinator.
- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)

### Site Safety

- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the College, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.

#### Refer: [Safety Guidelines for Education Outdoors](#)

- A designated "Teacher in Charge" will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The teacher in charge will communicate the anticipated return time with the College office in the case where camps are returning behind schedule

## Further Information and resources

- [DE&T Excursion Policy](#)
- [Safety Guidelines for Education Outdoors](#)
- [Adventure Activities](#)
- [Approvals](#)
- [Student Preparation and Behaviour](#)
- [Emergency and Risk Management](#)
- [Venue Selection](#)
- [Parent or Carer Consent](#)
- [Staffing and Supervision](#)
- [Student Medical Information](#)

Appendices which are connected with this policy are:

- *Appendix A: Pupil/Teacher Ratios*
- *Appendix B: Pro-forma for school approval for all camps*
- *Appendix C: Guidelines for teachers planning a camp or excursion*
- *Appendix D: Notification of School Activity (camps and excursions)*
- *Appendix E: Risk Management*
- *Appendix F: Application*

## Review Cycle

This policy was last updated in May 2018 and is scheduled for review in May 2020.

Date Implemented	May 2018
Author	
Approved By	Principal (Operational)
Approval Authority (Signature & Date)	
Review Date 2 years	May 2020
Responsible for Review	Principal

### Appendix A Pupil-Teacher Ratios

<p><b>Abseiling and Rock Climbing</b></p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting</p> <p><b>NOTE: No student on any element unless supervised</b></p>
<p><b>Base Camping</b></p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p><b>Scuba Diving</b></p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems</p> <p>NOTE: 2 qualified staff</p>
<p><b>Board Sailing</b></p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p><b>Shooting</b></p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p><b>Boats, Small Sailing - (Dinghies, Catamarans)</b></p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p><b>Snorkelling</b></p> <p>1:8 Closed water: pool 1:4 Open water</p> <p>NOTE: 2 qualified staff</p>
<p><b>Bushwalking</b></p> <p>1:5 Overnight 1:10 Day</p>	<p><b>Snow Activities</b></p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day</p> <p>Non-skiing</p>
<p><b>Canoeing</b></p> <p>1:6 2 Staff members</p>	<p><b>Surf Activities</b></p> <p>1:10 Beach 1:8 Surf</p> <p>NOTE: 1 teacher/instructor in water and NOTE 1 teacher/ instructor on beach</p>
<p><b>Cycling</b></p> <p>1:10</p>	<p><b>Swimming</b></p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p><b>Horse Riding</b></p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced</p> <p><b>Riding School:</b></p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p><b>Water Skiing</b></p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together</p> <p>2 People in boat – driver and observer; one must be staff member</p>
<p><b>Orienteering</b></p> <p>1:10 Bush</p>	

### Appendix B – Pro-forma for School Approval for all Camps

## 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

1.  
2. **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"/> |
| <b>Challenge ropes course</b>                    |  |   |                          |
| <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

**3.**

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

## STUDENTS AND STAFF

4.

### 5. 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**  
**Date**

**Signed**

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

**Principal:**

**Name**  
**Date**

**Signed**

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**Approved and minuted at a school council meeting on \_\_\_\_\_**

\_\_\_\_\_

**School Council President:**

**Name**  
**Date**

**Signed**

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## 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 C – Guidelines for teachers planning a camp***

### **Introduction**

Camps need to be planned well in advance and should relate to the curriculum being taught.

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.

School Council is responsible for the approval of: Put this in section above instead of all excursions and camps

- over night excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving a camp, 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

A parent must provide written consent for their child to take part in a camp. 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.

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 camp
- for the parent to consent to the student being sent home in the event of any serious misbehaviour

Copies of the Consent & Medical forms are to be taken on the camp 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.

In addition to any teachers employed by the DE&T or the School Council, camp 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.

Only students who display sensible and reliable behaviour at school will be taken on camps 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.*

## 1. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

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
- camp approval forms to be completed and handed in prior to the activity
- arrangements for covering camp staff classes while they are away from school

## 2. 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 kits

## **Appendix D – Notification of School Activity (camps)**

Note: This will be done by the Front Office

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.

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.

Relevant details about School Council approved camps and excursions must be entered into the DE&T database using the online notification form available at:

## Appendix E Risk Management

**\* Program: Term \* 201\***

### Risk Register

School:     Alexandra SC    

Supervising teachers/staff:     \*    

Program/Excursion:     \*    

Dates:     \*    

Location(s):     \*    

Risk Description	Existing Controls	Rating			Treatment Priority <sup>1</sup>	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>

<sup>1</sup> Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

Risk Description	Existing Controls	Rating			Treatment Priority <sup>1</sup>	Treatment
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>

Risk Description	Existing Controls	Rating			Treatment Priority <sup>1</sup>	Treatment
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[www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp)

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

- 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, 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

## **Appendix F Approval Form (overleaf)**

**Alexandra Secondary College**  
**EXCURSIONS, CAMPS, TOURS APPLICATION FORM, Section 1**

**ACTIVITY:** \_\_\_\_\_ **DATE(S) OF ACTIVITY:** \_\_\_\_\_

**CLASS / GROUP INVOLVED:** \_\_\_\_\_ **TEACHER IN CHARGE:** \_\_\_\_\_

**VENUE:** \_\_\_\_\_

**DATE FOR MONEY TO BE HANDED IN:** \_\_\_\_\_

**PRELIMINARY INFORMATION**

Number of students attending: **BOYS:** ..... **GIRLS:** ..... **TOTAL:** .....

Staff approved to attend: .....

Are any excursion staff not members of staff? **YES/NO**

If so please list: .....

Do they have Working with Children Checks? **YES/NO**

Has program information been provided to students? **YES/NO**

Have you attached a class list to this form ? **YES/NO**

Transport arrangements: .....

Time and place of departure: .....

Time and place of arrival home: .....

Itinerary attached: (for overnight excursions, tours and camps) : **YES/NO**

**COSTS \$**

College Bus (check bus policy sheet for details, camps determined on individual basis) .....

Hired Bus: Name of Company: ..... .....

Cars: Estimated cost at ..... cents/kilometre: .....

Other anticipated transport costs: (please provide details) .....

Site hire fees and Accommodation: .....

Petty Cash required: (state reason) .....

Food costs: .....

Phone calls, postage, photocopying: .....

Equipment fee: .....

Other: (please list) .....

**TOTAL COST:** .....

**COST PER STUDENT:** .....

**ANTICIPATED SURPLUS:** .....

Staff please note: Section 2 of this form **MUST** also be completed.

**Daily Organiser Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assistant principal Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Anne Norris' Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Jan's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Anita's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Office Use Only*

**SALS**

**Sentral**

**Tracy**

**diary**

**Alexandra Secondary College**  
EXCURSIONS, CAMPS, TOURS APPLICATION FORM, Section 2

**1] For EACH teacher going on the excursion:**

PLEASE put a **LINE** through the boxes where they'll be absent and a **CROSS** in the boxes below where they teach a class (*that will NEED to be covered*) and have a yard duty.

Teacher	DAY	Morn	Assembly	P1	P2	Recess	P3	P4	Lunch	P5	P6	Afternoon

**2] Will any students from your classes be left behind? Yes/No - Number of students remaining \_\_\_\_\_**

**3] Please fill out the TABLE below ( this information is required for SALS Submission)**

**Notes:**

1. A new submission is required for each time the activity is repeated on a different date. NB Accompanying forms cannot be sent/ added.
2. The coordinating school should complete the form for activities involving school groups

Type of activity: (camp, sport, water sport, excursion, rock climbing, winter sport, mountain bike riding, in school sleep over etc):	
<b>Venue Name</b>	
<b>Street address</b>	
<b>Suburb /Town</b>	
<b>Postcode</b>	
<b>State</b>	
<b>Country</b>	
<b>Phone @ venue</b>	
<b>Venue region ( Eg North East )</b>	
<b>Number of Teachers/Aides</b>	
<b>Number of students</b>	
<b>Person in charge</b>	
<b>Mobile number with group</b>	
<b>Emergency transport available at venue?</b>	