Notification of Excursion

Notification of Excursion arrangements must be submitted to an Assistant Principal in writing no less than 5 weeks prior to any excursion

Date of Excursion: ..........................................
Departure Time: ........................................ Return Time: ........................................
Destination: .............................................................................................................
Grades Involved: ......................................................................................................
Number of Children: ................................................................................................
Cost per student: ......................................................................................................
Type of Transport (circle): Private car Minibus Bus
Transport Company Used: ............................................. Cost of Transport: ............
Teacher in charge: ....................................................................................................
Teacher in Charge Phone Number on the day: ........................................................
Teacher Pupil ratio: ..................................................................................................
Other Teachers / Aides Attending................................................................................
........................................................................................................................................
........................................................................................................................................
Parents Attending: ......................................................................................................
........................................................................................................................................
........................................................................................................................................
Venue Phone Number: ..............................................................................................
Excursion Checklist

Five weeks prior to the excursion

☐ Provide a copy of the *Notification of Excursion* form to the Administration Staff, no less than 5 weeks prior to the excursion, including costings. Costings will then be checked and approved by the Business Manager.

☐ List excursion on school calendar/diary and notify the Administration Staff to include excursion information in the upcoming dates section of school newsletter and on the school website.

☐ The Administration team will then email a copy of the existing excursion notice. This needs to be adjusted for the current school year and excursion. Please pay attention to details as some may have changed from the previous excursion.

☐ Email a draft copy of your excursion notice to the Administration Team and this will be checked by an Assistant Principal or Principal. Final changes will be made by the Administration Team.

Three weeks prior to excursion

☐ The Administration Team will send out excursion notices to all grades involved. Please keep track of those students who have returned their notice / payment and provide regular reminders for its return by the due date.

☐ As notices are returned, complete the Cash Sheet for the excursion, located in your Cash Book, and forward to the office on a daily basis.

Two weeks prior to excursion

☐ Collate parent helper forms and check each of these against the school’s *Working with Children Check Register*, located in the Office. Please ensure you check this register for each excursion as it is updated on a continual basis.

☐ Select and notify parent helpers of their attendance on the excursion (after consulting the *Working with Children Check Register*).

☐ Ensure that any yard and first aid duties are exchanged.

☐ Confirm your Bus booking, including times of pick up and drop off.

☐ Notify the Administration team to inform Instrumental Music Teachers and cancel any other such programs.

☐ Notify specialists of the event and any changes required to the timetable - teachers will need to then arrange their own specialist swaps after confirming this with specialist teachers.
- Notify Integration Aides of the excursion details and their role(s)

- *Notification of School Activity – Student Activity Locator* online form must be completed for all excursions including local excursions which can be located at: [http://www.education.vic.gov.au/school/principals/health/Pages/outdoorforms.aspx](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorforms.aspx)

- Submit a copy of the *Notification of School Activity – Student Activity Locator* Form to the Administration Team.

---

**One week prior to excursion (at least 3 to 5 school days prior)**

- Follow up any students who have not returned their excursion permission form and/or payment – remind parents of the school’s policy that *no permission form or payment will be accepted by the office on the day of the excursion unless prior arrangements have been made with the Business Manager*

- Confirm arrangements with parent helpers / Integration Aides

- Remind all students they need to be in full school uniform, including a SunSmart school hat in Terms One and Four

- It is advised that you send out email confirmation to all staff concerned with any Specialist, Yard Duty or First Aid changes / swaps

The Administration Team will send out a Charge by Charge Report three days before the notice due date. Please ensure that you follow up with students who have not returned their notice/payment.

---

**The day before the excursion**

- On a copy of your Class Checkbox List, note which students will not be attending the excursion and who they will be supervised by including the name of the teacher and their room number / tick the names of those students who will be attending the excursion (this will be used on the day of the excursion)

- Check and collect the first aid kit from the first aid room

- Check all required student medication including *individual student medications and photocopy any asthmatic & anaphylactic plans which are located in the Up to Date Medical Forms Folder in the First Aid Room* (these will need to be taken on the day). If you find there is any medication missing, please contact parents immediately.

- Check that the teacher in charge has their mobile phone fully-charged

- Create a list of contact numbers of staff and parents attending the excursion and provide a copy of this to the Administration Team
☐ Check that every permission form is signed, dated and parent contact details are included. If any information is missing, please contact parents immediately

☐ Photocopy all permission forms and provide the Administration Team with one copy of all forms, the second copy is to be carried on the excursion by the teacher in charge

☐ Check that all students have paid

---

**Day of excursion**

☐ Check that the teacher in charge has a fully-charged mobile phone and ensure this is kept on their person throughout the day

☐ Mark the roll and send to the office as usual

☐ Check and mark on the prepared copy of your class list which students are absent. This list needs to be photocopied, with one copy to be handed to the Administration Team and the other to be taken on the excursion

☐ Permission notes must be carried by the teacher in charge

☐ Prepared class lists must be carried by all teachers attending the excursion

☐ *Collect student epipens from the office*

☐ Ensure that you have the First Aid kit – *including all student medications, asthmatic & anaphylactic plans as well as epipens*

---

**On return to school from the excursion**

☐ Return all *epipens* to the office

☐ Return all student medications and the first aid kit to the first aid room

☐ Hand all permission forms and class lists to the Administration Team for archiving (it is a legal requirement that all permission forms and attendance lists be kept in archive for a minimum of 7 years)

☐ Confirm absent students requiring refund with the Administration Team
**Department Guidelines for Excursions**

Teachers participating in an excursion should:

- understand the purpose of the program and its connection to student learning
- be aware of their supervisory responsibilities throughout the program, see: *Excursion support - supervision*
- know who is the nominated member of staff who will provide first aid if required, see: *Excursion support - first aid*
- know the exact location of students they are responsible for at all times including during travel.

In addition the nominated teacher-in-charge should:

- know the exact location of students at all times including during travel
- maintain a record of telephone contacts for the supervising staff accompanying the excursion
- know who the school contact person is and their phone number
- have a copy of the names of family contacts for all students and staff on the excursion
- have copies of the parental approval and medical advice forms for those students on the excursion
- maintain a copy of the completed approval proforma (including all attachments) submitted to the school council, see: Approval pro forma
- have submitted a notification of school activity using the *Student Activity Locator* online form three weeks prior to the excursion, see: *Student Activity Locator online form (EduMail password required).*