



School No 6229
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School Council President: Jo Humphrey

Principal: Kelli Jacobsen

EXCURSION APPROVAL FORM

This document details minimum requirements for approval of excursion which include overnight components, camps, interstate/overseas visits, excursions requiring sea or air travel, excursions involving weekends, school holidays or adventure activities.

- All information on this document is required. Add attachments if necessary.
- Complete the Student Activity Locator (SAL) **at least 3** weeks prior to the excursion.
- Review and sign the Camps, Excursions, Swimming and/or Water-based Activity Checklist which includes the requirement that school staff with primary responsibility for organising camps and/or water-based excursion activities must complete the excursions e-learning module.
- Sections with an asterisk* have explanatory notes included at the end of this document

Name of Program/Excursion: _____

Year Levels attending: _____ No of student: _____

Address/Location: _____

Date(s): _____

Name of teacher-in-charge: _____

PROGRAM DETAILS – INCLUDE MORNING, AFTERNOON, EVENING AND ALTERNATE PROGRAM IN THE EVENT OF CHANGED CIRCUMSTANCES:

OVERNIGHT ACCOMMODATION (IF APPLICABLE) (Accredited residential, Tents/Camping, Other)

PHYSICAL LOCATION: (Name, address etc): _____

CONTACT PHONE NUMBERS:

Residential Campsite: _____

Staff Member(s): _____

Other: _____

ADVENTURE ACTIVITIES (Please list any adventure activities planned eg. Swimming, Bushwalking etc:

TRANSPORT ARRANGEMENTS:

Bus (Number of seats required): _____ Booking required: Y/N

Times of pickup/dropoff at school: _____

Parents to Transport: _____

Will a member of the supervising staff be driving students? Y/N

If yes drivers name: _____

OTHER INFORMATION:

Excursion/Camp student requirements (school uniform, lunch etc): _____

Attending Staff: _____

Attending Parents: _____

Reply date: _____

APPROVAL:

Principal Name and Signature: _____

Date: _____

REQUIRED TO BE LODGED PRIOR TO DEPARTURE

Activity List	Signed informed consent from parent/carer	Completed medical information form for all students
Detailed itinerary with specific locations and contact numbers	A copy of map(s) including map name, access routes and grid ref.	Staff and student equipment and clothing list
Group equipment list(s) if required	Supervision plan that outlines staffing allocation for activities	Risk Register
EMP including contacts for Police, Ambulance, doctor		