

DERRIMUT PRIMARY SCHOOL No 5512
School Procedures

Camps and Excursion Procedures Kit

Date: August 09

Planning

This paperwork should be submitted to Principal/AP with permission note for approval

Organiser:	
Classes Involved:	
Date Of Camp/Excursion:	
Venue:	
Contact Person:	
Contact Number:	

Number of Children Attending	Estimated	Actual
Number of Children Not Attending (complete on the day)		
Cheques Required:	<u>Payable to:</u>	
	Amount \$	

	<u>Payable to:</u>	
	Amount \$	
Participating Teachers: Ratio 1:20		
Mobile Phone Number on the Day		
Phone Number of Venue (if applicable)		

Other Adults Attending	
Detail Arrangements for Children Not Attending	

Name/s and Details of child/ren requiring special consideration eg asthma, physical disability, medical condition	
Time of Departure	
Time of Return	

Type of Transport to be used:	
Name of Bus Company. (If travelling by bus)	
Contact Number:	
Number of students travelling on each bus:	
Pick up time from school:	
Pick up time from venue:	
Anticipated time of return:	

Costings	Total Cost	<u>Cost per child</u>
Details of Transport Costs:	\$	\$
Venue & Entry Charges:	\$	\$
Other Expenses:	\$	\$
<u>Total Cost of the Excursion</u>	\$	\$

To Calculate Cost Per Child

- Divide each cost by the estimated number of children attending, then determine the total cost.
- Build into the costing any expenses for adults attending, and allow for a small number of children who won't attend, or who maybe absent on the day.
- Check that there is money in the book pack allowance to cover children's expenses.

NB: - For all Camps and Excursions please ensure the teacher has ALL PERMISSION FORMS.

INTER-SCHOOL SPORT/LOCAL EXCURSIONS

Teachers taking students for Inter-school Sport to another school/venue, or visiting a local facility/school must leave a list at the General Office with the following details: -

- 1. Date**
- 2. Venue**
- 3. Teachers Attending**
- 4. Children Attending (please indicate their class)**
- 5. Other Adults attending**
- 6. Time of Departure and Anticipated Time of Return**
- 7. Any child/ren not attending and their location.**

CHECKLIST

- ✓ Where appropriate or write N/A where not appropriate.

PLEASE ENSURE YOU HAVE ALL PERMISSION FORMS AS TEACHERS ARE REQUIRED TO TAKE THEM ON THE DAY

<ul style="list-style-type: none">• Principal / Assistant Principal Approval	
<ul style="list-style-type: none">• The Teacher/Student ratio complies with D.E & T requirements (Camps 1:10 / Excursions 1:20)	
<ul style="list-style-type: none">• Date notice will be distributed has been determined	
<ul style="list-style-type: none">• Café has been notified there will be NO lunch orders for the day(s)	
<ul style="list-style-type: none">• Has cheque been organised if required on the day	
<ul style="list-style-type: none">• Parental consent in writing has been obtained	
<ul style="list-style-type: none">• Authorisation for Medical treatment has been obtained in writing	
<ul style="list-style-type: none">• The Excursion is an enrichment to the classroom program	
<ul style="list-style-type: none">• School identification tags have been organised (Prep – 2) available from office	
<ul style="list-style-type: none">• Excursion dates have been entered on the<ul style="list-style-type: none">- Intranet- Staffroom whiteboard/calender	
<ul style="list-style-type: none">• Arrangements for Yard Duty changes have been made	
<ul style="list-style-type: none">• Specialist Teachers, Support Program and SSO staff have been notified	
<ul style="list-style-type: none">• Children not attending have been allocated to a classroom and work has been provided	
<ul style="list-style-type: none">• The Bus Booking must be confirmed on or before the day prior to the activity	
<ul style="list-style-type: none">• Student Activity Notification has been made online to region. Edumail logon and password required. www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp	
<ul style="list-style-type: none">• The nominated First Aid person has checked that a fully equipped First Aid Kit is ready and taken on the day.	
<ul style="list-style-type: none">• A copy of the permission notice has been provided to the General Office, prior to distribution to students.	

- **A copy of this form has been placed in the Excursion Folder, located in the General Office.**
- **On the Day : Check that the General Office has been provided with the following details:**
 - **Names of Children attending**
 - **Names of Children not attending and remaining at school and the rooms they are to be placed in.**
 - **Names of Children absent (place all details on a class check list)**
- **Please note No Verbal Permission is allowed**
- **Have any refunds been organised**
- **Any other information**