

EXCURSION PROPOSAL

(To be completed and handed to Principal 3 weeks prior)

TEACHER: _____ **DATE:** _____

AIM: _____

COST PER CHILD: \$ _____ **LOCATION:** _____

CONTACT: _____ **PHONE:** _____

DATE: _____ **TIME LEAVE:** _____ **TIME RETURN:** _____

This excursion is based on sound educational principles			
Checked Term Planner			
Copy of proposed consent form to be sent out to parents for approval			
I have visited or researched the site for suitability/availability			
Obtained a quote/availability for the bus if needed			
I have considered what the children need to take (food, drinks, clothing, etc)			
Clothing that will be worn on the day	School Uniform	Sports Uniform	Other

Further Information (What is the Curriculum link for the Excursion): _____

PRINCIPAL SIGN: _____

TEACHER SIGN: _____

EXCURSION CHECKLIST

(To be completed and handed to Principal one day prior)

I have arranged payment to excursion destination	
I have confirmed bus arrangements	
I have organised First Aid equipment to take with any specific medication needed	
I have a record of student allergies and health considerations	
Parents accompanying the excursion have been contacted and informed of all procedures	
Permission slips and money collected from parents	
Mobile Phone Number	

Further Information (if required): _____

PRINCIPAL SIGN: _____

TEACHER SIGN: _____

SCHOOL EXCURSION EVALUATION

(To be completed and handed to the Principal at the conclusion of an excursion)

PLEASE TICK OR COMMENT	Satisfactory	Unsatisfactory	COMMENT
Adequacy of excursion site			
Overall management			
Achievement or otherwise of the objectives of the excursion			

PLEASE TICK OR COMMENT	Yes	No	COMMENT
Any injuries occur?			
Other information relating to specific incidents on the excursion			
Any other information which may assist in the planning of future excursions			

Further Comments: _____

PRINCIPAL SIGN: _____

TEACHER SIGN: _____