

## **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:** \_\_\_\_\_

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

**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)**

<b>I have arranged payment to excursion destination</b>	
<b>I have confirmed bus arrangements</b>	
<b>I have confirmed that all volunteers and supervisors have a current Working with Children Card.</b>	
<b>I have organised First Aid equipment to take with any specific medication needed</b>	
<b>I have a record of student allergies and health considerations</b>	
<b>Parents accompanying the excursion have been contacted and informed of all procedures</b>	
<b>Permission slips and money collected from parents</b>	
<b>Mobile Phone Number</b>	

**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)**

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

<b>PLEASE TICK OR COMMENT</b>	<b>Yes</b>	<b>No</b>	<b>COMMENT</b>
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:** \_\_\_\_\_