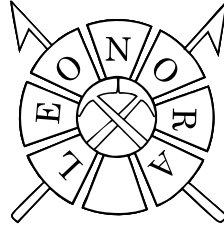


LEONORA DISTRICT
HIGH SCHOOL

Gwalia Street, Leonora 6438

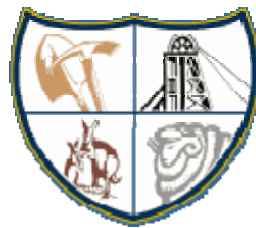


WE CARE WE SUCCEED

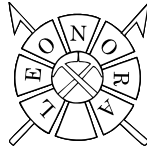
EXCURSION POLICY FORMS

STAFF & PARENTS

2006



LEONORA DISTRICT HIGH SCHOOL

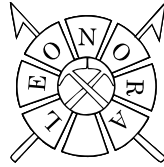


TEACHERS EXCURSION PLANNING CHECKLIST

Title and Date of the Excursion:		
	Yes	No
1. Purpose of the excursion stated (i.e., educational rationale)		
2. Supervision requirements described		
(a) student factors (4.4.1 pp)		
(b) venue factors (4.4.2 pp)		
(c) transport factors (4.4.3 pp)		
3. Communication requirements described		
(a) roles and responsibilities (4.5.1 pp)		
(b) parent communications (4.5.2 pp)		
(c) on-site communication (4.6 pp)		
4. Emergency response plan provided (4.7 pp)		
5. Excursion records to front office and administration (4.10 pp)		
6. The appropriate approval(s) have been gained for this excursion from the Deputy.		
7. Suitable arrangements made for students not participating in the excursion.		

I am satisfied that safety standards and duty of care responsibilities have been appropriately addressed in the planning of the excursion

PRINCIPAL - Greg Fisher



CONSENT FORM FOR EXCURSIONS – PLEASE READ & COMPLETE

DETAILS OF EXCURSION

The purpose of the excursion and its relationship with

- the educational policy of the school; and
- the learning program of the students who will participate is:

Date(s)

Location of venue(s)

Activities to be undertaken

Duration of activity(s)

Location of activity(s)

Student contact arrangements during excursion

Transport arrangements

Cost

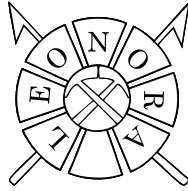
Supervision to be provided

Staff action in case of accident or illness on the excursion

Liability for loss or damage to student property and medical costs incurred in case of accident or illness

Special clothing or other items required :

I have conveyed all of the above information in a letter to parents / caregivers



STRICTLY CONFIDENTIAL - to be completed by caregiver

This information, that is required for each student participating on the excursion, will assist the school and supervising teachers in the preparation and planning of an excursion. This must be provided for term or year based excursions or day excursions.

Student details

Student's name _____ Date of birth _____

Parent/guardian's full name _____

Address _____ Postcode _____

Telephone no. - home _____ Telephone no. - work _____

Telephone no. - mobile _____

Name of family doctor _____ Telephone no: _____

Medical details

Is your child subject to seizures, fainting, epilepsy, diabetes or any other condition that may affect his or her safety during the excursion

Yes No

If "yes", please give details:

Is your child allergic to:

Penicillin	<input type="checkbox"/>	Please give details	_____
Any other drug	<input type="checkbox"/>		_____
Any food	<input type="checkbox"/>		_____
Other	<input type="checkbox"/>		_____

Date of last tetanus vaccination: _____

Medication

Parents/guardians are requested to make arrangements with the teacher-in-charge for the safekeeping and handling of medications prior to the excursion.

Is your child presently taking tablets and/or other forms of medication?

Yes No

Does your child self-administer the medication?

Yes No

If "yes", state name of medication, dosage and frequency of use:

Other information

Please provide any other information about your child which will enable the organisers of the excursion to provide better care for your child

CONSENT

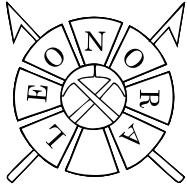
I am aware that any costs incurred as a result of accident or illness are my responsibility and that school staff are not responsible for any loss or damage to my child's personal property that may occur during the course of the excursion.

I agree to inform the organisers before the scheduled excursion departure of any change to my child's health and fitness so that appropriate supervision may be arranged. I acknowledge that, should it be considered necessary, school staff will arrange to present my child for medical assessment.

I have read and understood the information regarding the excursion and give my consent for my
son/daughter _____ to attend
(student's full name)

Signature of parent/guardian

Date



FACILITY OR VENUE HIRE AND PROVISION OF SERVICES

This enquiry form is to be completed by the center manager or service (delete) external provider and returned to the contact person at the school **before** a booking is made. This form does NOT constitute a confirmation of a booking.

SECTION A (to be completed by school)

School details: Leonora District High

Name _____ Contact person _____
Address _____ Telephone no. 08 90376143
Fax no. 08 90376005

Nature of excursion _____

Venue _____ Proposed date/s _____

Estimated number of attending students _____ Proposed time _____

Year level(s) _____

SECTION B (to be completed and returned by the facility/venue management)

Facility or venue details

Name _____ Contact person _____
Address _____ Telephone no. _____
Fax no. _____

I have noted the details listed above for your school's proposed excursion to this facility/venue and have authority to provide the following information:

- This facility/venue is able to accept the proposed booking on the specified date and time, and can accommodate the number and age of the students listed.
- The duty manager at the time of the excursion will be: _____

Have other bookings been/will be taken for this same period? Yes No

If "yes", please indicate number and nature of bookings (attach a list if necessary).

How many centre/venue staff will be on duty during the period of our excursion? _____

Who will be responsible for the provision of first aid services? Facility/venue School

I have attached copies of the centre's guidelines and policies relevant to your excursion:

- The facility/venue's emergency action plan, including centre and school roles and responsibilities
- Supervision and behaviour guidelines
- Insurance cover
- Other

I undertake to immediately inform the school of any change to this information.

Name _____ Position _____

Signature _____ Date _____



PARENT/GUARDIAN INFORMATION FORM

Information for parents/guardians about excursions & camps

- 1 It is intended that excursions & or camps undertaken by Leonora DHS will be organised as an integral part of the school's programs throughout the year. It is therefore desirable that all students participate in them. There are classroom activities before and after each excursion and if the excursion is missed, much of the related classroom work is less meaningful to students.
- 2 Students learn in many different ways - from their parents and other people, from books, films and television, from making things - as well as in the classroom. Often, the learning in the classroom is enriched by first-hand experiences gained on an excursion. Excursions stimulate interest and enhance the development of language. They are enjoyable because learning takes place in a different environment. They are valuable for the development of social skills. And they provide access to resources, environments and expertise that may not be available in the classroom.
- 3 The greatest possible care is always taken to ensure the safety of students and the success of each excursion. To ensure adequate supervision, additional staff and/or parents accompany the children when they leave the school. As a precautionary measure, we require information about each child's special health needs before each excursion. I am aware that these forms are lengthy, however your child's safety is paramount.
- 4 Full details will be provided to families before each excursion, including the date and time, cost, clothing and food requirements and travel arrangements. If you feel that a teacher has not provided these details do not hesitate to contact me on 90376143.
- 5 Excursions may include:
 - **visits within the local neighbourhood and outer neighbourhood**, to help students to become more familiar with facilities, commercial/industrial enterprises and government operations in the Leonora; These excursions will run throughout the year and parents consent to their child to visit these sites for that year on the specified days and during the specified times.
 - **field trips**, to help students to appreciate primary industry/production and the interdependence of cities and country areas; These trips will be to Kalgoorlie & other Goldfields regions and each excursion will request a medical and parent consent form.
 - **country and beach trips**, giving students the opportunity to experience and understand geographical environments that differ from that of the school's locality; These excursions will be camp bases. As these are over night parent assistance would be appreciated.
 - **attendance at theatrical performances or cinemas**: this is usually arranged in conjunction with books or plays being studied; These are great rewards as well as learning experiences and
 - **visits to museums and places of historical significance, exhibits/exhibitions.**
- 6 An excursion may conclude or be conducted outside regular school hours. In these instances particular attention will be given to the coordination of transport arrangements that enable students to return to their homes. Drop of times will be clearly stated.
- 7 If you have any concerns about a particular excursion, please contact Mr Greg Fisher, Principal. Families who have difficulty paying for an excursion should discuss the matter in confidence with the Mr Greg Fisher.

.....
Greg Fisher, Principal



PARENT/GUARDIAN INFORMATION FORM

Information for parents/guardians about school camps

- 1 Students learn in many different ways, from their parents and other people; from books, films and television, from recreation.
- 2 The experience of living away from home with a group of their own age provides students with opportunities for the development of independence and self-care skills such as personal hygiene, cooking and housekeeping under teacher guidance.
- 3 Students are also able to learn other skills such as bushcraft, orienteering, safety, hiking, music, indoor and outdoor games, sports and crafts. The school camp provides a unique environment for social development. Social interaction and cooperation are encouraged in a relaxed, supportive atmosphere.
- 4 A camp is to be organised as an integral part of our educational program.
- 5 The school camp is an important part of the school program; therefore, it is desirable that all students attend.
- 6 The greatest possible care is always taken to ensure the safety of students and the success of each camp. To ensure adequate supervision, additional staff and/or parents accompany the children when they leave the school.
- 7 As a precautionary measure, we require information about each child's special health needs before each camp.
- 8 Full details will be provided to families before each camp, including the date and time, cost, clothing and food requirements and travel arrangements.
- 9 If you have any concerns about the camp, please contact Ms Greg Fisher at the school. Families who have difficulty paying for a camp should discuss the matter in confidence with the Mr Greg Fisher

Please keep this information for reference.

.....
Greg Fisher, Principal



EXCURSION/CAMPS APPROVAL FORM

PART 'A'

PROPOSED BY : _____ OF _____ YEAR/DEPT

CONCERNING _____

CLASS _____ No. OF STUDENTS _____ COST _____

DAY _____ DATE _____

–

VENUE _____

–

DEPARTURE TIME _____ RETURN
TIME _____

STAFF
ATTENDING _____

METHOD OF
TRANSPORT _____

DEPUTY
APPROVAL _____ DATE _____

PART 'B'

PERMISSION SLIPS SIGNED BY PARENTS

TRANSPORT ARRANGED/BUS BOOKED

DEPUTY NOTIFIED (RELIEFS REQUIRED)

WORK FOR RELIEF TEACHER(S) WITH DEPUTY

REGISTRAR NOTIFIED

SITE ASSESSMENT CONDUCTED / EXCURSION POLICY VIEWED

COMPLETED LIST OF STUDENTS ON BACK OF THIS FORM

EACH CHILD HAS A MEDICAL FORM (COPIES TO BE TAKEN ON EXCURSION)

PRINCIPAL APPROVAL _____ DATE _____

