CHELTENHAM GIRLS’ HIGH SCHOOL
2019
EXCURSION INFORMATION FORM

- This form, as well as the risk management plan and the permission note, should be completed and submitted to the Deputy Principal as early as possible but at least three weeks before the date of the proposed excursion.
- Excursions without three weeks’ notice will not be approved.
- All sections of the information form must be completed.
- When finalised original paperwork is to be returned to the Deputy Principal for inclusion in the Excursion Register and a copy of the permission note and medical details returned to the excursion organiser.

Rationale for Excursion – Why you are applying for the excursion

Please include:
- Link to school plan
- Link to syllabus
- Relevance to students
- Follow up content to be studied or previous content studied in the classroom

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

☐ I have checked the calendar for assessment tasks or any clashes and verify there are no clashes

1. Days(s) of excursion: (circle) M Tu W Th F: Date ________________ Week A/B: ______
   If Thursday – check Scripture / Assembly roster for staff and room usage.

2. Time: (all day/Periods): _________

3. Classes/groups involved: _________

4. Venue: __________________________________________

5. Organiser: _______________________

6. Faculty: _________________________

7. Mobile contact number of organiser (if other than school mobile): _______________________
   School Number: 0402 991 114

8. Educational purpose of excursion: _____________________________________________

9. No. of students attending:___________________
I have attached a list of the students in alphabetical order, first name and surname with their roll call and Year group and a column to have the payment checked off. The name of the excursion, payment closing date and excursion date and cost (GST breakdown if applicable) need to placed on the top of the list. These students will be invoiced for the excursion.

I am aware I am required to email a final list of the students attending in alphabetical order, with their roll call and year group to Michele Johnson, Karen Trout and Carolyn Alfonzetti for the variation to be entered. This must be emailed 3 school days prior to the excursion.

Note: If students are invoiced, excursion organiser must notify SAM of students whose invoice needs to be cancelled on the closing day of payment.

I am aware I am required to check how payments are progressing 1 week before the closing date and am aware I am required to chase the students who have not paid to ensure all students pay by the closing date.

10. Are students paying directly for any costs? Yes / No (eg. Referee/umpire fees).
If Yes supply following details - Item/s students paying for: ___________________________
Amount: _______________ (Do not include this amount in the student costing table)

I have attached the quotation/quotations for the excursion, which clearly states if the cost is inclusive or exclusive of GST

11. Student costing – Base this on 85% of number of students attending if the course costs are FIXED. This table must be completed in full before submission.
Calculating GST –
If GST included in price divide by 11. Eg. Cost $100 divide by 11 = $9.09 GST, cost ex GST $90.91
If GST exclusive add 10% Eg. Cost $100 add 10% = $10 GST, Cost ex GST $100

<table>
<thead>
<tr>
<th>Excursion Budget</th>
<th></th>
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<th>Total costs for students (incl. GST for food only)</th>
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</thead>
<tbody>
<tr>
<td>Anticipated Costs:</td>
<td>Per Student (ex GST)</td>
<td>GST</td>
<td>Per Staff Member (ex GST)</td>
<td>GST</td>
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<tr>
<td>Transport Costs</td>
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<td>Entry Costs</td>
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<td>Tour Costs</td>
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<tr>
<td>Food Costs</td>
<td>B.</td>
<td>D.</td>
<td></td>
<td></td>
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<tr>
<td>Accommodation Costs</td>
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<tr>
<td>Equipment Costs</td>
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<tr>
<td>Other Costs (eg. printing)</td>
<td></td>
<td></td>
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<tr>
<td><strong>TOTAL COSTS</strong> (add rows)</td>
<td>A.</td>
<td>C.</td>
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</tbody>
</table>

Total costs for students (incl. GST for food only) = $A + B = $
$A \times \text{no. of students expected to attend (this is 85\% of your total students)}$

Total costs for staff members (incl. GST for food only) = $C + D = $
$C \times \text{no. of staff attending} = $F

Amount to be charged per student = \frac{E + F}{\text{No. of students expected to attend}} = $
12. Final date for payment: ______________________

13. Full School Uniform required? Yes / No (Circle one) If no, explain: ______________________

14. Staff attending (Number): ___________________________

15. Accompanying First Aid person: _______________________

16. Additional Staff (Names): ___________________________

17. CPR Person (must be teacher, SAO, Teacher’s Aide Special): ___________________________
   (Required for all swimming/water related activities and overnight excursions)

18. Departure point and Time: ___________________________

19. Dismissal point and Time: ___________________________

20. Means of transport: ___________________________ Train, Bus (include Name of Company), other.
   If bus, instructions given to bus company on parking / pick up   Yes/No

21. Are parents, caregivers or volunteers going?   Yes/No
   If Yes, have you:
   • Obtained a signed ‘Prohibited Employment Declaration’ Yes/No
     If not, explain ……………………………………………………………………………………
   • Checked the Department’s not to be employed list (HT Admin Signature) ________________
   • Consulted referees (if appropriate) ______________________________________________________________________

22. STUDENT MEDICAL INFORMATION

   Please list student in table below or provide an attached list of students with medical issues. All
   students attending the excursion with medical issues must have their ASCA and Individual Health
   Care Plans printed and submitted with this application and then also taken on the excursion.

<table>
<thead>
<tr>
<th>Student</th>
<th>Roll Call</th>
<th>Anaphylaxis</th>
<th>Epilepsy</th>
<th>Asthma</th>
<th>Diabetes</th>
<th>Allergy</th>
<th>Other</th>
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</thead>
<tbody>
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</table>

23. How are the staff attending the excursion having their lessons covered? Tick below
   □ No cover required – free periods
   □ ILO’s
   □ Buddy Extra – Buddy Extras form submitted to HT Admin with all periods covered -
     HT Admin Signature __________________________
   □ Approved School Initiative – Cost Centre/General Ledger Code (supplied by DP)
     This must be applied for electronically via Moodle prior to form submission
### 24. Teacher Check List – this table must be completed before submitting documents to Head Teacher for checking.

<table>
<thead>
<tr>
<th>Task completed</th>
<th>Date and Signature</th>
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<tbody>
<tr>
<td>i I have checked the school calendar on Sentral for the date of excursion and note that there are <strong>no</strong> clashes with any other excursion or whole school activity</td>
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<tr>
<td>ii I have emailed Jane Cardelli and c.c S. Hope for the excursion to be placed on the calendar</td>
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<tr>
<td>iii I have contacted the venue to request the indemnity form to be waived. If the request was not accepted and no other suitable organisation or provider can be found, I have attached a note to go home to the parents advising them that the school has unsuccessfully requested that the indemnity be dropped and that parents should carefully read the form, and if necessary seek their own legal advice on their rights should their child suffer an injury on an activity.</td>
<td></td>
</tr>
<tr>
<td>iv I have obtained, read and agree to the Risk Management Plan supplied by the third party.</td>
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<tr>
<td>v I have prepared the permission note using the template on Moodle and have included any DoE requirements for specific activities, sporting activities, overnight, insurance and privacy requirements.</td>
<td></td>
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</tbody>
</table>
| vi I have attached the following documents with this application form:  
  - permission note  
  - quote from venue/provider  
  - risk management plan (both school and venue/provider)  
  - buddy extra information for HT Admin  
  - student medical plans  
  - list of students with roll call for Sharomi with name of excursion, date of excursion and closing date for payments and cost of excursion |

### 25. Teacher declaration and sign off:

| I understand it is my responsibility to check the list of students who have not returned their note and payment **1 week prior to the closing date** of the excursion and chase any outstanding notes and payments. |
| I understand that I am required to email a final list of the students attending in alphabetical order, with their roll call and year group to Michele Johnson, Karen Trout and Carolyn Alfonzetti for the variation to be entered. **This must be emailed 3 school days prior to the excursion date.** |
| I understand that if insufficient student’s return their note and payment by the closing date and the costs cannot be covered for the excursion, the excursion will need to be cancelled and I will be responsible for informing the students and their parents of the cancellation and that money paid will not be refunded to those who paid but will be credited to the students account. No excursions can run at a loss. |
| I understand that **NO** student is able to pay for the excursion after the final day of payment. |
| I understand that **NO** student **WILL** be able to attend the excursion who does not return their note or payment by the due date. |
| I understand that I **can not** take any student on the excursion if they do not have their Asthma puffer, EPIPEN or other medications required with them on the day of the excursion. |
| I understand that it is my responsibility to provide Michele Johnson, in the front office, the marked roll for the excursion clearly showing any student who is absent on the day of the excursion. |
26. SIGNATURES (in the order below)

☐ As the Head Teacher I have checked the costings, letter and risk assessment and that all other relevant
documents for the excursion are attached.

☐ As the Head Teacher I understand that if the costs of the excursion are not met by the student
payments faculty funds will be taken by finance to cover the cost of the short fall

A. Faculty Head Teacher: ______________________________ Date: _____________________________

Other Signatures required:

B. Food Technology (only for over 30 students in one year): __________________________ Date: __________

C. HT Secondary Studies - Scripture (Thursday only)________________________ Date: __________

D. Canteen: (Only for 60 or more students)________________________ Date: __________

E. Sport Organiser (Tues for Years 9 and 10)________________________ Date: __________

F. Sport Organiser (All days for Years 7 and 8)________________________ Date: __________

G. Admin Head Teacher – Copy of Buddy Extra periods submitted __________________________ Date: ______

H. Finance Officer: __________________________ Date: __________________________
   (copy of quote collected and filed)
   Title of excursion: __________________________ Cost: __________ GST: __________

I. Simone Hope: __________________________ Date: __________________________
   (Tracker - School Initiative Funding OR Student Funding)

J. Deputy Principal: __________________________ Date: __________________________

K. Principal: __________________________ Date: __________________________

Title of excursion: __________________________ Cost: __________ GST: __________

Simone Hope: __________________________ Date: __________________________
   (Tracker - School Initiative Funding OR Student Funding)