You only need to complete this form if:
- Students are being taken out of another teachers class
- Students could be injured during the incursion
- The incursion falls within the controversial issues policy (staff drive/excursions)

- A risk management plan is only required for incursions that could likely lead to a student being injured. Eg. Sporting activity.

- This form, as well as the risk management plan (if applicable) 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 incursion.
- Incursions without three weeks’ notice will not be approved.
- All sections of the information form must be completed.
- When finalised original paperwork will 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.

1. Days(s) of incursion: (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 incursion: __________________________________________________
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 incursion, 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 incursion.

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

10. Student costing – calculate 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

11. Final date for payment: ________________________

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

13. Staff attending (Number): ___________________________

14. Accompanying First Aid person: ______________________________________________________

15. Additional Staff (Names):  ______________________________________________________

16. How are the staff attending the incursion 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

### Excursion Budget

<table>
<thead>
<tr>
<th>Anticipated Costs:</th>
<th>Per Student (ex GST)</th>
<th>GST</th>
<th>Per Staff Member (ex GST)</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Costs</td>
<td></td>
<td></td>
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<tr>
<td>Entry Costs</td>
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<tr>
<td>Food Costs</td>
<td></td>
<td>B.</td>
<td></td>
<td>D.</td>
</tr>
<tr>
<td>Other Costs (eg. printing)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL COSTS</strong></td>
<td>A.</td>
<td></td>
<td>C.</td>
<td></td>
</tr>
</tbody>
</table>

**Total costs for students**

(incl. GST for food only)

\[
A + B = \$ \times \text{no. of students expected to attend (this is 85% of your total students)} \\
= \$ \text{(E)}
\]

**Total costs for staff members**

(incl. GST for food only)

\[
C + D = \$ \times \text{no. of staff attending} \\
= \$ \text{(F)}
\]

**Amount to be charged per student**

\[
\frac{E + F}{\text{No. of students expected to attend}} = \$
\]
17. **STUDENT MEDICAL INFORMATION**

Please list student in table below or provide an attached list of students with medical issues. Medical plans do not need to be printed unless the incursion puts a student at risk that would not have been a risk in their normal classroom eg food intolerances or sensitive material) In this case students attending the incursion with medical issues must have their ASCA and Individual Health Care Plans printed and submitted with this application and then also taken on the incursion.

<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>
</tr>
</thead>
<tbody>
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</tbody>
</table>

18. **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>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>I have checked the school calendar on Sentral for the date of incursion and note that there are <strong>no</strong> clashes with any other excursion or whole school activity</td>
</tr>
<tr>
<td>ii</td>
<td>I have emailed Jane Cardelli and c.c S. Hope for the incursion to be placed on the calendar</td>
</tr>
<tr>
<td>iii</td>
<td>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>
</tr>
<tr>
<td>iv</td>
<td>I have obtained, read and agree to the Risk Management Plan supplied by the third party.</td>
</tr>
<tr>
<td>v</td>
<td>I have prepared the permission note using the template on Moodle and have included any DoE requirements for specific activities, sporting activities, insurance and privacy requirements.</td>
</tr>
</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) if applicable  
- 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 |
19. Teacher declaration and sign off:

<table>
<thead>
<tr>
<th>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 incursion and chase any outstanding notes and payments.</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>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. <strong>This must be emailed 3 school days prior to the incursion date.</strong></td>
<td></td>
</tr>
<tr>
<td>I understand that if insufficient student’s return their note and payment by the closing date and the costs cannot be covered for the incursion, the incursion 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 incursions can run at a loss.</td>
<td></td>
</tr>
<tr>
<td>I understand that NO student is able to pay for the incursion after the final day of payment.</td>
<td></td>
</tr>
<tr>
<td>I understand that NO student WILL be able to attend the incursion who does not return their note or payment by the due date.</td>
<td></td>
</tr>
<tr>
<td>I understand that it is my responsibility to provide Michele Johnson, in the front office, the marked roll for the incursion clearly showing any student who is absent on the day of the excursion.</td>
<td></td>
</tr>
</tbody>
</table>

20. 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 incursion are attached.

  A. Faculty Head Teacher: ____________________________ Date: ____________________________

  Other Signatures required:

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

  C. Sport Organiser (Tues for Years 9 and 10) ________________ Date: ______________________

  D. Sport Organiser (All days for Years 7 and 8) ________________ Date: ______________________

  E. HT Secondary Studies - Scripture (Thursday only) ________________ Date: ______________________

  F. Canteen: (Only for 60 or more students) ________________ Date: ______________________

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

  H. Finance Officer: __________________________________ Date: ______________________

  Title of excursion: __________________________________ Cost: __________ GST: ______

  I. Simone Hope: __________________________________ Date: ______________________

  (Tracker - School Initiative Funding OR Student Funding)

  J. Deputy Principal: ____________________________ Date: ____________________________

  K. Principal: ____________________________ Date: ____________________________