CHELTENHAM GIRLS’ HIGH SCHOOL

INCURSION INFORMATION FORM

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 (j drive/excursions)

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

The permission note, and if required, a risk management plan, should be completed and submitted, with this form, to the Deputy Principal as early as possible but at least three weeks (if payment is required) before the date of the proposed incursion. All sections of the information form must be completed. All finalised paperwork is to be returned to the Deputy Principal for inclusion in the Excursion File in DP office.

1. Days(s) of incursion: (circle) M Tu W Th F: Date _____________________ Week A/B: _______
   If Thursday Period 2– if whole group or large numbers notify HT Secondary Studies re-scripture teachers.

2. Time: (all day/Periods): ___________________ _______________________

3. Classes/groups involved: _______________

4. Venue: ___________________________________________________________________

5. Organiser: ____________________________

6. Faculty: _______________________________ Head Teacher Approval: YES / NO

7. Educational purpose of incursion: __________________________________________________________

8. No. of students attending: ___________

9. Students to be invoiced: Yes / No
   Note: If students are invoiced, incursion organiser must notify SAM of students whose invoice needs to be cancelled.

   Excursion Budget
   
   Anticipated Costs: Per Student (ex GST) | GST | Per Staff Member (ex GST) | GST
   
   Equipment Costs
   
   Entry Costs
   
   Food Costs | B. | D.
   
   Other Costs (eg. Printing, casual staffing)
   
   TOTAL COSTS (add rows) | A. | C.
   
   10. Final date for payment: ____________________________

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

   12. Staff attending (Number): ____________________________

   13. Additional Staff (Names): ____________________________

   14. How are the staff attending the incursion having their lessons covered? Tick below
   - No covered required – free periods
   - ILO’s
   - Buddy Extra and HT Admin has been notified
   - Approved School Initiative - Dissection Code (supplied by DP)

Total costs for students (incl. GST for food only) = A + B = $
   x no. of students attending = $ (E)

Total costs for staff members (incl. GST for food only) = C + D = $
   x no. of staff attending = $ (F)

Amount to be charged per student = E + F
   No. of students attending = $

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15. MEDICAL INFORMATION

Please print a list of students with Medical Care Plan/s file (J:\Welfare\Medical\2016Medical\Students) for year group/s involved in this excursion or write names below.

<table>
<thead>
<tr>
<th>Student/Roll</th>
<th>Anaphylaxis</th>
<th>Epilepsy</th>
<th>Asthma</th>
<th>Diabetes</th>
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16. TEACHER CHECKLIST I

<table>
<thead>
<tr>
<th>Item completed</th>
<th>DATE &amp; Initial</th>
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<tbody>
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17. SIGNATURES (in the order below)

A. Food /Textiles Technology (only for over 30 students in one year): _________ Date: _______________

B. Sport Organiser (Tues Years 9 - 10) ___________ Date: _______________

C. If Thursday Period 2 – I have notified HT Sec Studies re scripture teachers to be notified. ________ Date: __________

D. Canteen: (Only for 60 or more students) __________________ Date: __________________________

E. Finance Officer: _____________________________________ Dissection No: __________

   Title of excursion: ___________________________________

F. Head Teacher: _____________________________________ Date: _________________

G. Deputy Principal __________________________ Date: ________________

H. Principal: _______________________________________ Date: ________________

18. TEACHER CHECKLIST II

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<th>Item completed</th>
<th>DATE &amp; Initial</th>
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