

CAMPBELL HIGH SCHOOL EXCURSION PROPOSAL FORM

1. Excursion Details

Departure Day	Date	Time	Return Day	Date	Time
Friday	23/08/19	4:30 am	Friday	23/08/19	~ 8:15 pm
Title & Destination Blue Cow Perisher Resort					
Emergency Contact Numbers: 0401484131 0409 561 143	Place Blue Cow	Phone Mobiles	Place	Phone	
Travel/Transport School bus					
Student Group/Class/Year TSP	Number of Students 20	Max Number 24	Staff/Student Ratio 1:15		
Co-ordinating Teacher: 1. Amy Wilson	Accompanying Teachers: 2. Tomas Rodriguez		3. Volunteer		
Co-ordinating Faculty PE	4.		5.		
	6.		Accompanying teachers outside Co-ordinating Faculty require approval of their Executive Teacher.		
Accompanying Parents 1. N/A	2.		3.		
Cost per Student \$\$\$\$	Other requirements (own food/equipment/tent)				

2. Excursion Objectives (Additional information may be attached)

Practise and apply skills learnt during theory lessons.

3. Program Details (Additional information may be attached)

See attached

4. Co-ordinating Teacher:

Faculty Executive:

5. Approval (Meetings on a Monday)

Approval Date: / /

Staffing Officer.....

Staffing SLC.....

Business Manager.....

Deputy Principal.....

EXCURSION PLANNING CHECKLIST SUMMARY

Submit this page (Step 1) with your proposal form

Proposals must be submitted to your executive teacher

- at least **three weeks** before the date of the excursion, for all excursions (excluding in-class excursions that do not impact on other programs)
- at least **one week** before the date of the excursion, for in-class excursions that do not impact on other programs

Please tick boxes

- Check calendar** for clashes.
- Staffing diary:** high staffing demand days (yes/no)
- Costs** identified for all excursion components complete **Excursion Cost Planning Sheet** in consultation with the Business Manager.
- Risk assessment:** Seek executive teacher support to complete this task. For day travel outside the ACT or overnight, must be signed by Exec before submission
- Excursion Proposal form** completed and submitted for Executive approval through faculty level 2. (Staffing officer will file form after approval).
- Complete within the designated timeframes all **Departmental Excursion requirements** for Outdoor Adventure, Interstate and International Excursions if applicable

1. Complete:

- Excursion Proposal
- Cost Planning Sheet
- Parent Information Note
- Student Permission Note
- Medical Forms (where appropriate)
- Excursion Payment Slip
- Risk Assessment**
- Movement requisition (where appropriate)
- Procurement Demands to cover all financial commitments (Highlight any special payment conditions)

Permission form and Payment Vouchers **must** be separate pages Obtain Ledger Code from Finance Officer

EXCURSION PLANNING CHECKLIST SUMMARY cont.

2. Other Tasks: (after approval)

- Advise Canteen at least 2 days in advance if student absence on excursion will impact on their operation.
- Inform Staffing and Rolls office
- Advise staff of pending excursion
- Set cut off time for payments (minimum of lunchtime the day prior to the excursion)
- Distribute Information notes, Permission Form and Payment Slip
- Monitor payments to assess viability
- Monitor return of Permission Notes
- Obtain a list of paid students from Finance (where applicable)
- For class based excursions make internal Faculty arrangement for supervision of non-attenders.
- Advise students of assembly point and meeting time through Daily Notices

9. Excursion Day

- Ensure relief lesson work is clearly labelled and readily accessible
- Mark Excursion Roll and submit variations to Rolls Office prior to departure
- Take at least THREE PHOTOS for Bagpipe and Highlander

10. Loose Ends – to be completed within a week of the excursion being completed

- Acquittal to be completed with Business manager
- Permission notes must be returned to the finance Officer
- Arrange for transfer of Staffing component to Staff ledger

Departmental Excursion Policies

Excursions Policy - <http://www.det.act.gov.au/policies/pdf/excpolmp.pdf>

Medical Form – on CBLH website



Campbell High School

An ACT Government School
Principal: Heather Paterson



Success today creates tomorrow

TSP DOWNHILL SKI TRIP

A downhill ski excursion has been organised for your son's/daughter's TSP class On Friday the 23rd of August (Friday of week 5). During this excursion students will receive instruction on downhill skiing or snowboarding. Students will be having on lesson in the morning and then free ski in the afternoon (within set boundary). All lessons are compulsory as per the Directorate mandatory procedures.

Prior to the excursion students will have had a chance to discuss, clothing, food preparation and first aid. Students will form small groups to spend the day with.

The cost for this camp is \$180 which covers transport, national park entry, ski hire, helmet instruction and tube tickets. Students will need \$30 for food. If clothing hire is needed, waterproof pants and jackets will have to be hired individually by the students prior to the trip. I suggest:

- Belconnen Ski'n'board (Lathlain St)
- Straightline Ski Fyshwick (Pirie St)

Waterproof pants, jackets and gloves are compulsory

I am happy to discuss payments being made over the term. Please feel free to call (61423185) or email me about this matter. (Amy.Wilson@ed.act.edu.au)

CAMP DETAILS

DATES:	Friday 23rd of August. Week 5, Term 3
VENUE:	Blue cow, Perisher resort
TRANSPORT:	School Bus
DEPART:	4:30am from school
RETURN:	8:15pmish to school (all students will call from Cooma when we know a more definite time of arrival).
COST:	\$180.00

Yours sincerely,

TSP Coordinator
Amy Wilson

Principal
Steven Collins

Consent Form for Education Activities

A Trip: TSP Down Hill Day

B Excursion date: 23/08/19

C Parent/Guardian emergency contact _____ BH _____ AH _____

D I consent to _____'s taking part in the excursion described above.
(Student's full name)

E

Please indicate to us how many times your son/daughter has been skiing or snowboarding before. Please tick the corresponding box.

- | | | |
|--------------------------|-----------------------|-------------------------------------|
| <input type="checkbox"/> | Beginner – | 0 – 7 Days |
| <input type="checkbox"/> | Novice – | 8 Days – 20 Days |
| <input type="checkbox"/> | Intermediate - | 20 Days – 50 Days |
| <input type="checkbox"/> | Advanced - | More than 50 Days experience |

I give my son/daughter permission to ski (*most difficult / extreme terrain*)

Black Runs, Please circle **Yes / No** (Signed) _____

I am aware that these runs are dangerous and should only be attempted by experienced skiers/boarders.

- I hereby grant permission for staff to seek medical attention as deemed necessary by the teacher in charge and accept responsibility for all costs incurred thereby.
- I understand that wearing of school uniform is a requirement of this excursion.
- The Teachers accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to adequately control and supervise their behaviour and activities.
- Parents should be aware that teachers are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, a teacher has not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, willful or disobedient behavior.

It is customary for the school to request a financial contribution towards meeting the cost of your child's participation in this camp/excursion. These contributions are voluntary.

The school has made every effort to keep the costs of this activity at a reasonable level. We have an equity fund, which can be used to provide financial assistance for students where parents are unable to make the requested contribution.

If however there is insufficient funding available to meet the cost of the camp/excursion, regrettably we may not be able to proceed.

Signature of Parent/Guardian: _____ Date: _____

EQUIPMENT CHECKLIST

On the Mountain

- Gloves – weather proof and warm
- Weatherproof jacket (suitable for skiing and snowboarding in all conditions)
- Weatherproof pants (suitable for skiing and snowboarding in all conditions)
- Thermal Top (wool or synthetic, not cotton)
- Thermal Bottoms (wool or synthetic, not cotton)
- 2 pairs of socks (wool blend are best)
- Goggles (highly recommended) or Sunglasses are compulsory
- Sunscreen
- Fleece type jumper
- Change of clothes – i.e. trackies, T shirt, jumper, socks (for bus)

WHAT IS PROVIDED

- Skis, Snowboard, boots, stocks, wrist guards, helmet

Accident and Emergency Plan:

A mobile phone will be carried at all times. Guides are experienced and qualified in Alpine Activities.

In the case of an emergency staff shall:

- Assess the situation
- Seek help of qualified Ski Patrol.
- Decide on required treatment/action (see below)

Illness requiring no medical intervention:

- In the event of a student or staff member becoming ill but not needing a doctor (cold, headache), bed rest may be recommended where possible. Students will be supervised at all times. If there is a worsening of health status, medical assistance will be sought. Parents and the school will be informed if the health of the individual warrants medical intervention (possibly before).

Illness or accident requiring medical intervention:

- If the situation arose where medical or hospital treatment was needed, then that assistance will be sought immediately. The student or staff member would be transported using staff vehicle if the injury was not serious (e.g. flu, sprained ankle) or by ambulance if the situation is more serious (e.g. broken limb). In this case parents and the school will be informed as soon as possible and kept informed of the situation.

Critical Incident:

If a critical Incident was to occur staff would:

- Contact the nearest emergency services.
- Contact parents and Principal, Campbell High School as soon as practicable.
- Act in accordance with the Emergency Plan
- Contact the local ranger and local authorities

