|  |  |
| --- | --- |
| School name |       |
| Excursion date |       | Excursion location |       |
| Stage |       | No. of students |       |
| Cost per student |       | Total cost |       |

|  |  |
| --- | --- |
| Contact name |       |
| Salutation | [ ]  Mr [ ]  Mrs [ ]  Ms [ ]  Miss [ ]  Dr [ ]  Other: |
| Email address |       |
| School postal address |       |
| Contact telephone |       | Mobile |       |
| After hours telephone |       | Fax |       |
| Curriculum/study area |       |
| No. of teachers attending |       | No. of parents attending |       |
| Teachers names |       |
| Arrival time |       | Departure time |       |

|  |  |
| --- | --- |
| All teachers participating have read and understood the safety information and requirements and the risk assessment. | [ ]  Yes  |
| I understand that the excursion may have to be post-poned in wet or windy weather. | [ ]  Yes  |
| I understand that the excursion has teacher-guided elements and I will be provided with resources to facilitate these elements of the excursion. | [ ]  Yes  |

Are there any students with special needs which may need consideration before the excursion?

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|       |

How did you hear about us?

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|       |

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| --- | --- | --- | --- |
| Signature of organising teacher |  | Date |       |
| Signature of school principal |  | Date |       |

Are there any further questions?

|  |
| --- |
|       |

|  |  |
| --- | --- |
| Office use only |  |
| Excursion date confirmed |       | Staff allocated: |
| Student safety talk given |       | Notes: |  |
| Invoice requested from FOBS |       |  |  |