# Excursion Form

**Date:**

**Day**

**Time out:**

**Time in:**

<table>
<thead>
<tr>
<th>Years involved:</th>
<th>Total Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Purpose:</td>
</tr>
<tr>
<td>Destination phone no:</td>
<td></td>
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<tr>
<td>Dress:</td>
<td>Mode of Transport</td>
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<tr>
<td>Staff involved</td>
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<tr>
<td>Driver of vehicle:</td>
<td>Relief Driver:</td>
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**Is this a curriculum based activity? (please circle)**  
**Yes**  **No**

**Is GST applicable? (please circle)**  
**Yes**  **No**

**Paid for Pupil**  
**YES**  **NO**

(see below)

**Dept/Budget**

**Expense Type**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Travel</td>
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<tr>
<td>Accommodation</td>
<td></td>
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<tr>
<td>Meals (Boarders)</td>
<td></td>
</tr>
<tr>
<td>(Day Boys)</td>
<td></td>
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</table>

Sub total

Add GST 10% (if applicable)

**TOTAL COST**

<table>
<thead>
<tr>
<th>Budget Cost/Boarder</th>
<th>$</th>
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<tbody>
<tr>
<td>Budget Cost Day Boy</td>
<td>$</td>
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**Other Details**

i. Has a Calendar Request form been submitted?  
**Yes**  **No**

ii. Tick as appropriate:  
- Own class time  
- Other class time  
- Outside class time

Perceived clashes:

**SIGNED Master in charge ________________________________ Date: ____________**

**SIGNED Director of Studies (where class time is involved): ________________________________ Date: ________________**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
<th>House</th>
<th>Name</th>
<th>Year</th>
<th>House</th>
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**Please attach larger lists with Year and House details as above**

**APPROVED BY DHM __________________________________ DATE: __________________**
Administration
This form is to be completed in respect of any excursion, outing, social or sporting fixture, etc. outside the established regular and recognised daily routine of the school, whether academic or extra-curricular. It is to be completed by the teacher or Master in Charge of the activity and presented to the Deputy Headmaster and Director of Studies for approval normally at least two weeks in advance of the scheduled date. On approval the form is to be scanned and emailed by Reception to the “Excursions” address list and includes:

- Deputy Headmaster Notice Board (Red Folder Staff Common Room) – hard copy
- Front Office (Original)
- General Office
- Business Manager’s Office
- Housemaster/s
- Executive

Risk Assessment
Every Excursion Form must be accompanied by the relevant Risk Assessment, signed and dated by MIC.

Dress Regulations
Where an excursion takes place during class hours (or predominantly during class hours) the required dress is school uniform. Alternatives may be approved for special occasions (e.g. Ag. or Geog. field days).

Where an excursion takes place outside class hours the nature of the outing determines dress. For formal occasions e.g. lectures, education visits, etc. the dress is full school uniform. For social occasions (e.g. disco, film) the dress may be neat casuals. For sporting occasions an appropriate dress e.g. (sportswear or tracksuit) may be allowed.

Drivers
It is school policy that relief drivers must accompany drivers who have taught (or taken similar school activity) all day, if driving some distance.

Departure Procedure
On departure a final roll call must be taken and that list (manifest) must be scanned and emailed to “Excursions” from Common Room printer or Reception printer during office hours.

Note that separate bus lists should be kept where more than one bus is involved.

Excursions with Considerable Costs/Risks
Please note:
- Longer notice is necessary (minimum of 2 weeks)
- Parents should be given details of excursion including costs and/or risks, and
- Where appropriate a permission note from the parents/Housemaster should be obtained.