



# TIWI COLLEGE

## Camp / Excursion Form

This form is to be used whenever a class or students group are to be taken outside the school for an excursion. This form is to be submitted normally 2 weeks in advance to the Assistant Principal.

Teacher in charge: \_\_\_\_\_ Date submitted: \_\_\_ / \_\_\_ / \_\_\_

Date of Excursion: \_\_\_\_\_ to \_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon	Tues	Wed	Thur	Frid

Class involved: \_\_\_\_\_ Number of students involved: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Proposed Staff:

--	--	--	--	--	--	--	--	--	--

Tiwi Land Owners to be used on trip: \_\_\_\_\_  
\_\_\_\_\_

Type of excursion:

Curricular

Overnight Camp  \_\_\_\_\_

Other  Please specify: \_\_\_\_\_

Location of excursion/camp: \_\_\_\_\_

Tiwi Map showing location – Attached

Draft Student Program – Attached  \_\_\_\_\_

Is a vehicle required? Yes

Hilux  Coaster  Troopy  Commuter

Signed: Teacher: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Deputy Principal: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_



# TIWI COLLEGE



## CAMP/ EXCURSION CHECKLIST FOR CO-ORDINATORS

TASK	COMPLETED / NOTES	Date
1. Camp permission gained from the Assistant Principal		
2. Arrangements completed after consultation with the Assistant Principal: <ul style="list-style-type: none"> <li>• Proposed staffing</li> <li>• Transport</li> <li>• Dates / times / venue</li> <li>• Draft student program</li> <li>• Location Map completed</li> <li>• Medical Information acquired</li> <li>• A Risk assessment is to be completed and emailed to the Deputy Principal. A copy to be taken on excursion.</li> </ul>		
3. All above information arranged and verified by Assistant Principal.		
4. Basic details emailed to 'staff' a week prior to camp / excursion		
5. Give a list of students and Staff to the First Aid Officer so that a specific First Aid kit can be organised.		
6. A meeting with staff attending the camp to plan arrangements and supervision.		
7. A meeting with students attending the camp to discuss information and behaviour.		

### ON THE DAY OF THE CAMP / EXCURSION

(please tick as you complete)

1. An accurate list of students who board transport should be given to the front office → \_\_\_\_\_
2. Take a copy of all medical forms and a first aid kit \_\_\_\_\_
3. Take satellite phones and emergency water \_\_\_\_\_
4. A copy of this form must be left with the Assistant Principal upon departure \_\_\_\_\_

Signed: \_\_\_\_\_ (Organising Teacher)

Date: \_\_\_\_\_