



ST. MARY'S SCHOOL, ALTONA

EXCURSION/INCURSION PLANNING & EVALUATION FORM

STAFF ATTENDING:

PARENTS ATTENDING:

STUDENTS:

DATE:

TIME:

VENUE:

TRAVEL ARRANGEMENTS:

Mode of Transport: _____

Bus Company Name and Phone Number: _____ (if Applicable)

Driver Name/s and Phone Number: _____ (if private car)

PLANNING PRIOR TO EXCURSION/INCURSION:

Commence completing relevant parts of this section at least 2 weeks prior to the excursion/incursion taking place and notify the principal. (Bold/Highlight Response when completed)

I/WE HAVE:

Checked suitability of the proposed date with the Principal	YES
Made a copy of 'Excursion/Incursion Planning & Evaluation Master Form' in '2019 Excursion/Incursion Form' folder in Google Drive	YES
Completed details of excursion/incursion on the school calendar: name of the venue, Year level/s involved and time of excursion/incursion	YES
Planned and booked travel arrangements	YES
Completed Student Activity Locator on CEVN at least 2 weeks prior for all excursions out of the local area	YES
Given Principal Permission Note to check and okay	YES
Given parents at least two weeks' notice of all details related to the excursion/incursion including the cost via a Permission Note	YES
Placed a copy of this Permission Note in the Office Folder	YES

Emailed a copy of the Permission Note to the Care Monkey Administrators (Marg M or Ronnie)	YES
Regularly checked that all permissions have been received	YES
At least by the day prior to the Excursion contact any who have not responded	YES
Checked that all parent helpers/volunteers have a current WWCC	YES
Informed parent helpers/volunteers of your expectations of them: Eg. No Smoking & Sunsmart Policies and No Pre-school children to attend	YES
Swap yard duty if necessary	YES
Notified e.g. Creative Music and Guitar Teachers, Visiting Specialists, Kelly Sports, Canteen if the excursion/incursion occurs at a time when these may be affected	YES
If taking school mobile phone: ensured that it is charged and check with principal/deputy principal that it has available credit	YES
If LSO's are required to attend an excursion, the following needs to take place at least one week prior to the excursion... 1. Verbal/Email request to the Principal. 2. If approved, options & practicalities to be discussed with the Deputy Principal. 3. Teacher to inform the LSO 4. LSO to notify the staff who will be affected by the changes.	YES
Completed a detailed Risk Analysis for this excursion/incursion (See below)	YES

RISK ANALYSIS (Please give details) -

ON THE DAY: Complete this section before excursion/incursion begins and notify principal

I/WE HAVE:

INCURSION	
Informed the school office of what time the person/s are expected to arrive and who and/or where they are to be directed to	YES
Prepared any areas prior to their arrival if required	YES
EXCURSION	
Signed out all necessary first aid items from First Aid room	YES

Signed out school mobile phone from the First Aid room if it is being taken	YES
Informed office of Teacher In Charge & given a contact mobile phone number if not the school mobile phone	YES
Informed the school office of the name of the bus company, time of arrival of buses and expected time of return	YES
Taken a mobile device/s for accessing Care Monkey profiles	YES
Taken high visibility vests for staff and parent helpers to wear	YES
Taken wrist bands for Prep - Year 2 students	YES
Informed parent helpers/volunteers of the names of the children in their group	YES
Informed parent helpers/volunteers of an outline of the activities	YES

EVALUATION OF THE EXCURSION/INCURSION:

Within a week of completion of the activity complete the Evaluation section of the Excursion/Incursion Form and notify the principal

I/WE HAVE:

Returned all first aid supplies and signed back in	YES
Returned school mobile phone to the First Aid room and signed back in if applicable	YES

EVALUATION:

POSTIVES -
CONCERNS / ISSUES / PROBLEMS -
EVEN BETTER IF -
Completed by: Date:

CONTACT DETAILS FOR VISITING TEACHERS / CONTRACTORS

***Please add the contact details for others that you know of**

SPECIALIST TEACHERS

Anthea, Angela, Tim and John

TUCKSHOP

Amy:

CREATIVE MUSIC (THURSDAY)

Brenda Leung: brenda@creativemusic.com.au

KELLY SPORTS (MONDAY)

Tim Cleveland: tim@kellysports.com.au

OTHERS

Kristin Anthian: kristin.anthian@gmail.com (TUESDAY)

Laura Darvas: laura.improvingspeech@gmail.com (TUESDAY)

Ronell Steyn: ronellsteyn@gmail.com (THURSDAY)

Louisa Ong: louisa.ong@hotmail.com (TUESDAY)

Marina Youseff: contact@westernchildrens.com.au
and in the subject write, please fwd to Marina (TUESDAY)

Michelle Curmi: michelle@mindatease.com.au (WEDNESDAY)

Donna Lai: donna@core-counselling.com.au (FRIDAY)