

VOR Application



Application:

Organiser: _____ Faculty/Program: _____
 Excursion Day/Date/Week: _____ Excursion name: _____
 Class / Group attending: _____ Number of students: _____
 Staff attending: _____ (please circle staff member with CPR)

First Aid Kit organised (including EpiPen): YES Does the excursion involve water activities: YES NO

Purpose of excursion: _____

Cost per student: \$ _____ Transport: _____ Departure: _____ Return: _____

Have you checked the calendar for availability? YES Is the risk assessment completed? : YES

Have you checked the assessment schedules for clashes: YES Venue contact: _____

ALL EXCURSIONS NEED TO BE COVERED INTERNALLY UNLESS THERE IS FUNDING

Approval:

Faculty Head Teacher/Program Manager: _____ (Signature)

Is the date available in School diary: Yes No

Executive Approval: or Short notice approved by senior executive:

Deputy / Principal: _____ (signature) Date: _____

Head Teacher Administration notified: _____ (signature) Date: _____

SAM notified: _____ (signature) Date: _____

Supervision of classes:

Is cover internal or casual? If casual, source of funds? _____

Please list all attending teacher's classes, roll, PGD and who will be providing cover.

Teacher						
Roll Call						
Per 1						
Recess/Mentoring						
Per 2						
Per 3						
Lunch 1						
Lunch 2						
Per 4						
Per 5/sport						

Payment Details:

Is a cheque required? : YES NO If yes, to whom: _____ (Please complete pink payment voucher)

Tax Invoice supplied?: YES By when: _____ ABN: _____ Total \$: _____

Final date of collection: _____ Personal collection of cheque: _____

Address for posting: _____

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Please complete this check list in sequence when planning an excursion/incursion.

1. Preliminary planning stage

- Get pre-approval from Head Teacher
- Discuss with Deputy Principal and check calendar for clashes
- Checked assessment schedules for clashes
- Check if support unit students wish to attend
- Complete VOR application and risk assessment/management (signed by a DP)

2. Executive

- Give form and risk assessment to Head Teacher to take to executive meeting for approval

3. Financial

- Speak with School Administration Manager to cost excursion
- Provide bus quotes and venue costs
- Set a cut-off date for payments (minimum seven (7) days before excursion)
- After the excursion is approved by executive, provide all financial details to the SAM
- All permission notes and payments must be returned via the front office
- If a cheque is required, give all details to the SAM at least four (4) days prior

4. Planning Stage – after approval received

- Write up excursion in diary
- Notify Canteen staff via pigeon hole
- Master copy of excursion letter kept in admin office
- Photocopy signed letter to be distributed to students

5. Five days before excursion

- Supply HT Administration with the copy of cover
- Front office to have rolls with medical alerts printed to take on excursion.
- If whole year group are attending excursion, ensure there is cover and work left for leftover students. Ensure a roll is left with HT Admin and Rolls desk.

6. Day before excursion

- Give a list of students attending to the DP and the Rolls desk at least 24 hours in advance
- Ensure work is left for all classes
- For overnight excursions the Teacher in Charge should have a list of all student/parent contact numbers before the excursion takes place. A copy of these numbers should be lodged with the DP. Parents should be given a contact number for the excursion coordinator. (School mobile)

Signed: _____ Date: _____

Please note: If an assessment task is scheduled please check with the relevant Head Teacher for exact date.