



# DARAMALAN COLLEGE

## INTERSTATE AND/OR OVERNIGHT EXCURSION

### APPLICATION PROCEDURES

---

#### Procedures

General notes: Information can only be distributed to parents and students once approval for the excursion has been given. Accommodation and travel bookings are not to be made until approval has been granted by the Principal or Deputy Principal.

#### *By November of the year before the excursion*

Submit Interstate and/or Overnight Application Form as part of the process for setting dates in the College calendar for the following year.

#### *At least five school weeks before the excursion*

1. The excursion application is to include:
  - a. completed Excursion Form for Overnight and/or Interstate Excursion
  - b. risk assessment for interstate and/or overnight excursion including emergency procedures
  - c. itinerary
  - d. any proposed letters for students and parents
  - e. invoices and details of any costs involved with the excursion
  - f. potential list of students who may attend the excursion
  - g. list of students with identified medical considerations and the strategies in place to mitigate risk for the student
  - h. proposed payment plan for students and parents
  - i. proposed staffing for the excursion
2. The excursion organiser submits an excursion application to the Subject Coordinator for approval and to the Assistant Principal(s) Pastoral Care to review the student list attending. If there is a cost involved the Accounts Payable Officer must endorse the application before it is submitted to the Deputy Principal.
3. The Deputy Principal will contact the excursion organiser to let them know when the excursion has been approved.
4. The excursion organiser will seek permission from the Deputy Principal before booking accommodation and travel arrangements.
5. The Business manager is informed about high-risk activities.

### *Within two weeks of the excursion*

The excursion organiser will email the Deputy Principal a list of participating students. This list must be accurate and emailed before 11am on the Thursday in the week prior to the excursion date.

### *Excursions requiring payment (more than \$15 per student)*

Payment of more than \$15 will be required seven days prior to the excursion for the students who are attending. All payments for excursions are made through the College instead of directly to the provider. Staff are to give students plenty of notice to ensure they have sufficient time to meet the payment deadline.

1. If the costs of the excursion are not covered ten days prior to the excursion, the Accounts Payable Officer will notify the excursion organiser, the Subject Coordinator or equivalent and the Deputy Principal of the situation and remind them that the excursion cost needs to be covered seven days prior to the excursion.
2. If the costs of the excursion are not covered seven days prior to the excursion, the Accounts Payable Officer will notify the excursion organiser, Subject Coordinator or equivalent and Deputy Principal. The Deputy Principal will determine whether the excursion will be cancelled.

The Accounts Payable Officer will allocate unique General Ledger numbers (Accounts numbers) for any excursion/trip.

The excursion organiser is responsible for ensuring students pay by the due date and an accurate list of participants is maintained.

1. The Accounts Payable Officer will record payments against student names on the list submitted at the time of the application. The excursion organiser has the responsibility to update the list of participants and supply this electronically to the Deputy Principal for the WOOP (Week On One Page). This list must be emailed to the Deputy Principal before 11am on the Thursday prior to the week of the excursion.
2. The teacher can obtain a list of students who have paid for the excursion from the Accounts Payable Officer.
3. Any refunds for cancelled excursions will be credited to the family fees account.

### *On the day of the excursion*

A roll is to be taken before departing on the excursion. This completed roll is to be handed in at the Student Office before departing.

<b>Approved by:</b>	College Executive
<b>Contact Staff Member:</b>	Deputy Principal
<b>Implementation Date:</b>	August 2023
<b>Supersedes Policy Dated:</b>	June 2021
<b>Revision Date:</b>	T2 2025