PINNACLE COLLEGE



EXCURSION / INCURSION

This form must be accompanied with the excursion letter in order to obtain permission from the School Management to conduct an excursion or other activities outside the school.

1. T	eacher in charge:		ate: /	/	
Acco	ompanying Staff Proposal: 1.	3.			
	2.				
Activ	rity:		ivity Pate: /	/	
Purp	ose:				
	This is: A planned activity in the Term/Semester Planner (priority will be given to a planned activity)	☐ An extra activi	ty (subject to availa	bility)	
Venu	ue & Address:				
Class(es) involved: Student fee (including transport): \$					
Estin	nate no. of students: Time	Time of departure:			
	Time	of pick up:			
Please note: 1. Bus fee is \$2 for Zone 1 (up to 10 km), \$4 for Zone 2 (up to 30 km), \$5 for Zone 3 (up to 50 km). For further locations approach administration. 2. Sufficient time (at least 2 weeks) prior to Excursion date must be given for the request to be finalised.					
Chec	cklist before the excursion – (to be completed by the teacher in charg	upon approval of the	activity)		
	Parent Notices finalised and sent?	Camera borrowed from	the office?		
	Student fees collected and given to office?	Activity sheets for the excursion prepared? (provide copy to Curriculum Coordinator)			
	First Aid Kit taken?	Have supervising teachers been notified of the students vith medical conditions?			
Chec	cklist after the excursion – (to be completed by the teacher in charge)	The first of the f			
	Details and photos of the excursion submitted to the newsletter/yearbook committee?	Excursion Feedback F Coordinator	orm" submitted t	o Curriculum	
2. C	Coordinator: Name:				
	Relevant with the curriculum?	☐ Details of the ac	tails of the activity sheets discussed?		
☐ Approved ☐ Not approved Reason for non-approval					
	Date: / / Initials:				
3. P	rincipal: ☐ Approved ☐ Not approved Initials:				
4. D	Paily Organiser: Name:				
	Approved.				
Date: / / Initials:					
Chec	cklist:	_			
	Transport arranged?	nent classes and yard o	duties arranged?	□ N/A	
	Relevant teachers informed?	ents for the students n	ot attending?	□ N/A	
	Canteen staff informed?				