

**Category A Field trips and Category B Extra-Curricular Trips**

<p><b>The Teacher-Leader or Delegate will inform the parents or guardians of the following where applicable</b></p>	<p><b>Status</b></p>
<p>1. The purpose of the field trip.</p>	<p><input type="checkbox"/></p>
<p>2. The proposed itinerary.</p> <p>(a) Departure date and time</p> <p>(b) Return date and time</p> <p>(c) Method of Transportation</p> <p>(d) Destination(s)/routes</p> <p>(e) General times and activities</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>3. A description of the activities or events proposed.</p>	<p><input type="checkbox"/></p>
<p>4. Safety precautions in place to deal with activities involving risk.</p>	<p><input type="checkbox"/></p>
<p>5. Emergency procedures to be followed in the event of injury, illness or unusual circumstances.</p>	<p><input type="checkbox"/></p>
<p>6. The arrangements for student supervision. (The gender of the supervisors, the number of supervisors and the supervision ratio.)</p>	<p><input type="checkbox"/></p>
<p>7. Any costs to the student.</p>	<p><input type="checkbox"/></p>
<p>8. A request for information about any relevant medical condition of the student.</p>	<p><input type="checkbox"/></p>
<p>9. The name of the teacher-leader or other key local contact person and phone numbers.</p>	<p><input type="checkbox"/></p>

**DISTRIBUTION: File at school level**