



Invoice No: \_\_\_\_\_

# GOLDFIELDS CAMP SCHOOL 2018

## Booking Confirmation Form

Please Email Form Back to Goldfields.CS@education.wa.edu.au

1. This form is to be completed in full by the teacher in charge. (The actual person who will be working with us).
2. The Principal signs off on the request. This tells us that the school supports the request and that the school is responsible for bringing certain items and for a standard of behaviour.

SCHOOL DETAILS				
SCHOOL NAME				
ADDRESS				
PHONE NUMBER				
SCHOOL ABN				
<b>BILLING CONTACT</b>	NAME	PHONE NUMBER	EMAIL ADDRESS	
Manager Corporate Services				
<b>GROUP CONTACTS</b>	NAME	MOBILE NUMBER	EMAIL ADDRESS	
Teacher in Charge				
Secondary Group Contact				
CAMP DETAILS				
DATE OF ARRIVAL:		TIME OF ARRIVAL:		
DATE OF DEPARTURE:		TIME OF DEPARTURE:		
Please delete the option below that does not apply to your stay for linen Hire.				
LINEN HIRE (\$5.00 per set)	YES (Includes: Sheets, towel and pillow case)	NO (You must bring your own linen)		
FULL CATERING IS PROVIDED TO ALL SCHOOL GROUPS – Please fill out attached Catering Form				
GROUP DETAIL				
ATTENDEES DETAILS	STUDENTS NUMBERS		ADULTS NUMBERS	
	M:	F:	M:	F:
	AGE:		SCHOOL YEAR:	
TRANSPORTATION DETAILS (Please fill out which row applies to your stay)				
TRAIN/BUS	YES/NO	BUS COMPANY:		
BUS ONLY	BUS COMPANY:	BUS DRIVERS:		

*While camp school staff may lead activities during the camp, the supervision of students at all times while at the Goldfields Camp School is the booking schools' responsibility. The school appoints a Teacher in Charge to act as the authority whilst on camp. The Teacher in Charge needs to tick the boxes below and is responsible for:*

- Liaising with the Camp School staff to organise the camp including the itinerary.
- Coordinating rosters and routines for students to tidy dorms.
- Set and clean up before and after meals.
- Ensure all camp participants treat all camp school staff with courtesy and respect.
- Ensure all students are supervised at all times, this includes planned activity, free time and school organised activities.
- The carry and administration of school-supplied first aid kit.

In signing, the Principal supports this request and supports the Camp Schools philosophy. Please call the Manager, Ray Foxon, personally should you have any queries.

Principal's Name: \_\_\_\_\_ Principal's Endorsement: \_\_\_\_\_