

Complete this booking form and return by email along with signed *Code of Conduct* to education@rspcavic.org.au or fax to 03 9889 8912

Name of group:			
Contact person:		Excursion supervisor: <i>(if different)</i>	
Address:			
		P/code:	
Phone:		Fax:	
Email#:			
Are you booking an excursion to the RSPCA Education Centre, Burwood East? <input type="checkbox"/> OR an incursion to your premises? <input type="checkbox"/>			
Preferred date of visit:		Preferred session time:	
Alternative date:*		Preferred session time:	
No. of participants:		No. of teachers/adults: <i>max. of 2 per class</i>	

*Please provide an alternate date should your preferred date not be available. Earliest AM session start time is 9:30AM for both incursions and excursions. Attending teachers/adults are expected to participate in activities and actively manage student behaviour.

#Emails collected are used for education program purposes only and will not be distributed outside of the Education and Learning department.

Select a program. Please tick ONE choice only.

<input type="checkbox"/> PRE-SERVICE TEACHERS <i>(approximately 1 hour)</i> How RSPCA can help you once you've entered the classroom. An overview of our education services offered to primary and secondary students.
<input type="checkbox"/> ANIMAL WELFARE SESSION <i>(incursions 1 hour, excursions 2 - 4 hours, by negotiation)</i> For students undertaking animal or agriculture-related studies. Please refer to our website www.rspcavic.org/services/education/secondary-education/schools-program for topic options and note your preference below.
Topic choice: <input type="text"/>

To help us prepare a tailored presentation for students, please advise:

Course/unit of study:	
Age range of students:	
Further comments:	

Payment method:	<input type="checkbox"/> Purchase order <i>(attach copy)</i>	OR <input type="checkbox"/> Direct invoice <i>(name for invoice)</i>
Email for invoice:		
Excursion to RSPCA Ed:	\$240 program fee for up to 20 students and 2 teachers. Additional Students: \$12 per student Additional Adults: \$20 per adult	
Incursion to your organisation/institute:	\$360 for two consecutive sessions with \$150 for each additional session <i>(max. of four sessions per day)</i>	

How did you find out about our Education service?	<input type="checkbox"/> RSPCA website	<input type="checkbox"/> Previous visit	<input type="checkbox"/> Recommendation
<input type="checkbox"/> Email	<input type="checkbox"/> Other - please specify:	<input type="text"/>	

I have read the *Code of Conduct* and I agree to abide by these conditions. I also acknowledge that as the co-ordinating teacher of my group's visit to the RSPCA, it is my responsibility to inform all supervising teachers/adults, as well as students, of these conditions of entry.

Name:	
Signature:	

Please Note

- For safety reasons, excursion participants **MUST** wear appropriate clothing and **closed-in shoes**. Participants **WITHOUT** appropriate clothing and footwear **WILL NOT BE ADMITTED**.
- Cancellation fees apply.

ENTRY to the RSPCA Education program is subject to the following conditions.

- School groups will have the required number of supervising teachers/adults for visiting student groups. The minimum ratio is 1:20 per program
- For the comfort and safety of your group and other visitors, it is essential teachers and adults accompanying student groups supervise the students at all times during the visit
- School groups will be familiar with, and abide by, the requirements of the Code of Conduct for schools visiting the RSPCA
- Schools are responsible for First Aid response and procedures for their staff and students while visiting the RSCPA. RSPCA has designated and qualified First Aid staff to help if required
- School groups will familiarise themselves with the Animal Safety information sheet. This information sheet is attached to your booking confirmation and is also available from the RSPCA website
- For the safety and comfort of all visitors, the RSPCA Education area is a smoke-free environment.

The **CODE OF CONDUCT** is a framework of values and behaviours for ensuring a safe, enjoyable and satisfying visit to the RSPCA Victoria, and is built on the following guiding principles.

- 1) The RSPCA acknowledges that a safe, orderly and secure environment is critical in meeting the learning needs of students.
- 2) The RSPCA recognises the importance of involving students in active learning experiences in an environment which promotes and supports effective independent and social learning.

Supervising teachers are responsible for:

- maintaining close supervision of the students in their care at all times and role model the appropriate behaviours
- in the event that students are using the **RSPCA provided iPADS**, monitor the students' use of the iPADS and ensure the students do not access websites which are deemed offensive or inappropriate and the students do not change the settings of the iPADS with malicious intent. Any change in settings that requires IT intervention, such as a change of username or password, will be charged to the school at a rate of **\$500** (excl. GST)
- **communicating this Code** to all students in their care and accompanying adults, and ensuring it is respected and
- encouraging students to take responsibility for their behaviour.

Students are responsible for:

- moving around the RSPCA in a manner which ensures their own safety and the safety of others
- ensuring personal safety and the safety of others when near RSPCA animals and livestock
- respecting RSPCA's property and the property of others
- obeying the instructions of RSPCA staff at all times
- treating others with respect and courtesy
- refraining from aggressive or bullying behaviours;
- resolving problems calmly and sensibly, or by seeking assistance from supervising teachers or adults and
- enjoying the RSPCA experience as much as possible and allowing others to do the same!

Please read and sign the following >>

I have read the above conditions of Entry and Code of Conduct and I agree to abide by these conditions. I also acknowledge that as the co-ordinating teacher of my school's visit to the RSPCA, it is my responsibility to inform all supervising teachers, adults and students of these conditions.

Name:

Signature:

Name of School:

Date of Excursion:

The RSPCA reserves the right to remove any persons who breach these conditions, or who are otherwise acting in ways which compromise their safety and the safety and enjoyment of others and animals onsite. Persons who breach the Conditions of Entry and/or the Code of Conduct may be directed to leave the RSPCA. Visiting schools will be responsible for supervising any person directed to leave the premises. No refunds will be given for persons who breach these conditions.

Please return

a signed copy of this form via email to education@rspcavic.org.au with your booking form.