

TRAVEL AND ACTIVITIES REQUEST FORM

Privacy Statement

Shafston is collecting the information on this form to assess your request for approval to undertake non-routine travel and activities. The information collected on this form may be provided to your parents, homestay provider, Education Agent. The information will be recorded, used, and disclosed for the purposes of the Homestay Manager considering and approving or declining to approve your request. This information may be used for behaviour management and to cancel your enrolment if you provide false or misleading information or fail to provide relevant information. Your personal information may otherwise be used or disclosed where authorised or required by law.

How to complete this form

1. Complete Section A: Student details and Section B: Type of travel or activity.
2. Complete Section D OR E depending on the type of travel or activity selected in Section B.
3. Sign Section C: Parent Agreement if parents give permission to go out alone after school, on weekends, public holidays, Shafston Christmas and New Year holidays.
4. Sign Section F: Student Agreement
5. Give the form to your parent or guardian and ask them to complete Section G: Parent Agreement.
6. Give the form to your homestay family and ask them to complete Section H: Homestay Family acknowledgement.
7. Give the form to the Homestay Department at least one week prior to any arrangements, with all required supporting documents attached.

Important:

- Students **must not** book travel, accommodation and/or activities until approval has been provided.
- Students **must not** participate in high-risk activities, unless approved by Shafston and your parents/Agent.
- You must keep Student Service team and homestay family informed of any changes to your emergency contact details.

Section A: Student details

Student name:

Student ID:

Date of Birth:

Section B: Type of travel or activity (please tick one)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Permission from Parents to allow student to go out ALONE after school, weekends, public holidays, and Shafston Christmas & New Year holidays. Parent(s) please complete Section C. |
| <input type="checkbox"/> | Stay overnight at a friend's house. Please complete Section D. |
| <input type="checkbox"/> | Travel with parent/legal custodian. Please complete Section E. |
| <input type="checkbox"/> | Other activities. Please complete Section C. |

Section C: Permission from Parents to allow student to go out ALONE after school, weekends, public holidays, and Shafston Christmas & New Year holidays

We give permission for my child to go out alone after school, on weekends, public holiday, and Shafston Christmas & New Year holidays and use public transportation for these outings. I acknowledge that my child has a mobile phone and will carry it, fully charged, at all times when going out alone after school, on weekends, public holidays, and during the Shafston Christmas & New Year holidays. Additionally, my child is NOT allowed to travel intercity or interstate alone and will return to the homestay by 6 PM each day.

We acknowledge that by signing this authorization, we the parents and student accept responsibility for our own actions and safety during these outings. We understand that neither Shafston College nor the Homestay will be held liable for any events or incidents that may occur during these arrangements.

Name:

Email:

Signature:

Date:

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Section D: Overnight stay at a friend's house

Name of friend:

Name of supervising adult: Must be over 21 years old

Contact number:

Email address:

Address of where you are staying:

Is this an approved Shafston homestay family: Yes No (If Yes, "Section H: Parent Agreement" is not required)

Blue card number and expiry date (or equivalent): (If applicable)

Regular overnight stays (provide dates) **Date/s:**

One off overnight stay **Date:**

Details of overnight stay and travel/activities taking place: Please provide as much detail as possible.

Section E: Travel with parent/legal guardian or Other activity

Detail of activity (e.g. Travel with parent; water activity; horse riding club)

Date & time of departure:

Date & time of return:

Will this travel or activity be reoccurring: No Yes
If yes, list dates and times:

Mode/s of transport: Airplane Bus Train Private vehicle (provide driver details): Other:

Location/s: Please provide address details, including name of accommodation and full street address, if staying overnight.

Details: Please provide as much detail as possible or attach details (e.g. brochure, activity program, tour itinerary).

List friends also participating:
(If applicable)

Name of supervising adult/parent/legal custodian:

Age of supervising adult:
Must be over 21 years old (If applicable)

Contact number:

Email address:

Blue card number and expiry date (or equivalent): (If applicable)

Supervisor/parent/legal custodian relationship to student: (If applicable)

Any other relevant information:

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Section F: Student agreement

I declare that:

- I have read and understood the privacy notice on this request form
- All information provided in this request form is true and accurate to the best of my knowledge.

I am aware of activity rules and conditions of entry for my nominated Sport, Leisure and Recreation provider above.

Name:	Email:
Signature:	Date:

Section G: Parent agreement

I acknowledge that:

- My child, named in Section A of this form, wishes to participate in the travel or activity stated on this form; and
- final approval lies with Shafston College

I support this request.

Name:	Email:
Signature:	Date:

Section H: Homestay provider acknowledgement

I acknowledge that:

- The student, named in Section A of this form, who currently lives with me, wishes to participate in the travel or activity stated on this form; and
- Final approval lies with Shafston College

I support this request.

Name:	Email:
Signature:	Date:

Section I: Shafston approval

- I give permission for the student named on this form to travel or participate in the travel or activity stated above.
- I DO NOT give permission for the student named on this form to travel or participate in the travel or activity stated above

Reason for not granting permission:

Name:	Email:
Signature:	Date:

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Shafston Outing Procedure

All students under the age of 18 must submit a Travel & Activity Request Form. The request form must be submitted if students wish to make plans where the homestay guardian is not of attendance (e.g., spending the day with family or friends, sporting commitments, events etc.)

If it is a recurring arrangement the student will only need to submit the form once, and specify the frequency of the reoccurrence (e.g., Dance practice every Wednesday at 6pm, for the next 4 weeks). If applicable, please include the expected day/date the arrangement will cease.

However, if the arrangement is with different people on different days (e.g., spending the day with Friend A on Saturday, and spending the day with Friend B on Sunday) the student will need to fill out the form for each different arrangement. It is critical students disclose who they will be with and provide contact details, for emergency purposes.

The form must be signed by the student submitting the form, homestay guardian, as well as parents.

This form should be submitted to homestay@shafston.edu at least **one week** prior to any arrangements, so that there is adequate time for the Student Arrival Team to review and send confirmation emails.

Alternatively, students can collect a copy of the form from Student Service Centre, sign the form and return the completed copy to Reception. They will need contact the Welfare Officer, so that it can be collected and reviewed.

If you have any questions, please

contact Welfare Line:

Phone: 0423 196 321

Email: homestay@shafston.edu