

## Appendix 1: Tour Template

[illegible]

Adults accompanying the students		
Class Teacher	Number of other teachers	Number of other adults
Confirmations		
That appropriate arrangements are made for those classes whose teachers are absent with the tour	Yes:	No:
That adequate insurance is in place to cover all risks while on tour	Yes:	No:
That parental permission has been secured for each student who is to participate on the tour.	Yes:	No:

Signature of Principal:	Date:
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