**Weekend Activities Planning Guide**

### **Weekend Activities Planning Guide Instructions**

This form is designed to help boarding tutors plan and organize weekend activities for boarding students. Complete this form at least two weeks before the planned weekend to ensure proper preparation and approval.
Important:All activities must be approved by the Head of Boarding or designated authority before being finalized.

# **Weekend Activities Planning Guide**

Basic InformationWeekend Dates:Boarding House(s):Lead Tutor/Organizer:Supporting Staff Members:Student Groups/Year Levels:Estimated Number of Participants:
Activity SchedulePlease provide details for all planned activities throughout the weekend.SaturdayTimeActivityLocationStaff ResponsibleNotes/RequirementsSundayTimeActivityLocationStaff ResponsibleNotes/Requirements
Off-Campus ActivitiesAre any activities taking place off campus?YesNoIf 'Yes', please provide details:Transportation Details:External Providers/Venues:
Resources and RequirementsEquipment and Materials Needed:Facilities Required:Meal and Catering Arrangements:Budget and Costs:
Risk AssessmentFor all activities, especially off-campus or higher-risk activities, a separate detailed risk assessment form must be completed and attached to this planning guide.Potential Risks and Hazards:Risk Mitigation Measures:Emergency Procedures:First Aid Arrangements:
Student ConsiderationsStudents with Special Needs or Requirements:Relevant Medical Conditions:Dietary Requirements:Behavior Management Strategies:
CommunicationParent/Guardian Communication Plan:Student Communication Plan:Staff Communication Plan:Emergency Contact Information:
Approval and Sign-offSubmitted By:Submission Date:Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved By:Approval Date:Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approval Notes or Conditions:
Boarding Tutor Reference Guide | Weekend Activities Planning Guide | Page 1 of 1This form should be submitted at least two weeks before the planned weekend activities.

## **Basic Information**

Weekend Dates:
Boarding House(s):
Lead Tutor/Organizer:
Supporting Staff Members:
Student Groups/Year Levels:
Estimated Number of Participants:

## **Activity Schedule**

Please provide details for all planned activities throughout the weekend.
Saturday
TimeActivityLocationStaff ResponsibleNotes/Requirements
Sunday
TimeActivityLocationStaff ResponsibleNotes/Requirements

### **Saturday**

TimeActivityLocationStaff ResponsibleNotes/Requirements

### **Sunday**

TimeActivityLocationStaff ResponsibleNotes/Requirements

## **Off-Campus Activities**

Are any activities taking place off campus?YesNo
If 'Yes', please provide details:
Transportation Details:
External Providers/Venues:

## **Resources and Requirements**

Equipment and Materials Needed:
Facilities Required:
Meal and Catering Arrangements:
Budget and Costs:

## **Risk Assessment**

For all activities, especially off-campus or higher-risk activities, a separate detailed risk assessment form must be completed and attached to this planning guide.
Potential Risks and Hazards:
Risk Mitigation Measures:
Emergency Procedures:
First Aid Arrangements:

## **Student Considerations**

Students with Special Needs or Requirements:
Relevant Medical Conditions:
Dietary Requirements:
Behavior Management Strategies:

## **Communication**

Parent/Guardian Communication Plan:
Student Communication Plan:
Staff Communication Plan:
Emergency Contact Information:

## **Approval and Sign-off**

Submitted By:
Submission Date:
Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Approved By:
Approval Date:
Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Approval Notes or Conditions: