

Weekend Activities Planning Guide

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

[illegible]

Sunday

Time	Activity	Location	Staff Responsible	Notes/Requirements

Off-Campus Activities

Are any activities taking place off campus?



Yes



No

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: