

PLANNING CHECKLIST

This checklist is designed to assist you in ensuring a smooth and efficient program.

3 MONTHS PRIOR TO YOUR PROGRAM:

- Download the planning checklist from rubicon.vic.edu.au/forms.
- Complete the DET approval pro-forma form and seek school council approval

10 WEEKS PRIOR TO YOUR PROGRAM:

- Pay the confirmation deposit on receipt of invoice.
- Rubicon staff member makes contact to discuss program outline, including curriculum foci
- Arrange pre and post visit dates with Rubicon Coordinator
- Confirm student attendee numbers.

6 WEEKS PRIOR TO YOUR PROGRAM:

- Hand out the student forms. You must use the latest Rubicon consent and medical forms found on our website.

4 WEEKS PRIOR TO YOUR PROGRAM:

- Collect student consent and medical forms.
- Provide any additional wellbeing information to Rubicon for relevant students
- Submit the room/group preferences, and visiting teacher information including the Child Safe Code of Conduct.
- Submit the student consent and medical forms electronically. Also, submit horse riding forms if applicable.

Please note: forms must be submitted on time to ensure that dietary requirements are catered for and that medical conditions can be supported.



www.rubicon.vic.edu.au

PHONE: 5773 2285

FAX: 5773 2441

rubicon.oc@edumail.vic.gov.au

POST PROGRAM:

- Complete any outstanding feedback forms
- Review assessment documents provided by Rubicon staff
- Review intentions for the next annual year.

Applications open at the beginning of term 3 via the Rubicon Website, advertised via the DET bulletin, these are sent to your school account and Principal class staff members. Applications are reviewed on a merit based process for further information please contact the Rubicon.

Contact Rubicon at any stage throughout this process for further information via email (rubicon.oc@edumail.vic.gov.au) or phone (5773 2285)