

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
- Complete the DET approval pro-forma form and seek school principal approval

10 WEEKS PRIOR TO YOUR PROGRAM:

- 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.

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.os@education.vic.gov.au

POST PROGRAM:

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

Our application process is always open, however annual bookings are offered to schools at the end of term 3 of the preceding year. All other applications are added to a waiting list.

For 2023 programs, calendaring begins 23/08/22 with schools being notified of placements on the 16/09/22. Schools applying after this date will be placed on the waiting list.

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