

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 [Forms : Rubicon Outdoor School](#)

10 WEEKS PRIOR TO YOUR PROGRAM:

- Rubicon Coordinating Teacher will make contact to discuss curriculum and teaching plan.
- Arrange and confirm pre and post visit dates with Rubicon Teacher.
- Confirm student numbers attending with Rubicon Teacher.

6 WEEKS PRIOR TO YOUR PROGRAM:

- If your confirmed student numbers have changed; please email the confirm number to Rubicon.os@education.vic.gov.au
- Provide a 24/7hr emergency contact name & mobile number to Rubicon.os@education.vic.gov.au
- Hand out student consent & medical forms.**
You **MUST** use the latest Rubicon consent and medical forms found on our website. *Note: you may need to also download additional forms as required (e.g. action plans).*

NOT LESS THAN 4 WEEKS PRIOR TO YOUR PROGRAM:

- Confirm the number of students attending** and email to Rubicon.os@education.vic.gov.au *Please note:* The final invoice will be based off the provided confirmed number of students attending 4 weeks out from your program start date. Please see our “Financial Information” page on our website for more information:
<https://rubicon.vic.edu.au/schools/financial-information/>
- Collect **ALL completed** Rubicon student consent and medical forms.
- Submit **ALL the following forms to Rubicon.os@education.vic.gov.au:**
 - Rubicon Consent & Medical** forms including any actions plans if relevant. *Note: ALL action plans must be in colour and include a photo.*
 - Provide the completed **student wellbeing information**.
 - Completed **Group list** (please provide full names of students attending).
 - Completed **Visiting teacher forms**, including the child safe code of conduct.
 - Room allocations** or tent pair (if applicable).

Please note forms must be submitted on time to ensure that all supports are in place for students including dietary and medical information.

Any forms received after the three week lead time will not be accepted, and students may not be able to attend.

POST PROGRAM:

- Arrange payment of the final invoice.
- Review your Schools intentions for 2025; all applications are to be completed through our website at:
<https://rubicon.vic.edu.au/schools/allocations-and-applications/>