The following checklist is to help you plan activities within the school where a variation to school routine occurs.

* Permission for the event has been sort and granted either by:
* Completing the camp, incursion and excursion planning and application form.
* Receiving a verbal agreement from either the Principal or Deputy Principal for events such as sporting and concert practice, BOTH finals, academic competitions.
* The date has been placed on the school calendar.
* All stake holders are notified via email of the date.
* If relief staff is required the Principal is notified.
* Staff attending incursions, excursions, rehearsals, in school academic competitions etc are to organise a swap in playground duties with another staff member and notify the Principal.
* A playground supervision roster to cover staff attending camp will be organised by the Principal.
* For camps, excursions and incursions the procedures as outlined in the application form are followed.

For other events the following also needs to occur:

* Parent permission (if necessary) is gained via an information letter and permission slip sent out at least two weeks prior to the event.
* Staff who are impacted by the change in routine are provided with a list of students involved, the times of the event and the change to routine at least 10 days prior.
* Other people/groups within the school community are informed if necessary eg groundsman, the P and F