|  |  |
| --- | --- |
| **\\PS8588NAS00001\Data_8588\Staff\Multimedia\1.NSW SoL Logos\JPEG Files\NSWSchoolLanguages_Logo_V3 square+tag.jpg** | **KOREAN HANA CENTRE, NSW SCHOOL OF LANGUAGES**  Phone: 02 9381 4800 / 02 9381 4802  Email: [hee.j.choi@det.nsw.edu.au](mailto:hee.j.choi@det.nsw.edu.au) |

**Booking form**

|  |  |
| --- | --- |
| School name |  |
| School address |  |
| School phone |  |

Primary Government (NSW only)

Secondary Government (non‐NSW)

Other Non‐government

|  |  |
| --- | --- |
| Date of visit |  |
| Arrival time |  |
| Departure time |  |
| Transport (e.g. hire bus / public transport) |  |

|  |  |
| --- | --- |
| Name/s of accompanying teachers |  |
| Email address/es of accompanying teachers |  |
| Mobile number/s (required for emergencies) |  |

## Students

To help us prepare activities specifically suited for your group, **please send us a student list**, including preferred names (for nametags) and information regarding individual student ability, so we can allocate them into teams in advance. **Please provide this at least one week before your visit.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | K | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 | Yr 6 | Yr 7 | Yr 8 | Yr 9 | Yr 10 | Yr 11 | Yr 12 | Other | Total |
| Boys |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Girls |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total no. of students | | | | | | | | | | | | | | |  |

*Office use only: Student list received by Centre*

## Prior learning

Please provide as much detail as possible to enable staff to customise the program and cater to your students’ learning needs. If not using a textbook, please give details of structures, topics and vocabulary studied.

|  |  |
| --- | --- |
| No. of years of study |  |
| No. of lessons/week |  |
| Textbook/chapters |  |
| Topics (only if textbook not used) |  |
| Hangeul |  |
| Main aim of visit  (e.g. to motivate students, to challenge students) |  |

These students have visited the Hana Centre previously Yes No

## Lunch

If you wish to order Korean lunch boxes for your group, please:

* estimate the number required (including accompanying teachers)
* advise us of any special dietary requests (vegetarian, allergies).

**The minimum number for lunch box orders is 15. Please confirm exact numbers of lunch boxes required one week prior to your visit.**

|  |  |
| --- | --- |
| Number of lunch boxes required (min. 15) |  |

Or We will bring our own lunches

**Cost per student**

Costs are inclusive of GST (except lunch boxes):

NSW government schools $17.00

Non‐govt schools $32.00

Optional lunch $10.00

**Note: Hana Centre may deliver the 2 hour immersion program for students in primary schools, when appropriate:**

NSW government schools $9.00

Non‐govt schools $16.00

No Lunch order for the half day program

## Confirmation and agreement

I wish to confirm my booking for the above date and understand that a cancellation fee of $10.00 per student will be charged if a cancellation is made less than 2 weeks prior to the excursion date.

**I have read the *Centre information and guidelines*, and understand the roles and responsibilities of the accompanying teacher/s.**

**I understand that:**

* **the accompanying teacher is responsible at all times for the behaviour and discipline of the students**
* **the participating school accepts responsibility for damage caused by irresponsible behaviour.**

To ensure that students are able to participate fully in the program, any disruptive students will be referred to the accompanying teacher/s.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| Accompanying teacher(s) |  |  |  |
| Principal |  |  |  |

# Checklist for supervising teacher

|  |  |
| --- | --- |
|  | If students have been learning Korean, ensure students are prepared to answer simple questions about themselves using the language structures they have previously learnt |
|  | Ensure students are prepared and motivated to participate in an immersion experience |
|  | Provide *Centre information and guidelines* to Principal |
|  | Complete all sections of booking form and forward to Hana Centre |
|  | Provide Hana Centre staff with student list, with preferred names and student ability |
|  | Organise payment to the Hana Centre |
|  | Organise travel to the Hana Centre |
|  | Complete relevant risk management documentation |

## At the Hana Centre, the supervising teacher will:

* be included in the program as a staff member. It is important that the supervising teacher has some knowledge of Korean language and culture
* supervise and, where required, discipline students during activities, lunch and morning tea breaks
* ensure students understand and follow the guidelines of the Hana Centre
* assist the Hana Centre staff by motivating and supervising students as they participate in activities at the Centre.

### The accompanying teacher/s are responsible for the behaviour and discipline of the students at all times. To ensure that students are able to participate fully in the program, any disruptive students will be referred to their teacher.

### The participating school accepts responsibility for damage caused by irresponsible behaviour.

**Risk management considerations for an excursion to KOREAN HANA CENTRE**

This sample risk management planning form may assist you in planning your excursion to the Centre. It identifies some of the risks. Excursion organisers should expand the matrix to fully accommodate their own circumstances.

Precautions should be taken to minimise the likelihood of accidents and misadventure.

|  |  |
| --- | --- |
| **Type of activity** |  |
| **Location** |  |
| **Commencement date and time of activity** |  |
| **Accompanying teachers** |  |
| **Contact number/s** |  |
| **Total number of students** |  |
| **Aims of the activity** | * Immersion in Korean language and culture * Experiencing an authentic Korean environment |
| **Necessary skills of accompanying adult** |  |
| **Medical condition/s of participants (list name/s and condition/s)** |  |
| **Medications**  **(list names/and medication/s)** |  |
| **Risks** | * Students may become separated from the group while travelling on public transport * Bus may be involved in traffic accident * Students may get wet walking from bus stop |

Some potential risks/dangers and possible management strategies for this excursion are listed below.

### These have been provided as samples only.

|  |  |  |
| --- | --- | --- |
|  | **Dangers**  For each inherent risk, list the risk eventuating | **Risk management strategies** Indicate actions and precautions that will be taken to reduce risks |
| **People**  Attributes that impact on activity: Physical fitness, health, student numbers, etc. | Students may become separated from the group while travelling on public transport. | Assign buddies. |
| **Equipment and transport** Resources that impact on the activity: clothing, etc. | Bus may be involved in accident. | On the bus, all students should be seated at all times, and wear seatbelts, if fitted. |
| **Environment**  Factors that impact on the activity: weather, terrain, etc. | Students may get wet walking from station or bus stop. | All students to bring raincoats. |