

North Head Sanctuary Excursion Enquiry Form



Please note that this is an enquiry form and does not constitute a confirmed booking until you are contacted by the Harbour Trust.

Please answer ALL sections fully. See the following page for details on how to submit your form.

Date of enquiry	
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School details

Name of school				<input type="checkbox"/> Co-ed	<input type="checkbox"/> Girls	<input type="checkbox"/> Boys
Postal address						
Telephone		Fax				

Organising teacher's details

Name						
Email						
Please provide a mobile phone number for one of the staff members attending the excursion that we can call on the day if required.						
What are the best ways and times to contact you?						

Groups details

Year		No of students				
No of supervisors attending						
Note: the following ratios apply - 1:1 for special needs, 1:20 for Years 7-12. You must bring the required number of supervisors.						
Will any students with special needs be attending?					<input type="checkbox"/> No <input type="checkbox"/> Yes	
Note: if yes, please provide details.						

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Office use only			
Confirmed date		Confirmed time	
Teacher guides confirmed	Yes, by	Date completed	
Confirmation sent to school	Yes, by	Date completed	
Booking in site calendar	Yes, by	Date completed	

Excursion details

Preferred date(s) Please provide as many as possible.	
Preferred arrival and departure times Note: excursion duration is 5 hours – your nominated arrival time should be the time you can comfortably get to North Head Sanctuary.	<input type="checkbox"/> 9.00am–2.00pm <input type="checkbox"/> 9.30am–2.30pm <input type="checkbox"/> 10.00am–3.00pm <input type="checkbox"/> Other (please specify)
How did you hear about the excursions?	<input type="checkbox"/> Email to school <input type="checkbox"/> Fax to school <input type="checkbox"/> Word of mouth <input type="checkbox"/> Harbour Trust website <input type="checkbox"/> Geography Teacher Association

Submitting your enquiry form

Please send your completed form to our Bookings Officer by:

Fax (02) 8969 2120;

Email education@harbourtrust.gov.au; or

Post Bookings Officer
 Sydney Harbour Federation Trust
 PO Box 607
 MOSMAN NSW 2088

On receipt of your completed Excursion Enquiry Form, the Bookings Officer will check the availability of your requested dates. You will then be sent a confirmation letter and teacher information kit with all the information needed for your excursion. If the suggested excursion dates are not available, the Bookings Officer will contact you to discuss possible alternatives.

Further information

Please contact the Bookings Officer on (02) 8969 2100 or email education@harbourtrust.gov.au for any booking-related queries.

If you wish to discuss the lesson content of your excursion at any time, please call our Education Officer on (02) 8969 2144 or email education@harbourtrust.gov.au.



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