

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

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<b>Office use only</b>			
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 <b>Note: excursion duration is 5 hours – your nominated arrival time should be the time you can comfortably get to North Head Sanctuary.</b>	<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 you completed form to our Bookings Officer by:

Fax            (02) 8969 2120;

Email         [bookings@harbourtrust.gov.au](mailto:bookings@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 2131 or email [bookings@harbourtrust.gov.au](mailto:bookings@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](mailto:education@harbourtrust.gov.au).



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