



Forest Education
Foundation

The stories behind our trees

Preparing for your FEF Experience

Checklist for Organising Teacher

Pre-Excursion:

- Read the [Preparing for your Excursion](#) information
- Complete your [Excursion Confirmation Form](#)
- What is the purpose of your field trip? We can develop your program to suit your learning objectives and meet your curriculum needs. Please let us know and we can adapt the program to suit your students' interest and learning needs.
- Organise your parent help and any additional teachers you may need
- Tune your students into the excursion – Explore what a forest is and any questions they may have
- Ensure students are prepared with warm and wet weather clothing and appropriate closed shoes
- Organise your transport and ensure the bus drivers are familiar with the arranged drop off/pick up location and times
- Arrange class groups into small groups of 4-5 students for field trip activities

Excursion Day:

- Remember to pack hand sanitiser, sunscreen and a First Aid kit, including Asthma puffer and EpiPen
- Have fun! The forest is an amazing place. Get involved and enjoy the adventure with your students.

After your excursion:

- Send us your bus subsidy invoice.
- We love hearing about your FEF experience. Please send us some feedback via email and let us know how you enjoyed your day. We would also love to see how you have extended learning back at school.