Teacher information checklist

Before the visit, send an email or an information pack to teachers outlining what they need to know. This information could include some or all of the following:

- **Important health and safety guidelines for site visits** – Teachers are required to complete a school excursion form and a risk assessment form similar to the Department of Education and Training risk assessment template prior to the excursion and may need help to identify possible risks specific to the site.

  Teachers will also need to brief their students, teacher aides, parents and carers before the excursion. An example of the types of information you need to provide is show on the Barwon Water important information for school excursions web page.

  Explain the safety requirements of the site to the students on the day. The teacher may need to sign a safety form to acknowledge the safety rules have been communicated to the students and to acknowledge that students’ behaviour is the staff’s responsibility.

- **Copies of (or links to) resources such as:**
  - Whizzy's children’s books
  - Water cycle posters with their Guidelines for use and classroom activity ideas
  - your Council education and community information web pages
  - the Queensland Waterwise education resources
  - any videos or online material that could enhance their visit.

- **Fact sheets related to the topic of the visit.** For instance, provide a simple fact sheet graphically outlining the treatment process used at your plant as a handout. You could use some of the background text in the Guidelines for use for the Water cycle posters and Whizzy’s new adventures storybook as a starting point. A version of this handout could also be published on your Council or water service provider website for community use.

- **Activity sheets or stickers** that you can give the students during the visit.