Please complete the **class schedule** and **class list** for each session. If you have less than four classes participating only fill out the sections relevant to your school.

We have provided the total minimum instruction time for each delivery structure to help you plan session timing. Scheduling and session length may be negotiated.

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| **Small school (2 classes)** | **Standard school (3 classes)** | **Large school (4 classes)** |
| 540 mins per class. Average of 108 mins per session over 5 sessions.  | 540 mins per class. Average of 90 mins per session over 6 sessions | 525 mins per class. Average of 75 mins per session over 7 sessions |

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| ***Way2Go* Bike Ed** Class Schedule |
| **School:** | **PH:** | **Way2Go Bike Ed School Coordinator:** |
| **Day of participation:**  | **School week/s**  |
| **Session** | **Teacher (full name)** | **No. of students** | **Year level** | **Room number** | **Session start time** | **Session finish time** |
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If you have planned a catch up session due to public holidays and/or other school calendar clashes please record the date/s below.

* I have attached a copy of the school map indicating the location of classrooms and outdoor space allocated for onsite program delivery.

To provide sufficient time for planning this form must be submitted at least one month before the program is due to begin. If you do not know some details (e.g. class teacher names) due to timing just provide the information you can at this point in time.

**Completed forms should be forwarded via email to** **kay@bikesa.asn.au** **orprinted and faxed to 8168 9988.**

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| ***Way2Go* Bike Ed** Class list (session 1) |
| **School:** | **Year level** | **Day** | **Session time** |
| **Supervising teacher:** | New rider (Y/N) | Using own bike and helmet (tick) | Using Bike SA equipment (tick) | **Student absence** (only tick for those that are absent or excluded)  |
| **Second staff member:** |
| **Student name** (Between 21-30 students per class) | **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Total** |  |  |  |  |  |  |  |  |  |  |
| **Parent Helpers and/ or SSO support** (session 1) |
| Name | Sessions  |
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| **Managing health and behaviour**Please ensure that students with a medical condition have supplied the school with an up to date medication plan. Instructors will follow school procedures regarding management of student’s medical conditions.Best efforts will be made to be inclusive of all students participating in the program. To help with planning and delivery please record the name of students with behavioural or medical conditions that may impact on their participation in the program. You can choose to discuss how to support these students in private conversation if appropriate or supply notes below.  |
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| **Incident procedures****For minor incidences on school site staff will send the student to the office accompanied by another child. An explanatory note will be given.** **If a minor incident occurs off school site and requires immediate attention staff will use a mobile phone to contact the front office for advice. An incident report will be completed.****For urgent matters staff will call emergency services. The instructors will complete an incident report and notify DPTI immediately.**  |
| **If urgent assistance is required call 000** |
| **School phone number** | **Local police station** |
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| ***Way2Go* Bike Ed** Class list (session 2) |
| **School:** | **Year level** | **Day** | **Session time** |
| **Supervising teacher:** | New rider (Y/N) | Using own bike and helmet (tick) | Using Bike SA equipment (tick) | **Student absence** (only tick for those that are absent or excluded)  |
| **Second staff member:** |
| **Student name** (Between 21-30 students per class) | **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Total** |  |  |  |  |  |  |  |  |  |  |
| **Parent Helpers and/ or SSO support** (session 2) |
| Name | Sessions  |
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| **Managing health and behaviour**Please ensure that students with a medical condition have supplied the school with an up to date medication plan. Instructors will follow school procedures regarding management of student’s medical conditions.Best efforts will be made to be inclusive of all students participating in the program. To help with planning and delivery please record the name of students with behavioural or medical conditions that may impact on their participation in the program. You can choose to discuss how to support these students in private conversation if appropriate or supply notes below.  |
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| **Incident procedures****For minor incidences on school site staff will send the student to the office accompanied by another child. An explanatory note will be given.** **If a minor incident occurs off school site and requires immediate attention staff will use a mobile phone to contact the front office for advice. An incident report will be completed.****For urgent matters staff will call emergency services. The instructors will complete an incident report and notify DPTI immediately.**  |
| **If urgent assistance is required call 000** |
| **School phone number** | **Local police station** |
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| ***Way2Go* Bike Ed** Class list (session 3) |
| **School:** | **Year level** | **Day** | **Session time** |
| **Supervising teacher:** | New rider (Y/N) | Using own bike and helmet (tick) | Using Bike SA equipment (tick) | **Student absence** (only tick for those that are absent or excluded)  |
| **Second staff member:** |
| **Student name** (Between 21-30 students per class) | **1** | **2** | **3** | **4** | **5** | **6** | **7** |
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|  | **Total** |  |  |  |  |  |  |  |  |  |  |
| **Parent Helpers and/ or SSO support** (session 3) |
| Name | Sessions  |
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| **Managing health and behaviour**Please ensure that students with a medical condition have supplied the school with an up to date medication plan. Instructors will follow school procedures regarding management of student’s medical conditions.Best efforts will be made to be inclusive of all students participating in the program. To help with planning and delivery please record the name of students with behavioural or medical conditions that may impact on their participation in the program. You can choose to discuss how to support these students in private conversation if appropriate or supply notes below.  |
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| **Incident procedures****For minor incidences on school site staff will send the student to the office accompanied by another child. An explanatory note will be given.** **If a minor incident occurs off school site and requires immediate attention staff will use a mobile phone to contact the front office for advice. An incident report will be completed.****For urgent matters staff will call emergency services. The instructors will complete an incident report and notify DPTI immediately.**  |
| **If urgent assistance is required call 000** |
| **School phone number** | **Local police station** |
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| ***Way2Go* Bike Ed** Class list (session 4) |
| **School:** | **Year level** | **Day** | **Session time** |
| **Supervising teacher:** | New rider (Y/N) | Using own bike and helmet (tick) | Using Bike SA equipment (tick) | **Student absence** (only tick for those that are absent or excluded)  |
| **Second staff member:** |
| **Student name** (Between 21-30 students per class) | **1** | **2** | **3** | **4** | **5** | **6** | **7** |
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|  | **Total** |  |  |  |  |  |  |  |  |  |  |
| **Parent Helpers and/ or SSO support** (session 4) |
| Name | Sessions  |
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| **Managing health and behaviour**Please ensure that students with a medical condition have supplied the school with an up to date medication plan. Instructors will follow schools procedure regarding management of student’s medical conditions.Best efforts will be made to be inclusive of all students participating in the program. To help with planning and delivery please record the name of students with behavioural or medical conditions that may impact on their participation in the program. You can choose to discuss how to support these students in private conversation if appropriate or supply notes below.  |
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| **Incident procedures****For minor incidences on school site staff will send the student to the office accompanied by another child. An explanatory note will be given.** **If a minor incident occurs off school site and requires immediate attention staff will use a mobile to contact the front office for advice. An incident report will be completed.****For urgent matters staff will call emergency services. The instructors will complete an incident report and notify DPTI immediately.**  |
| **If urgent assistance is required call 000** |
| **School phone number** | **Local police station** |
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