

PERTH ZOO

Pre-Excursion Checklist

Teachers and educators with a confirmed excursion booking are welcome to visit Perth Zoo before their excursion to familiarise themselves with the site, complete a risk assessment and support their planning.

To arrange a complimentary pre-visit pass, contact the Discovery and Learning Bookings and Support Officer at discoveryandlearning@perthzoo.wa.gov.au.

Use this checklist to help plan a safe and enjoyable visit.

BEFORE YOUR VISIT

- ☐ All groups must have an assisted or unassisted booking to visit Perth Zoo.
- ☐ Read the [Excursion Management Plan](#) available on our website.
- ☐ Ensure your supervision ratios meet the guidelines:
 - Kindy – Year 3: one adult to five students
 - Year 4 – Year 12: one adult to ten students 1:10
- ☐ If applicable, bring a Companion Card or a letter from your Principal identifying a carer, essential companion or Education Assistant accompanying the group.
- ☐ Ensure parent helpers understand their supervision responsibilities.
- ☐ Provide all staff and parent helpers with:
 - the excursion itinerary
 - a [Zoo map](#)
 - the supervising teacher's contact details
- ☐ Advise students and parent helpers to wear:
 - comfortable, enclosed shoes
 - a hat
 - weather-appropriate clothing, including a rain jacket if required
- ☐ Complete the Sign-in Sheet (emailed with your booking confirmation) once final numbers are confirmed.





ON ARRIVAL

- ☐ Buses should use the designated drop-off and parking area in the Mill Point Road car park.
- ☐ Assemble your group at the Perth Zoo entrance with;
 - ☐ confirmation Letter
 - ☐ completed Sign-in Sheet
 - ☐ purchase Order number (if applicable)
 - ☐ payment method (invoice or card)
- ☐ Please note that Perth Zoo cannot process card payments over the phone on the day of entry, please have the card with you on the day.
- ☐ Allow time for students to use the toilets and have a break before the program begins.
- ☐ Groups are welcome to explore the Zoo before and after their scheduled session.
- ☐ Meet your Perth Zoo educator at the location listed in your confirmation letter at least five minutes before the session start time. Late arrivals may result in a shortened program.

FOOD AND DRINK

*Please be aware that wild birds may take unattended food items.
Perth Zoo accepts no responsibility for lost, stolen or damaged belongings.*

- ☐ We recommend that all visitors bring their own food in a waste-free lunchbox stored securely in a bag or sealed container.
- ☐ Schools can pre-order lunches through [Flexischools](#) before their visit.
- ☐ Water refill stations are available throughout the Zoo.



SUPERVISION

- ☐ The school supervisory team is responsible at all times for:
 - ☐ student behaviour and wellbeing
 - ☐ ensuring students, staff and parent helpers do not feed, interfere or disturb Zoo animals
 - ☐ ensuring groups remain on designated visitor pathways
- ☐ Maintain the recommended supervision ratios:
 - ☐ Kindy–Year 3: one adult to five students
 - ☐ Year 4–Year 12: one adult to 10 students
- ☐ Ensure the teacher-in-charge has access to:
 - ☐ student attendance records
 - ☐ emergency contact details
 - ☐ relevant medical information
- ☐ School Supervisory Teams should have access to a school First Aid Kit for the duration of the excursion.

WEATHER

- ☐ Education programs operate in most weather conditions.
- ☐ Ensure your students are dressed appropriately for the forecast weather.
- ☐ Sheltered areas are located throughout the Zoo.

CANCELLATIONS AND RESCHEDULING

- ☐ Programs may be cancelled if extreme or severe weather requires Perth Zoo to close. If this occurs, the Discovery and Learning Bookings and Support Officer will contact you.
- ☐ To cancel or reschedule due to unforeseen circumstances or weather conditions, contact the Discovery and Learning Bookings and Support Officer as soon as possible to discuss alternative arrangements.