

Flow Chart for Teachers

Booking a Law Day Out

Booking Process:

- From online calendar, select an available LDO date
- Check date against school calendar
- Review and accepts T&C's
- Complete online booking form



RULE OF LAW
EDUCATION CENTRE

Teacher **receives confirmation within 1 week, invoices sent the term before LDO**

Payment due 45 days before LDO

14 DAYS before LDO, confirmation email sent to teacher detailing:

- No. of students
- No. and details of teacher(s)
- Questions requested for the Judicial Officer
- Staff allocation
- Timings of day

7 DAYS before LDO, confirmation email to teacher sent with final details of the day

Contact the team at courtvisit@ruleoflaw.org.au to adjust anything related to your booking, to advise if you have another commitment following your LDO or for any queries about your LDO

The day after the LDO, teacher receives an email with links for further resources, and opportunity to give feedback about the LDO

School attends LDO