

## Excursion Information for Parents

Dear Parents and Carers,

The following details relate to an educational excursion to the **National Museum of Australia** which is being organised for **Lyneham Preschool's PB Group**.

**Dates/time:** Thursday 7th September 2023, 10:15am – 1:00pm

**Purpose of excursion:** For students to explore Aboriginal and Torres Strait Islander culture, heritage and language.

**Activities:** Participate in 'A Living Culture' program

**Clothing and Equipment:** A small bag or small backpack with morning tea, water bottle, hat  
(We will be eating morning tea at the museum and then returning to preschool to eat lunch).

**Transport:** Bus

**Group Size:** 22 students

**Trip Leader:** Jennifer Rolph

**Assistant Leaders:** Gladys O'Mari, Diane Ueckert-Smith + 1 extra LSA

**Adult/Child Ratio:** We are anticipating 22 children attending. Excursion ratio 1:4.  
1 teacher, 3 Learning Support Assistants, minimum 2 parent/carers volunteers

**Cost:** \$20.00 (includes program, activities, and bus)

*The school has made every effort to keep cost for this excursion at a minimum level. If necessary, parents or students can confidentially discuss support to meet the cost of the excursion with the Principal. Please contact the front office if you would like to speak with the Principal.*

**Notes and money to Lyneham Preschool by: Friday 1<sup>st</sup> September 2023**

**Excursion Risk Assessment:** Available at Lyneham Preschool

Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities.

Parents should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.

In the case of travel by private car, include where appropriate:

*It is the responsibility of the driver to ensure that he/she carries the required driver's licence, that the vehicle is registered and insured, is roadworthy, and the number of passengers does not exceed the seat belt provision of the vehicle.*

Kind Regards,

Merryn O'Dea  
Principal

## Excursion Permission Note for Parents

I give permission for my child \_\_\_\_\_ in class PB Group to attend the **Lyneham Preschool excursion** to the **National Museum of Australia** on **Thursday 7th September 2023** travelling by bus and other details as outlined in the Excursion Information for Parents (including contingency plans).

*I agree to my child participating in the activities associated with this excursion mentioned previously. I have discussed with my child the need for expected behaviour on this excursion. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child attending this excursion.*

*I agree that my child will be under the authority of the school for the duration of the excursion and that the school is authorised to return my child to school or home at my expense if the school considers that circumstances warrant such action. I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency.*

The *Medical Information and consent form* only needs to be completed once/year prior to the first excursion unless there are changes to the details on this form. Are there any changes to this form?

Yes ☐ No ☐

If yes, an updated *Medical Information and Consent Form* is required to be completed (available through the front office).

Will your child require medication to be administered during the excursion (e.g. allergy medication, pain relief)?

Yes ☐ No ☐

If yes, please complete a *Medication Authorisation and Administration Record* (available through the front office).

Is there any additional information you need to provide to support your child's participation in this excursion?

Yes ☐ No ☐

If yes, please provide these details

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Please provide the following information:

<b>Medicare No:</b>		<b>Private Health Fund:</b>		<b>Membership No</b>
<b>Ambulance Fund: Parents are responsible for ambulance costs outside the ACT.</b>				

Name of Parent/Carer: (please print) \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I am able to help with the excursion      **Yes**      **No**      Phone number: \_\_\_\_\_

**PAYMENT SLIP:**

**National Museum of Australia**

**COST: \$20**

I am paying the amount of \$ \_\_\_\_\_ Student Name: \_\_\_\_\_

☐ Credit Card – at school front office, by telephone to the school front office, via the payment tab on our school website or by completing your details below and returning to the preschool.

Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name on card (*Please print*): \_\_\_\_\_ Signature: \_\_\_\_\_

☐ Cash at the school office

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (EDU). This information is necessary for us to manage student participation in excursions and support the welfare and safety of your child. If you do not consent to supply us with this information your child will be unable to participate in the excursion. Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose. Normally we only share information with school staff and, where necessary, parents or volunteers assisting with the excursion to appropriately and effectively manage the excursion. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website ([www.det.act.gov.au](http://www.det.act.gov.au)) on the About Us page.