

## Excursion Information for Parents

Dear Parents and Carers,

The following details relate to an educational excursion to National Botanic Gardens which is being organised for Year 3 students. (Kacey, Katie and Gerard's class)

**Dates/time:** Tuesday 5<sup>th</sup> September 2023

**Purpose of excursion:** To explore the deep connections between people, plants and animals through guided inquiry and hands-on learning experiences.

**Activities:** Around Oz in an hour – Ranger guided tour

**Clothing and Equipment:** Hats, drink bottles, lunch, snack and comfortable walking shoes

**Transport:** Bus

**Group Size:** 73 students

**Trip Leader:** Sarah Aulich

**Assistant Leaders:** Katie Pentony, Gerard Clementine, Kacey Sturt, Jo Dillan, Tavis Aitchison

**Cost:** \$20

*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 Primary front office by:**

**Excursion Risk Assessment:** Available at the front office

**Contingency:** If poor weather we will reschedule and let you know the date via Seesaw.

**Behavioural expectations-** We are safe. We are respectful. We are learners.

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.

Kind Regards,

Merryn O'Dea  
Principal

# Excursion Permission Note for Parents

I give permission for my child \_\_\_\_\_ in year 3 to attend the Lyneham Primary School excursion to The Botanic Gardens on Tuesday 5<sup>th</sup> 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: \_\_\_\_\_

## PAYMENT SLIP – Botanical Gardens \$ 20

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

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

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.