

## Excursion Information for Parents

Dear Parents and Carers,

The following details relate to an educational excursion to Lyneham Primary School which is being organised for Jennifer's Preschool Class

**Dates/time:** Friday, 1<sup>st</sup> September 2023 and other dates in Term 4 2023. (We will let parents know via Seesaw when this will be happening)

**Purpose of excursion:** Transition to school visits

**Activities:** Walk to and from Lyneham Primary School with Year 4 buddy class. Engage in learning activities.

**Clothing and Equipment:** Hats and drink bottles

**Transport:** Walking

**Group Size:** 22 preschool students

**Trip Leader:** Cathleen O'Halloran

**Assistant Leaders:** Jennifer Rolph

**Other staff:** Gladys Omari, Diane Ueckert-Smith and 2 other LSAs

**Ratio:** 1 adult to four preschool students

**Cost:** Nil

**Notes to Lyneham Preschool by:** Friday, 25th August 2023

**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 Preschool PB to attend the Lyneham Preschool excursion to Lyneham Primary School on **Friday, 1<sup>st</sup> September 2023** travelling by foot 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: \_\_\_\_\_

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.