

Excursion/Activity Information

Dear parents and carers,

The following details relate to an excursion/activity that has been organised for your child. If you have any concerns about this excursion/activity, or related cost, please contact the principal on 61420077.

Name of Excursion/Activity	ACT Primary Schools' Japanese Fun Day
Location	Charles Weston Primary School – 80 Woodberry Ave, Coombs
Purpose	This event is organised by primary school Japanese teachers across all school sectors and involves a day of Japanese games and activities.
Classes/Year Groups Participating & anticipated number of students	20 students (total) from Years 3-6
Date	Tuesday September 24, 2019
Start Time	Leave Latham Primary at 9.15am, to arrive at Charles Weston by 9.45am
Finish Time	Leave Charles Weston at 2.15pm, to arrive back at Latham Primary by 2.45pm
Transport	Bus – Qcity Charter Bus
Cost	\$14.00 to cover bus travel, all other costs covered by ACT Japanese Teaching Network
Due Date	Monday, 23 September 2019 * Notes will not be accepted after this date
Teacher in Charge	Sharee Harrild
Intended ratio of educators and students:	1:20
Additional Information including reason for excursion/links to Curriculum /proposed activities	Students will participate in range of Japanese cultural and language activities with students from other participating primary schools. They will be in mixed groups for the day, and work with students from Stromlo High who will facilitate the activities (supervised by teachers from the participating schools).

The ACT Education Directorate is an agency of the ACT Government (the Territory). The Territory has insurance arrangements in place in order to meet certain liabilities. The Territory meets claims (including claims resulting from school activities or excursions) against it where there is a legal liability to do so. Liability is not automatic and depends on the circumstances in which the injury or illness was sustained. Parents should obtain their own advice about private insurance protection that may assist in meeting expenses if their child is injured or suffers an illness in circumstances where there is no liability on the part of the Territory.

If the outside provider of the service or activity has requested that you sign a waiver or disclaimer statement, the ACT Education Directorate recommends that you consider carefully any risks involved before proceeding.

This excursion has had a risk assessment completed and submitted to the school principal and is available at the school.

Permission & Payment Note

Name of Excursion/Activity: ACT Primary Schools' Japanese Fun Day

I give permission for my child _____ in class _____

to attend the above-named excursion on Tuesday September 24, 2019

I have read the attached information regarding this excursion/activity and understand what it contains.

I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment), in an emergency. Is there any medical condition that may affect your child on this excursion? There may be activities involving food making and eating, so please include any relevant information in this regard.

Yes/No

If yes please give details: _____

Full Name of Parent/Carer (please print): _____

Signature of Parent/Carer _____ Date _____

Please return permission note and money to the front office or classroom teacher by [Click here to enter a date](#).

Please be aware of the following: Staff accompanying students on excursions will take all reasonable care while 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. Unacceptable behaviour will be treated as it is normally treated at school, (reminders, time out in a designated spot, and exclusion from an activity) but with the additional factor that the student may be asked to be collected or returned to school should the behaviour be extreme or overly persistent. Should this occur monies paid will not be reimbursed.

This form requests information about students which will be held by the school. This information may be disclosed to government or private medical or para-medical staff and other relevant officers in the event of an accident or emergency. The information is collected as a lawful administrative function of the ACT Education and Training Directorate.

Please tick method of Payment

Quickweb Payment made on _____ (date) - This is a Westpac online payment option accessed through the school website that makes a payment direct to the school's bank account. Payments can be made using a Visa or Mastercard for any school event or contribution. Please use the below FEE CODE as your reference.

Direct Deposit Payment made on _____ (date) - Payment can be made by direct deposit to Latham Primary Management Account BSB: 032-777 Account No: 001527. Please use the below FEE CODE and Student Key as your reference. Student Key is usually the first 5 letters of the student's surname and the first letter of their first name.

Cash - Please secure Permission Note and money together. I have enclosed \$ _____

GENERAL LEDGER CODE - 8083-000-00

FEE CODE -

JAPANFUN COST: \$14.00