

Kindergarten National Zoo and Aquarium Excursion

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	Kindergarten National Zoo and Aquarium Excursion
Location	National Zoo and Aquarium
Purpose	The purpose of this excursion is to investigate the habitats and features of a range of animals and to observe how they move and communicate.
Classes/Year Groups Participating & anticipated number of students	KAD, KBP and KBL
Date	Monday 16 November 2020
Start Time	10:30am
Finish Time	2:00pm
Transport	Bus
Cost	\$20:00
Due Date	Thursday, 12 November 2020 * Notes will not be accepted after this date
Teacher in Charge	Angie Dowell
Additional educators:	Angie Dowell, Becky Pain, Bethany Lieschke & Melissa Mongan.
Intended ratio of educators and students:	5:63
Additional Information including reason for excursion/links to Curriculum /proposed activities/clothing & food preparations	It is expected that all students attending this excursion will be wearing school uniforms and a sun safe hat. Students will need to bring their drink bottles and a packed recess and lunch in a paper bag.

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. The school maintains contact information for the duration of the excursion in case of an emergency. 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.

Permission & Payment Note

Name of Excursion/Activity: **Kindergarten National Zoo and Aquarium Excursion**

I give permission for my child _____ in class _____

to attend the above named excursion on Monday 16 November 2020.

I agree to my child participating in the activities associated with this excursion mentioned previously. I have discussed with my child the need for sensible 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.

Have there been any changes in your child's medical status since you last provided the school medical information?

Yes No

If yes, an updated *General Medical Information and Consent Form* is required to be completed.

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

Yes No

If yes, please complete a *Medication Authorisation and Administration Record*.

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

Yes No

If yes, please provide 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 Thursday, 12 November 2020

Please be aware of the following: 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 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 in order to appropriately and effectively manage the excursions. 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.education.act.gov.au on the 'About Us' page.

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 \$ _____

FEE CODE - KINDYZOO

LEDGER – 8022-000-00

COST: \$20.00