

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	Exploring the designs of Canberra Parks
Location	Moncrieff Community Recreation Park and Boundless Playground
Purpose	To explore the design of two parks in Canberra.
Classes/Year Groups Participating & anticipated number of students	All 1/2 classes plus junior LSUA– Numbers predicted 120 students 10 staff
Date	10 September 2021
Start Time	9.30am pick up from LPS
Finish Time	2.30pm to LPS
Transport	Bus
Cost	\$10.50
Due Date	Wednesday, 8 September 2021 * Notes will not be accepted after this date
Teacher in Charge	Steph Wilson
Additional educators:	Angie, Yueni, Emma L, Brittany, Emma P, Mike, Trudy
Intended ratio of educators and students:	1:11
Additional Information including reason for excursion/links to Curriculum /proposed activities/clothing & food preparations	To supplement the learning of design, make and appraise technology unit completed during the term around parks. To explore how we can be active and make great healthy choices relating to the SEL and physical education program

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: **Exploring the designs of Canberra Parks**

I give permission for my child _____ in class _____

to attend the above named excursion on Friday 10 September 2021

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, and 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 Wednesday, 8 September 2021

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 Directorates 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.

Cash - Please secure permission note and money together. I have enclosed \$ _____

FEE CODE - **YR1_2CNBPRKS**

COST: \$10.50