

Excursion Information for Parents: Parliament House Visit Year 5

Dear Parents and Carers,

The following details relate to an educational excursion to **Parliament House** which is being organised for students in **Year 5**.

Dates: Monday, 4 November 2024 (Week 4, Term 4)

Time: 9:15am – 11:45am

Purpose of excursion: Students will tour Parliament House and see the House of Representatives and the Senate. This experience connects with our current unit of inquiry into democracy in Australia, the key features and processes of our parliament and how the government makes decisions.

Activities: A one-hour guided tour of Parliament House.

Clothing and Equipment: School uniform

Transport: Charter bus

Group Size: 145 students

Teacher in Charge: Steph Booksmythe

Additional Adults: James Westwood, Jack Edwards, Sarah Keegan, Jeremy Saleh, Taylor Woodward, Inge Ballingal, Rebecca Tobler

Cost: \$8.00

No cash payments, Sentral Pay by EziDebit, Quickweb and Credit card (In person) are the only forms of payment accepted.

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.

Permission Note and Payment Slip to Amaroo School front office by: Friday, 25 October 2024

Excursion Risk Assessment: Available at the front office

Contingency: In the event that this excursion cannot proceed as planned, it will be cancelled and the cost refunded.

Behavioural expectations: Students are expected to demonstrate our school PBL Behaviour Expectations of being a Safe, Respectful and Responsible Learner at all times.

Packing list and Additional Information:

- Full school uniform

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,

Steph Booksmythe

Year 5 Teachers

Excursion Permission Note for Parents: Parliament House Visit

I give permission for my child _____ (full name) in _____ to attend the Amaroo School excursion to **Parliament House** on **Monday, 4 November 2024** travelling by charter 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

Please provide the following information:

Medicare No (please include the Reference No. next to your child's name)	Private Health Fund:	Membership No
Ambulance Fund: Parents are responsible for ambulance costs outside the ACT.		

Name of Parent/Carer: (please print) _____

Contact Number: _____

Signature: _____ Date: _____

PAYMENT SLIP

I am paying the amount of \$ 8

Student Name: _____

Please note that Sentral Pay by EziDebit (Preferred Method), Quickweb and Credit Card are the only three forms of payment that can be accepted.

- Sentral Pay by EziDebit – Payment made on _____ (date)
- Quickweb - Payment made on _____ (date) _____ (reference no.)
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 FEE CODE below and your child's 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.
- Credit Card – Payments may be made in person at any time between 8.30am – 3pm at the 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) on the About Us page.

Office Use Only:

NAME OF EXCURSION: Parliament House Visit

FEECODE: PARLIAMENT

ACCOUNT: 2310

CHANGES TO EXCURSION PAYMENTS

To protect personal privacy and to avoid students having to carry money, the school has changed the options available for payments including excursions. You will notice that future excursion notes will only have the option to pay by Sentral Pay by EziDebit, Quickweb. Payments can also be made in person at the front office via credit card/efpos.