
Southern Cross Early Childhood School



Excursion Information

Dear Parents and Carers

The following details relate to an educational incursion to take place at Southern Cross Early Childhood School which is being organised for all Preschool classes.

Include the following as appropriate:

- Name of event: Reptiles Inc.
- Where: Southern Cross Early Childhood School
- When: Thursday 9 May, 10am
- The purpose of incursion is to deepen our understanding of living creatures and their life cycles.
- Cost: \$5.00
- Teachers in charge: Nicole Harvey and Bianca Boyle
- Ratio for this excursion within the school grounds is 1 adult to 11 children

- A risk assessment has been done for this incursion. A copy is available at the front desk if you would like to view it.

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 *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, pain relief)? 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 these details to your child's teacher.

- *The school has made every effort to keep cost for this activity at a responsible level. We have an equity fund which can be used to provide financial assistance for students where parents are unable to make the requested contribution.*
- *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

Nicole Harvey and Kellie Rogers

Incursion Permission Note

I give permission for my child _____ in class _____
to attend the Southern Cross Early Childhood School incursion at on Thursday 9 May.

I enclose (nominate amount of \$) \$5.00

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.

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 in order 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.