



Coolamon Central School

Principal: Mr John Beer
Deputy Principal: Mr Kingsley Ireland

Caring is Central

9th May 2018

Dear Parents and Caregivers

It is with great excitement that we are able to confirm the dates for the Stage 3 Excursion to Canberra this year. We will depart Coolamon on Wednesday 31st October, and return on Friday 2nd November 2018 (Week 3, Term 4). Full summer school uniform is to be worn each day of the excursion.

Itinerary

31 October

7.15am	Depart, bring cut lunch/morning tea from home.
11:00am	National Capital Exhibition
12:00pm	Lunch by Lake
1:00pm	AIS Tour
3:00pm	National Museum of Australia
5.30pm	Arrive and early Dinner at accommodation; Sundown Motel - Narranbundah
7.00pm	Black Mountain Tower

1 November

9.00am	Parliament House (hospitality then tour)
11:15am	Australian War Memorial with D-Zone Mt Ainslie Lookout if time permits.
1:45pm	Lunch at Zoo
2:30pm	National Zoo and Aquarium (self-guided tour) 14
5:30pm	Dinner at accommodation.
7.00pm	Rock Climbing

2 November

9:00am	Questacon
12.00pm	Old Parliament House "Who's the Boss" Program
1.30pm	Depart Canberra
4.45pm	Arrive back at school.

Meals

Students will need to bring a packed morning tea, afternoon tea and lunch in their back packs for Wednesday. All other meals, including packed lunches, are supplied by the Sundown Motel.

Transport

Transport will be provided by Allen's Coaches. We will travel in an air-conditioned coach with individual seat belts and a DVD player.

Cost

The total cost for the excursion is **\$310.00** per student. Please note this cost includes all transport, meals (except those specified for the first day of travel) and entry into all venues and exhibitions. The cost does not include spending money. Should students wish to bring their own money to purchase extra food items or

A quality school in which students are nurtured and their potential realised.

souvenirs, this is to be at their own expense. We recommend students bring no more than \$20-\$30 each. Each student is to be responsible for their money.

Payment

To ensure the excursion will go ahead we ask that you **pay a deposit of \$60.00 cash** before the 4th of June 2018 to secure venues and lock in our numbers of students attending. Should the excursion be cancelled due to lack of attendees, the \$60.00 will be refunded up until the 4th of June. After the 4th of June, if numbers are secured the \$60 will be non-refundable and you will be asked to pay the balance owing of \$250 (please see optional payment plan details below).

Payment for the Excursion is to be made as follows:

During May		\$60 cash	(after June 4th non-refundable deposit)
Friday	29 June	\$100	
Thursday	30 August	\$100	
Monday	24 September	\$ 50	(final payment)

After the deposit has been paid in cash, the remainder of the payment may be paid in full by cash, EFTPOS, POP or Cheque made payable to Coolamon Central School. The remaining \$250 payment may be paid in full should you not wish to follow the payment plan.

Should you wish to organise an alternate payment plan, please make an appointment with Mr Beer at your earliest convenience. We would love to have all of Stage 3 attend.

Please fill in the attached *Medical Information Form* and return with the permission notes.

Accommodation

Accommodation in Canberra is at the Sundown Motel - Narranbundah.

A packing requirement list will be sent home closer to our departure date. **Students who have not made total payment by Friday 28th September will be unable to attend the Excursion.**

Please complete the attached permission note, contract and medical information form and return it to your child's classroom teacher by Monday 30th May 2018.

Please note: After Friday 28th September 2018 (3 school weeks prior to the excursion) no refunds will be given if your child decides to withdraw from the excursion, as bookings will have been made at Canberra venues. In addition, your child can only attend this excursion when they have read and signed the attached compulsory code of conduct form and their behaviour does not require a risk assessment under our Discipline and Welfare Policy.

Regards

Annette Taylor
Teacher

Emma-Lee Guymer
Teacher

John Beer
Principal

Stage 3 Excursion to Canberra 2018

I give permission for my child, _____ in class _____ to attend the Coolamon Central School Stage 3 excursion to Canberra from Wednesday 31st October – Friday 2nd November 2018. I agree to delegate my authority to the staff involved. Such teachers may take action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group or individually in the above mentioned excursion. I also authorise the teachers to obtain medical assistance which they deem necessary, should an accident occur.

Signed parent/caregiver: _____ Name (please print): _____

Date _____

Fee ID 323179 E 323193 F

☐ I enclose \$60 cash deposit.

Student Code of Conduct

Stage 3 Excursion to Canberra Contract

Wednesday 31st October, and return on Friday 2nd November 2018

Dear Parents, Caregivers and Students

Excursion activities are seen as a valuable means of extending the social and intellectual development of students. Excursion activities also offer an opportunity for students to develop a sense of responsibility and a degree of independence.

The organisers and attending teachers, like parents, place trust in each student to demonstrate sensible behaviour at all times. Excursions are an extension of school and are linked to the "Core Rules" that operate in all NSW Government Schools (as printed on the back of this contract). In addition, the accommodation, attractions and locations visited have their own sets of conditions, which must be followed.

Students failing to comply with this contract may either miss out on excursion activities or may need to be collected by parents prior to completion of the excursion.

Annette Taylor
Relieving Assistant Principal

John Beer
Principal

Students:

I understand and agree to observe the excursion rules and to cooperate with the teachers throughout the excursion. I also agree that if I infringe any of the rules of the excursion, I may need to be collected by my parents before the excursion is completed.

Name of Student: _____ Class: _____

Signed (student): _____

Name of Parent: _____

Signed (parent): _____ Date: _____

The core rules

All students in NSW are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform and dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

MEDICAL INFORMATION FORM

Student Christian Name: Surname:

Address: Phone: **(home)**.....

..... (work).....

..... (mobile).....

Emergency Contact:

Relationship to Child: **Phone Number:**

Medical Information

Important Note:

- Medication brought on the excursion should have the child's name, dosage, administration times and instructions clearly marked. All medications should be collected by the designated attending adult before departure. Only medication in the child's name will be administered.
- Any special dietary requirements ordered by a Doctor should be notified a week prior to the excursion.

Please answer the following questions:

(please circle)

1.	Is he or she in good health?	YES	NO
2.	Does your child suffer from any chronic illness or disability?	YES	NO
3.	Has he/she suffered from any acute illness recently? If YES, state the nature of the illness	YES	NO
4.	Has he/she suffered from any injury recently? If YES, state the nature of the injury.....	YES	NO
5.	Is he/she taking medication? If YES, state the kind of medication	YES	NO
6.	Does he/she suffer from: (If yes, please detail required treatment/dosage for individual illnesses/concerns) Asthma or any allergic condition? Skin Conditions? Diabetes? Epilepsy, fits, blackouts? Adverse reaction to drugs? Homesickness? Travel sickness? ADD/ADHD?	YES YES YES YES YES YES YES	NO NO NO NO NO NO NO
7.	Does he/she wet the bed? If YES, how often?	YES	NO
8.	Has he/she had the combined diphtheria/tetanus booster injection? If YES in what year was the last booster injection given?	YES	NO
9.	Any other information you feel we should know? (eg: special dietary requirements)		
10.	In the event that your child should need medical attention, it would assist if you could supply the relevant health insurance information and sign the medical consent. Medicare No: Private Health Insurance Fund: Fund Membership No: Private insurance includes ambulance cover?	YES	NO
11.	I give permission for Coolamon Central School staff to seek medical attention for my child if necessary? Signed: (Parent/Guardian) Date:		