

15 October 2024

Excursion Information for Parents

ACT Primary Schools Beach Volleyball Gala Day

Dear parents and carers,

The following details relate to an educational excursion to The ACT Primary Schools Beach Volleyball Gala Day which is being organised for Year 5 students who have indicated an interest in participating.

Location: ACT Beach Volleyball Facility, Thurbon Rd, Lyneham ACT

Dates/time: Friday, 8 November 2024 9:00 AM-3:00 PM (game schedule to be confirmed)

Students should arrive at the venue by 8:45am, and be collected from the venue at the end of the gala day. There is no bus or other transport organised by the school.

Purpose of excursion: Year 5/6 Beach Volleyball Gala Day

Activities: Mixed teams beach volleyball games

Clothing and Equipment: School uniform suitable for playing, sunsmart hat, water bottle, sunscreen, packed lunch and snacks

Transport: Parent/carer private transport.

Excursion Organiser/Leader: Chris Currie and Carla Magro

Cost: \$10

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.

Notes and money to Duffy Primary School front office by: Friday, 25 October 2024

Excursion Risk Assessment: Available at the front office

Contingency: In the event of bad weather the event may be cancelled or postponed. Families will be informed via the most appropriate method.

Behavioural expectations: Students are expected to demonstrate our school values of being **Respectful**, **Responsible** and **Inclusive** at all times during this excursion.

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.

It is the responsibility of the driver to ensure that he/she carries the required driver's licence, that the vehicle is registered and insured, is roadworthy, and the number of passengers does not exceed the seat belt provision of the vehicle.

Kind Regards,

Chris Currie and Carla Magro

Excursion Permission Note for Parents

ACT Primary Schools Beach Volleyball Gala Day

I give permission for my child _____ in class _____ to attend the Duffy Primary School excursion to ACT Beach Volleyball Facility, Lyneham on 8 November 2024 travelling by Parent/carer private transport 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 Number: | | | |
| Private Health Fund: | | Membership No.: | |
| Ambulance Fund: Parents are responsible for ambulance costs outside the ACT. | | | |

Name of Parent/Carer: (please print) _____

Signature: _____ Date: _____

Payment Slip

I am paying the amount of \$ _____ Student Name: _____ Class _____

To attend the ACT Primary Schools Beach Volleyball Gala Day.

Payment via **Parent Portal**.

Payment via **Electronic Funds Transfer**
(Please include excursion/activity identifier and student name)

Payment via **Quickweb**
(Please include excursion/activity identifier and student name)

Payment via **Credit Card** by telephone to the school front office 6142 2510, via the payment tab on our school website, or in person at the school office.
(Please include excursion/activity identifier and student name)

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.