

Duffy Primary School



Be Respectful, Responsible, Inclusive

15 October 2024

Excursion Information for Parents (REVISED) Calthorpes' House & Mugga-Mugga Cottage

Dear parents and carers,

The following details relate to an educational excursion to Calthorpes' House and Mugga Cottage which is being organised for Thursday 24th October 2024.

Date: Thursday, 7 November 2024

Time: Leave school at 9:25am and return to school at 2:30pm.

Purpose of excursion: Students will have the opportunity to learn about histortic site 'Calthorpes' House' through the eyes of seven-year-old Dawn Calthorpe, who lived there in the 1930s. At Mugga-Mugga Cottage, students will gain insight into the natural and human influenced landscape and the links between the historic house and its increasingly urbanised setting.

Activities: House & Cottage Tour, Paddock & Garden Exploration, Collage Making, Old Fashioned Games

Clothing and Equipment: School uniform, sun safe hat, school bag with lunch and water bottle.

Due to the possibility of snakes, insects and uneven terrain, students are required to wear long pants and closed toe shoes. Calthorpes' House & Mugga-Mugga Cottage retain the right to refuse entry to students who are inadequately dressed.

Transport: Bus

Excursion Organiser/Leader: Year 1 Team

Assistant Leaders: Fiona Chapman

Cost: \$27 per student

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: Thursday, 31 October 2024

Excursion Risk Assessment: Available at the front office

Contingency: Duffy Primary's participation in this event is contingent on staffing allowing adequate supervision for students both on the excursion and at school, if this becomes problematic, participation in this excursion may be reconsidered.

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

What to pack/bring:

Water bottle, school bag with lunch and hat

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,
Karla Jensen & Claire Stevens
Year 1 Teachers



Excursion Permission Note for Parents (REVISED) Calthorpes' House and Mugga-Mugga Cottage

I give permission for my of	:hild	in class	to attend the Duffy Primary
School excursion to Calth	orpes' House and Mugga-Mugga C	Cottage on Thursday 7 N	ovember 2024 travelling by Bus
and other details as outli	ned in the Excursion Information for	or Parents (including co	ntingency plans).
child the need for expected (including medical or surgion	ating in the activities associated with t behaviour on this excursion. I authorise cal treatment) in an emergency and I ion relevant to my child attending this	e the school to make arran agree to meet the assoc	gements for the welfare of my child
to return my child to school	under the authority of the school for tool of or home at my expense if the scho ravel by private car, driven by a staff n	ol considers that circums	tances warrant such action. I give
	and consent form only needs to be to the details on this form. Are the		
Yes No			
If yes, an updated <i>Medico</i> office).	al Information and Consent Form is	s required to be comple	ted (available through the front
Will your child require m	nedication to be administered duri	ing the excursion (e.g. a	llergy medication, pain
Yes No			
If yes, please complete a	Medication Authorisation and Adn	ninistration Record (ava	ilable through the front office).
Is there any additional in	nformation you need to provide to	support your child's p	articipation in this excursion?
If yes, please provide the	se details:		
ii yes, piease provide tile	se details.		
Please provide the follow	wing information:		
Medicare Number:			
Private Health Fund:		Membership No.:	
Ambulance Fund: Parer	its are responsible for ambulance o	costs outside the ACT.	
Name of Parent/Carer:	(please print)		
Signature:		Date:	

Address: Burrinjuck Cres, Duffy ACT, 2611 Email: duffyps@ed.act.edu.au Phone: 61422510



Payment Slip

I am paying the amount of \$ for		
Student Name:	of class:	
to attend the Calthorpes' House & Mugga-Mugga Cottage Excurs	sion on Thursday 7 November 2024.	
☐ Electronic Funds Transfer to our bank account		
Acct name: Duffy Primary School		
BSB: 032777		
Acct no: 001228		
Reference: MUGGA		
Please email details of payment to alice.lollback@ed.act.edu.au	when completed	
Quickweb via our school website (Please use your Family	y Key, Student key and MUGGA as the identifier)	
☐ Credit Card by telephone to the school office <u>02 6142 25</u> by completing your details below and returning to the sch		
Card No:	Expiry Date:	
Name on card (<i>Please print</i>):	Signature:	
☐ Cash or Cheque at the school 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

Address: Burrinjuck Cres, Duffy ACT, 2611 Email: duffyps@ed.act.edu.au Phone: 61422510