

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 historic 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 child _____ in class _____ to attend the Duffy Primary School excursion to Calthorpes' House and Mugga-Mugga Cottage on Thursday 7 November 2024 travelling by 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 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: _____

