

Excursion information for parents/carers

Dear parent/carer

An excursion is being planned for your child's class to supplement work being done in the classroom. The details of the excursion are below.

Excursion details for completion by organising teacher

Place of excursion

Date/s of excursion

Place of departure

Time of departure

Place of return

Time of return

Cost of excursion

Payment due date

Excursion objectives

Transport details

Staff member with emergency care training

Staff member with Cardio Pulmonary Resuscitation (CPR) training

Other supervisory staff

Students will need to bring the following items on this excursion

Swimsuit, towel and plastic bag

Bring snacks, lunch and drink from home

Waterproof clothing e.g. raincoat

Lunch can be bought during the excursion

Change of clothing

Cost of lunch is included in excursion cost

Warm clothing

Full school uniform

Sunhat and sunscreen

Other

Other activities involved in this excursion are ticked below and more information is provided on the following pages, if relevant

No other activities

Swimming activity

Travel by air

Water activity

Travel insurance

Overnight excursion

Overnight excursion advice

For excursions involving overnight stays the following additional information is provided.

Teacher to complete if relevant. Consider adding advice on the number of students and teachers who will be attending and if protective or special equipment will be required.

Where accommodation is booked

Additional information

Travel insurance advice

The department recommends that parents/carers arrange travel insurance for students for excursions involving travel by air.

Swimming activity advice

For excursions involving swimming activities the parent/carer must complete the 'Swimming activity advice form' in English advising of their child's swimming ability and return it to the school. The form provides information on the kinds of swimming activities that will occur, where they will be held and consent to participate in these activities. The school will provide the flotation devices below to students who require assistance in the water.

Flotation devices to be provided, if relevant.

Water activity advice

For excursions involving water activities the parent/carer must complete the 'Water activity advice form' in English advising of their child's swimming ability and return it to the school. This is a precautionary measure. Although no swimming activities are intended the student could accidentally fall in the water. The form provides information on the kinds of water activities that will occur, where they will be held and consent to participate in these activities.

Privacy advice

The information requested on this form is being collected by the NSW Department of Education. The information is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs about your child who is currently enrolled at the school and who may participate in school excursions, sporting activities or other educational or school activities conducted by or in conjunction with this school.

It will be used by the school to plan, to support students, and to minimise risks when conducting the school excursions or other related school activities.

Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are otherwise involved in the planning or delivery of the excursion, sporting or other school activity; and persons that may be called upon to provide health care treatment or other assistance during or as a consequence of such excursions or activities.

Provision of this information is voluntary, however, if you do not provide all or any of the information requested, your child cannot participate in the excursion. In such circumstances, the school will make available a sound alternative educational experience.

Provision of this information will significantly assist the school in planning a safer educational activity. It will be stored securely. If you have any concerns about provision of this information, please contact the school principal to discuss further.

You may correct any personal information provided at any time by contacting the school office on the phone number below.

Teacher to complete the following information

School name _____

School phone number _____

Name and signature of excursion coordinator _____

Name and signature of principal _____

Date _____

Telephone Interpreter Service

If you require more information please call the school. If you need an interpreter to assist you with your enquiry please call the telephone interpreter service on 131 450 and ask for an interpreter in your language. The operator will call the school and get an interpreter on the line to assist you with the conversation. You will not be charged for this service.