



MACQUARIE PRIMARY SCHOOL
Years P – 6

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15 August 2019

Preschool Excursion to The National Arboretum

Dear Families,

We are excited to offer our preschool children the opportunity to participate in an excursion to the National Arboretum. They will have the opportunity to look for recognisable landmarks and see how the city of Canberra includes many different suburbs that fit into the physical environment of hills, mountains and plains. Walking on the walking tracks will allow the children to experience the many different types of trees that make up the arboretum. The children will also have time to play at the very popular Pod playground.

Where: National Arboretum

When: Thursday 12 September

Transport: QCity bus

Time: 9:30am – 1:00pm

Staffing: Wayde Margetts and Kerri Wilesmith
The maximum number of children attending will be 22.
The adult to child ratio will be 1:5

**Emergency Contact
number on excursion:** 0434 751 607

Cost: \$12 this covers the cost of the bus hire.

It is customary for the school to request a financial contribution towards meeting the cost of your child's participation in this excursion. These contributions are voluntary. The school has made every effort to keep costs for this activity at a reasonable level. Should you require financial assistance please contact a member of our staff.

Staff accompanying students on excursions will take all reasonable care while the students are in their care to protect them from injury. Parents should be aware that staff members are not responsible for injuries or damage to property that 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. (Education Directorate Policy)

Students will need to bring/wear:

- water bottle
- recess snack in a separate container

A small number of volunteers are needed to accompany the preschool children on the excursion. Please let us know at preschool if you are able to attend.

Please return permission note and payments by Thursday 5 September.

Kind regards, *Wayde Margetts and Kerri Wilesmith*

Permission Note for National Arboretum Excursion.

I give permission for my child _____ from
class _____ to attend this excursion on **Thursday 12 September.**

- I understand the transport arrangements involved.
- I confirm there have been no changes to my child’s medical information and I understand it is my responsibility to inform the school if changes occur.

Parent Contact Information - If needed during the excursion

Parent/Carer Name:	Contact Number:
Parent/Carer Name:	Contact Number:
Parent Signature:	Date:

Payment Slip for Arboretum Excursion

Payment due date : **Thursday 5 September**

Student Name: _____ **Class:** _____

- I enclose \$12 cash/cheque or
- I have paid \$12 via electronic funds transfer

EFT Details	
Account Name:	Macquarie Primary School Management Account
BSB Number:	032 777
Account Number:	001586
Use reference:	<i>Child’s Name</i> Arboretum Dyrura

- I have paid \$12 via Quickweb - found under the payment tab on our school website

Quickweb Details:	
Go to our school website and follow the prompts on the payment page	
Use reference:	<i>Child’s Name</i> Arboretum Dyrura

The Directorate collects the information contained in this form to obtain parental consent for students’ participation and to provide or arrange first aid and other medical treatments for students. The information collected will be held at the student’s school and will be made available to relevant school staff, including first aid officers, and to medical or paramedical staff in the case of an accident or emergency. The information contained in the form is personal information and it will be stored, used and disclosed in accordance with the requirements of the *Information Privacy Act 2014* and the *Health Records (Privacy and Access) Act 1997*.