



LYNEHAM PRIMARY SCHOOL

Excursion Information

Dear Families,

The following details relate to an excursion to the Australian Parliament House for students in Year 4. The focus of the excursion is to participate in a variety of activities based on our knowledge unit relating to democracy. The staff at Parliament are preparing a fun filled day of learning for all Year 4 Lyneham students. These activities will be split into three sessions. Session I will be a guided tour; sessions II a roleplay activity and session III will consist of a hospitality get together.

Dates/time: Monday, 25th November 2024 (Week 7, Term 4)

Purpose of excursion: To participate in a variety of hands-on activities relating democracy and parliament.

Clothing and Equipment: School Uniform, a small bag to take a freshly cut lunch and bottle of water. It is recommended all students label their bag with their name.

Transport: Bus

Time: We will leave Lyneham Primary at **9:30 am** and return to school by **2:30pm**.

Group Size: Approximately 83 Year 4 students.

Organising Teacher: Andrew Xirakis

Staff Supervision: 3 staff to attend and 2 LSAs.

Cost: \$10

Notes to Lyneham Primary front office by: Monday, 18th November 2024 (Term 4, Week 6)

Excursion Risk Assessment: Available at the front office

Behavioural expectations: **We are safe. We are respectful. We are learners.**

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,

Year 4 Team

Year 4 Parliament House Permission Note

I give permission for my child _____ in year _____ to attend the Lyneham Primary School excursion to Parliament House on **Monday, 25 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:

Name of Parent/Carer: (please print) _____

Signature: _____ Date: _____

Year 4 Parliament House \$10

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

- Credit Card – at front office or by telephone to the front office.
- Quickweb through the school website
- Parent Portal
- Cash 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 Us page.