

28 April 2022

Excursion Information for Parents

UPDATED: Year 5 & 6 Day Camp at Borambola

Dear parents and carers,

After careful consideration, we have made the difficult decision to amend the Year 5 and 6 camp to a long day excursion. The following information outlines important details for the excursion, including adjustments to days, times and costs. Please read the information carefully and return the notes and payment by Monday, May 16.

Date: Thursday, 26 May 2022

Locations: Borambola Sports and Recreation Centre, Borambola, New South Wales

Timing: Students need to arrive to Duffy PS at 6:15am (parents needing to hand over medication that is not already on site at school, must be at school by 6:10am)

Depart: 6:30am from Duffy Primary School on Thursday 26th May 2022

Return: 7:30pm to Duffy Primary School on Thursday 26th May 2022

Purpose of excursion: To give students greater knowledge of the natural environment and develop their skills in working with others successfully as a team

Activities: There will be many activities students participate in to develop team building skills. Activities won't be finalised until closer to the camp dates.

Clothing and Equipment: Active wear (appropriate for all weather conditions), sun smart hat, one change of clothes in case they get muddy or wet, a towel, drink bottle, 2 disposable or cloth face masks (spare disposable masks will be available).

Food: Fruit and lunch will be provided. Students are welcome to bring a more substantial morning/afternoon tea. Students need to bring their own drink bottle.

Registration: Please complete the registration by 9/5/2022 to provide numbers and details to the camp facilities.

Link:

<https://officeofsport.ungerboeck.com/prod/emc00/register.aspx?eid=SGZ6Sm13YVAyS0I4REJuZnRZN3N2QT090>

Transport: Bus

Excursion Organiser/Leader: Sarah Moore

Assistant Leaders: Zoe Green, Lucy Kelly, Sam Zaja, Carla Magro, Vicki Shaw

Cost: \$170

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 business manager. Please contact the front office if you would like to speak with Alice.

COVID-19 plan: Students **must** have a negative RAT within 24 hours of departure on May 26th. Students will be encouraged to wear a mask on the bus. All students must have an emergency contact available to collect their child from Borambola in the event of an emergency or if they present with a contagious condition, such as vomiting or diarrhoea or COVID symptoms. *A detailed COVID Safe Plan is attached for your viewing.*

Excursion Risk Assessment: Available at the front office

Contingency: In the event that COVID-19 restrictions limit us from being able to travel interstate we will attempt to plan stay-cation activities in Canberra or postpone the day trip camp to a later date in the year.

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

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,

3-6 Executive Teacher

Sarah Moore – sarah.moore@ed.act.edu.au

Year 5 and Year 6 teachers

Lucy Kelly – lucy.kelly@ed.act.edu.au

Zoe Green – zoe.green@ed.act.edu.au

Sam Zaja – samuel.zaja@ed.act.edu.au

Carla Magro – carla.magro@ed.act.edu.au

Vicki Shaw – vickij.shaw@ed.act.edu.au

What to pack/bring:

GENERAL ESSENTIAL ITEMS FOR ALL STUDENTS TO BRING

- Students should arrive to school wearing active wear (appropriate for all weather conditions).
- Ensure you pack an extra set of clothes and shoes, as one set is likely to get wet. It may be quite cold, so bring clothes to layer up – singlet, shirt, jumper, jacket
- Waterproof and/or windproof jacket
- Sun Smart Hat
- Comfortable Shoes - 2 pairs in case one gets wet
- 1 Plastic bag for potential dirty/wet clothes
- Towel
- Sun Cream - SPF 30+
- Water Bottle
- 2 Face Masks (disposable or cloth)

Please note: As some activities require contact for harnesses and support therefore we recommend shoulders be covered and longer trousers/shorts be worn

Excursion Permission Note and Payment for Parents

UPDATED: Year 5 & 6 Camp Borambola

I give permission for my child _____ in year _____ to attend the Duffy Primary School excursion to Borambola on 26 May 2022 travelling by Bus and other details as outlined in the Excursion Information for Parents (including contingency plans).

Notes and Full Payment to Duffy Primary School front office by: Monday, 16 May 2022

The total cost of the day trip for camp is \$170.

- I have already paid \$370 and would like to credit my account for other school expenses.
- I have already paid \$370 and require a refund for the excess amount.
- I have already paid \$100 deposit and the remaining amount of \$70 will be paid **no later** than **Monday 16 May 2022**.
- I am paying the full \$170 cost of the day camp.
- I am not attending the day camp.

Electronic Funds Transfer to our bank account

Acct name: Duffy Primary School
 BSB: 032777
 Acct no: 001228
 Reference: Camp56
Please email details of payment to alice.lollback@ed.act.edu.au when completed

Quickweb via our school website (Please use your Family Key, Student key and [Click or tap here to enter text.](#) as the identifier)

Credit Card by telephone to the school office 02 6142 2510, via the payment tab on our school website or by completing your details below and returning to the school office

Card No: Expiry Date: _____

Name on card (*Please print*): _____ Signature: _____

Cash or Cheque at the school office

If your child does not attend the day camp and full payment has already been paid, you will not receive a refund for the bus component.

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)

Emergency Contact and Medical Information for Parents

UPDATED: Year 5 & 6 Camp Borambola

As part of the COVID Safe Plan, students are required to have an emergency contact who is willing and able to drive to Borambola and collect their child should they present with present with a contagious condition such as vomiting or diarrhoea or with COVID symptoms.

Please identify the adult who will be available on May 26th in case of an emergency.

Student name: _____

Emergency contact name: _____

Relationship to student: _____ Phone number: _____

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).

Does your child have any dietary requirements?

Yes No

If yes, please provide details:

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: _____