

2024 YEAR 5 CAMP- BIRRIGAI OUTDOOR SCHOOL

Dear Parents and Caregivers

In Week 7, Term 4 2024, Year 5 students will have the opportunity to attend an educational camp at Birrigai Outdoor School.

Dates: Tuesday 26 November- Thursday 28 November
Times: Departing from Kaleen Primary School at 9:15am Tuesday 26 November
Returning to Kaleen Primary School at 2:20pm Thursday 28 November (*approx*)
Destination: Birrigai Outdoor School, Tidbinbilla, ACT
Travel: Chartered buses to and from Birrigai Outdoor School
Cost: **\$345.00** (cost includes transport, accommodation, meals, and activities).
Please see attached payment page for further information.

The school has made every effort to keep the cost for this excursion at a minimum level. If necessary, parents 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 the Business Manager.

There are a number of additional forms that need to be completed prior to attending camp. These are listed below and attached with this note. Please complete these forms and return them to school no later than **Friday 8 November 2024.**

Excursion Risk Assessment: Available at the front office

Behavioural expectations: Standards of behaviour based on the school's values apply in all camp and excursion situations. Students deemed to not be displaying appropriate behaviour on excursions or camps will be returned to school. No refund will be available under these circumstances.

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.

To be completed:

- Attachment #1- Excursion Permission form
- Attachment #2- Payment Slip
- Attachment #3- Excursion Medical and Consent form
- Attachment #4- Birrigai Allergen and Food Restrictions

If you have any further questions, please do not hesitate to contact me.

Please return Permission note & payment to the front office by **Friday 8 November 2024.**

Kind regards

Kelly Turner - Executive teacher 5/6

12 September 2024

Excursion Permission Note for Parents/Carers:- ATTACHMENT #1

I give permission for my child _____ in class _____ to attend the excursion to Birrigai Outdoor School, from **26 November-28 November 2024** travelling by chartered bus.

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](#) needs to be completed specifically for Camp (please find attached).

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 No:		Private Health Fund		Membership No	
Ambulance Fund:		Parents are responsible for ambulance costs outside the ACT			

Parent/Carer: (please print): _____ Mobile Contact on the day: _____

Parent/Carer: (please sign): _____ Date: _____

Permission Due: Friday 8 November 2024

PAYMENT SLIP - ATTACHMENT #2
Year 5 Birrigai Camp

Student Name: _____ Student Class: _____

The school understands there is a significant cost associated with this camp, and we are happy to offer payment plans to all families. This means that families can pay any amount over the course of this year up until **Friday 13 December 2024** to pay off the full camp fee.

Please indicate your payment method below and sign this payment agreement.

Option 1: I am paying the full amount of \$345.00.

OR

Option 2: Pay in smaller instalments

Please note that Sentral Pay by EziDebit (Preferred payment method)

Sentral Pay by EziDebit - **Payment made on** _____ (date)

[Quickweb](#) - **Payment made on** _____ (date) _____ (reference no.) This is a Westpac online payment option accessed through the school website that makes a payment direct to the school's bank account. Payments can be made using a Visa or Mastercard for any school event or contribution. Please use the FEE CODE below and your child's Student Key as your reference. Student Key is usually the first 5 letters of the student's surname and the first letter of their first name.

Cash

Credit Card – Payments may be made in person any time between 8.30am-3pm at the office.

Fee Code: Year 5 Overnight Camp

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.