**Torrens Primary School** Ritchie Street TORRENS A.C.T. 2607

6142 0777 admin@torrensps.act.edu.au www.torrensps.act.edu.au

**Preschool Koalas & Butterflies Excursion to Birrigai Outdoor School, Tidbinbilla Road, Tharwa**

**Anticipated group size:** 45 **Adult/Student ratio:** 1:4

**When:** Wednesday, 18 May 2022 (Week 4) – 9.15am – 2.30pm

**Transport:** Bus, departing Torrens Preschool 9.15am and Pearce Preschool 925am; departing Birrigai at 1.45pm to arrive back at preschools by 2.30pm

**Cost: $5** per child to cover Birrigai Wombat Songlines program. Thank you to our preschool parent associations at Torrens and Pearce for covering the cost of Bus transport.

*The school has made every effort to keep cost for this excursion at a minimum level. If necessary, parents or carers can confidentially discuss support to meet the cost of the excursion with the Principal. Please contact the front office if you would like to speak with the Principal.*

**Payment, Permission and Birrigai Allergens/Food Restrictions form** (as applicable) **due back to Preschool by:** Thursday 12 May (Week 3)

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**Purpose:** To participate in Birrigai Outdoor School’s Wombat Songlines Program

**Activities:** The preschoolers are introduced to the concept of Aboriginal and Torres Strait Islanders telling their stories in many ways, and how stories are told through song, dance and artwork. Some stories were passed down to create songlines. Children go on a bushwalk, learning the land and care for country, singing and mapping their observations as they travel. They will meet together and cook at Birrigai’s community campfire and share stories.

**Contingency (e.g., in case of wet weather):** You will be informed via text message if any of the arrangements for the day need to be altered.

**To bring:** morning tea, lunch and drink bottle, spare clothes in bag ( as for a preschool day).

**To wear** - closed shoes for walking and climbing on rocks, brimmed hat, layered clothing (t-shirt, jumper, jacket, long trousers). It is advised no skirts or dresses should be worn.

**Staff who will be in attendance:** All preschool Educators and Co-Educators.

**Parent helpers:** We require a 1:4 adult/student ratio for this excursion. Due to current COVID restrictions, parent helpers will need to provide proof of vaccination and wear a mask if they wish to come on the bus to Birrigai with us. We cannot take younger siblings on excursion. If you are able to attend as a parent helper, please see your Educator.

**Behavioural expectations:** *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 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.*

**Excursion Risk Assessment:** available to view at the preschool.

***Please complete the attached school permission and Birrigai dietary form (if applicable) and return as soon as possible to Preschool.***

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**Preschool Koalas & Butterflies Birrigai Excursion Permission Note**

I give permission for my child to attend the Birrigai Outdoor School’s Wombat Songlines Program on Wednesday 18 May 2022 travelling to and from Birrigai Outdoor School, Tidbinbilla Road Tharwa, by bus. I agree to my child participating in the activities associated with this excursion mentioned previously, including cooking at Birrigai’s community campfire.

*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.*

You have previously completed a *Medical Information and Consent Form*. This form only needs to be completed once annually 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 from our website - <https://www.torrensps.act.edu.au/our_school/general_medical_information> ).

Will your child require medication to be administered during the excursion (e.g., antihistamine, pain relief)?

Yes [ ]  No [ ]  If yes, please complete a *Medication Authorisation and Administration Record* (<https://www.torrensps.act.edu.au/our_school/general_medical_information>).

Yes [ ]  I have completed the *Birrigai Allergens/Food Restrictions Form (if applicable).*

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please provide the following information:

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| --- | --- | --- | --- | --- | --- |
| Medicare No: |  | Private Health Fund No: |  | Membership No: |  |
| Ambulance Fund: NOTE, Parents are responsible for ambulance costs outside the ACT. |  |

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Preschool group: \_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent /Carer (Please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: *\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_*

*Please turn over for payment details and Privacy Policy information*

**Payment Details**

**Cost per student: $5**

To minimise the handling of cash we request that, where possible, you pay online via the school website. Call the Front Office on 61420777 if you need help with any of the keys or codes required to finalise payment this way OR if you would like to do EFTPOS over the phone.

□ On-line ([www.torrensps.act.edu.au/payment](http://www.torrensps.act.edu.au/payment)) Receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ EFTPOS \_\_/\_\_/\_\_

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.