



ACT
Government
Education



Forrest Primary School
9 Hobart Avenue, Forrest ACT 2603
Phone: 02 6142 1470
Email: forrestps@ed.act.edu.au
Website: www.forrestps.act.edu.au



22 November 2021

YEAR 6 TELOPEA PARK SCHOOL ORIENTATION DAY

Dear Parents and Carers

Forrest Primary School Year 6 students have been invited to attend an Orientation Day at Telopea Park School. All Year 6 students who will be attending Telopea Park School in 2022 are asked to attend the excursion to assist with their transition to high school and increase their confidence when introduced to a new environment.

| | |
|------------------------------|---|
| Date: | Thursday 9 December 2021 |
| Time: | Depart Forrest Primary School at 9.30am Return to Forrest Primary School at approx. 1:00pm |
| Place: | Telopea Park School |
| Transport: | Walk |
| Cost: | Nil |
| Coordinating teacher: | Briana Cobden |
| Accompanying staff: | Briana Cobden and Belinda Kowalski |
| Means of contact with group: | Via Telopea Park front office in 6142 3388 |
| Permission note due date: | Monday 6 December 2021 |

IMPORTANT INFORMATION

- Students will need to bring a snack, hat, and water bottle
- Recess will be provided by Telopea Park School
- Students will still be able to order a lunch order

Excursion Medical Information

An Excursion Medical Information and Consent Form is held at Forrest Primary School for your child. To ensure that the information on this form is accurate and current, you are requested to advise the school immediately of any changes that should be noted on the Medical Information and Consent form kept at the school and arrange to update the form. This information will be made available to government or private medical or paramedical staff and other relevant officers in the event of an accident or emergency. School staff have a duty of care to provide first aid assistance when required, therefore for students who are known sufferers of asthma, anaphylaxis, diabetes or epilepsy, a current Emergency Treatment Plan must be completed, signed by both parents/carers and the student's doctor and provided to school. If there is no treatment plan, we are unable to take the child on any excursion including camp.

Student Welfare: Expectations and Consequences for Inappropriate Behaviour

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 risks to themselves, to others and to property, of impulsive, wilful or disobedient behaviour. Students who indulge in such behaviours may be sent home.

Yours sincerely,
Briana Cobden
on behalf of the Year 6 Team

YEAR 6 TELOPEA PARK SCHOOL ORIENTATION DAY

PERMISSION NOTE – please return by Monday 6 December

I give permission for my child _____ in class _____ to attend the **Year 6 Telopea Park School Orientation Day, Thursday 9 December 2021**, as outlined in the Excursion Information for Parents / Carers (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 per 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:

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

Parent / Carer name: _____

Signature: _____ Date: _____

PERMISSION NOTE – please return to school by Monday 6 December 2021

YEAR 6 TELOPEA PARK SCHOOL ORIENTATION DAY

Please tick the appropriate box:

I give permission for my child _____ of class _____

I do not give permission for my child _____ of class _____

to attend Year 6 excursion to Telopea Park School on **Thursday 9 December 2021**.

I have read the attached information regarding this excursion and understand the content.

Parent name: _____

Parent signature: _____ Date: _____

Parent contact number on the day: _____