Dear Parents

The Year 5 excursion to Canberra which supports our unit of study Government in Australia will be held from Monday 17 October to Wednesday 19 October inclusive (Week 2 Term 4). While on this tour students will participate in a variety of educational programs focused on Australia’s history, culture, heritage and democracy.

Full payment for this excursion is $220 per child. This payment must be made by Thursday 1 September 2011.

The Australian Government recognises the importance of all young Australians being able to visit their National Capital as part of their civics and citizenship education. To assist in meeting the cost of the excursion the Australian government is contributing funding under the Parliament and Civics Education Rebate (PACER) program toward the travel expenses incurred. The contribution will be paid directly to the school upon completion of the excursion. We would like to thank the Australian Government for their support.

If the cost of the excursion is a difficulty for you, please contact the principal to discuss possible alternative arrangements. All contact will, naturally, be confidential.

The children will travel to Canberra on two seat-belted coaches and spend the two nights at the Best Western Sundown Resort where they will be given dinner, bed, breakfast and a packed lunch for the next day.

Attached please find:
- Medical information form
- Excursion Code of Behaviour
- List of requisites for the trip
- A copy of the itinerary

Please complete the attached consent form and the medical and code of behaviour forms and return to the class teacher by Friday 16 September 2011. A reminder note will be sent home in Week 1 of Term 4.

S. Carroll, P.Comerford, J.Hogan  
Year 5 Teachers  

D. Roffe  
Principal

Year 5 Canberra Excursion 2011

I give permission for my child _______________________________ class _____________  
to attend the three day overnight excursion to Canberra from Monday 17 October to Wednesday 19 October 2011.

I have completed the payment of $220 and the completed medical information and code of behaviour forms.
I understand that travel to and from Canberra will be in a seat-belted coach.

Signature Parent/Guardian: ____________________________________________  
Date___________________
The following is a list of requisites for the trip:

- Students should dress in neat casual clothing with appropriate closed foot wear - remember we are representing our school at all times.
- At the request of the bus company no child is to take more than one bag which they can easily carry.
- Clean underwear and clothing for the three days plus a jumper and jacket or raincoat as Canberra weather is unpredictable.
- For our visit to Parliament House on Day 2 all students will need to bring full summer school uniform (including black school shoes)
- Pyjamas, bath towel and toiletries – no sleeping bags are required.
- Camera, if desired – clearly labelled.
- Morning tea and lunch on Day 1 is NOT provided so a packed lunch and drink must be included. This is to be taken on the coach in a small bag. Lollies and chewing gum are not permitted and no food is to be eaten on the bus. Food or cameras packed into suitcases will not be accessed as bags are stored in the luggage compartment.
- Mobile phones, expensive jewellery or expensive watches are not permitted.
- Games, cards or books may be brought for the bus trip. If bringing electronic games/IPods no responsibility will be taken for their security and these will not be permitted during the Canberra day tours.
- Children may bring pocket money so that some souvenirs and afternoon tea on the return trip may be purchased. We ask that this amount should not exceed $30 per child and children will be responsible for the safe keeping of their own money.
- While at Questacon and the AIS, students are able to participate in a number of physical activities such as a slippery slide, centrifugal force demonstrator, rowing simulators and others. Such activities are carefully supervised by Questacon, AIS staff and accompanying teachers. All accompanying teachers have current Emergency and CPR training.
- Please ensure the Medical Information form is thoroughly completed. If your child is a bed wetter, please indicate as appropriate steps will be taken to avoid embarrassment at the motel.
- If medication is required for illness or travel sickness, please indicate. All medication must be clearly labelled with child’s name and a doctor’s letter indicating dosage and purpose for the medication and handed to the class teacher before boarding the bus. Teachers will carry mobile phones.

Travel will be by Hunts Capital Coaches. There will be two coaches to accommodate the number of students attending.

Departure will be from Dianella Street promptly at 7:00 am on Monday 17 October.

We will return between 5:00 and 5:30pm on Wednesday 19 October.

A reminder note will be sent home in Week 1 Term 4.
The Year 5 Canberra excursion will be held from Monday 17 October to Wednesday 19 October 2011.

As you can appreciate, a certain standard of behaviour will be required of your child for this excursion to be a successful and enjoyable time for all.

All children will be expected to behave in a responsible manner in accordance with Caringbah North School rules, with which all children are familiar. Children will be expected to follow the general school rules:

- follow directions
- keep hands, feet and other objects to yourself
- sit to eat
- play safely
- be in the right place at the right time
- use appropriate language – no swearing, no arguing or challenging teacher’s directions

We feel that these rules are equally applicable on the excursion as at school.

We have spoken to the children today about several aspects relating to the excursion, including behaviour. Attached is a Code of Behaviour Agreement to be signed by parents and students. We would appreciate your support in reinforcing understanding of the need for responsible behaviour and ask you to sign and return the form.

All students are required to bring with them their full summer school uniform for Day 2 when we visit Parliament House, the Australian War Memorial and National Museum, as we feel it is important for the children to show pride in representing their school.

Unfortunately, any child who cannot meet this standard of behaviour at any time on this excursion will be placed under strict teacher supervision and parents will be informed on our return to school.

We thank you for your support in this matter and hope your child will enjoy the excursion and have a lot of positive experiences and memories.

S. Carroll, P. Comerford, J. Hogan                                      D. Roffe
Year 5 Teachers       Principal

EXCURSION CODE OF BEHAVIOUR

I understand that appropriate behaviour is expected for the 2011 Year 5 Canberra excursion and have discussed this with my child. He/she understands the consequences for misbehaviour.

Signed ___________________________________ Parent/Guardian

I understand that appropriate behaviour is expected for the Year 5 Canberra excursion and understand the consequences for misbehaviour.

Student Signature ___________________________________ Class _________
The information provided by you is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs about your child who is currently enrolled at the school and who may participate in school excursions, sporting activities or other educational or school activities conducted by or in conjunction with Caringbah North Public School.

It will be used by officers of the NSW Department of Education and Training to assist planning, to support students, and to minimise risks when conducting school excursions, sporting or other school activities.

Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are otherwise involved in the planning or delivery of the excursion, sporting or other school activity; and persons that may be called upon to provide health care treatment or other assistance during or as a consequence of such excursions or activities.

Provision of this information is not required by law. However, a failure to provide the information may mean that your child can not participate in a particular excursion or school activity.

Provision of this information will significantly assist the school in planning a safer educational activity. It will be stored securely. If you have any concerns about provision of this information, please contact the school principal to discuss further.

You may correct any personal information provided at any time by contacting the school office.

<table>
<thead>
<tr>
<th>Student name:</th>
<th>Class: .........................</th>
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</thead>
<tbody>
<tr>
<td>Medicare number (optional)</td>
<td>.......................................</td>
</tr>
</tbody>
</table>

**Parent or caregiver contact details**

| Name: | ............................................... |
| Address: | .................................................................. |
| | .................................................................. |
| Home phone: | Work: ......................... Mobile: ......................... |
| | ......................... |

**Doctor contact details**

| Name: | ............................................... |
| Address: | .................................................................. |
| | .................................................................. |
| Doctor’s telephone: | 1. ......................................... |
| | 2. ......................................... |

**Emergency contact(s) details (nominated by the parent or caregiver as alternate contact)**

1. | Name: ............................................... | Phone: ......................... |
| 2. | Name: ............................................... | Phone: ......................... |
List existing medical conditions or illnesses (include asthma, diabetes, epilepsy, allergies etc.).
Outline the treatment for each.

Outline special dietary needs including possible reaction to inappropriate diet

Medication(s) to be administered during the excursion. Include name of medication, instructions for administration, time of administration, and any possible reactions

If contact with a parent or guardian cannot be made I give permission for the Principal (or representative) to seek medical attention as required.

Signature: ____________________________  Date: __________________________

Please advise teacher, in writing, prior to the excursion, if any of these details change.
# Year 5 Canberra Excursion
## ITINERARY

### COACH 1

<table>
<thead>
<tr>
<th>Monday 17 October</th>
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<th>Wednesday 19 October</th>
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<tbody>
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<td>Coaches arrive at school to load luggage</td>
<td>8.30am</td>
</tr>
<tr>
<td>7.00am</td>
<td>Depart school (stopping for comfort stop &amp; morning tea at Goulburn)</td>
<td>10.00am</td>
</tr>
<tr>
<td>11.00am</td>
<td>Regatta Point Display Centre</td>
<td>12 noon</td>
</tr>
<tr>
<td>12 noon</td>
<td>Lunch – Students provide own lunch today</td>
<td>1.00pm</td>
</tr>
<tr>
<td>12.30pm</td>
<td>Electoral Education Centre</td>
<td>4.00pm</td>
</tr>
<tr>
<td>2.00pm</td>
<td>Old Parliament House</td>
<td>5.00pm</td>
</tr>
<tr>
<td>3.30pm</td>
<td>Diplomatic Embassies</td>
<td>7.30pm</td>
</tr>
<tr>
<td></td>
<td>Proceed to Best Western Sundown Resort for dinner</td>
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### COACH 2

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