15 February 2017

Stage 3 - Years 5 & 6 Excursion to Canberra
Wednesday 29 March to Friday 31 March 2017

Dear Parents/Caregivers,

The following is a guide in regards to the 3 day/2 night Canberra excursion. Please use this information as a check list and start planning now so all these items are prepared and ready. If you have any questions or concerns please don't hesitate to speak to Ms Hanman or your class teacher. The sooner we are aware of any concerns, the sooner we can address a solution.

Payment

Please note that the total cost for the excursion is now $368.00. This is an additional $8.00 increase due to final numbers of students attending. Final payment is due 9:10am Tuesday 7 March 2017. It would be appreciated if all monies be paid by this date to enable us to advise the excursion company of final numbers. Should you be experiencing difficulty please contact the front office to make alternate arrangements. Instalments can be made anytime leading up to the close of payments on the 7 March 2017.

Items to Bring:

Clothing
Casual warm clothes – (3 days)
Warm Jacket
Comfortable shoes (we will be doing lots of walking)
Underwear and socks (3 days - spare items are recommended)
Pyjamas (winter)
A beanie
Gloves

Other Items
Personal toiletries
Sunscreen
Water bottle (check that it does not leak and your name is on it)
Book to read, clip board, puzzle book, travel games or cards
Watch (if you own one)
Camera (we strongly recommend a disposable style and your name must be clearly written on the camera)
Plastic bags for dirty clothes
Suitable clothes
Smaller back pack with items needed on bus eg:- water, lunch, games

Do not bring these items

Mobile phones
CD players, tape players, Ipods, electronic games of any description
Torches
Make up and toiletries that are pressure packs
Jewellery – studs and sleepers are acceptable
Umbrellas

Food to Bring

All meals are provided except recess and lunch on the first day. Therefore, we recommend the following items for day one:

Morning Tea: fruit, cheese and biscuits, snacks (small chips), muesli bars or similar
Lunch: popper, water, sandwich (something fairly plain), snack

Avoid greasy foods, chocolate, yoghurts, custards

Medication

All medication is to be labelled with clear handwritten instructions. This is to be given to Ms Chandler when we are preparing to board the coach. Please complete the medical and consent form and return to your child’s class teacher.

Whilst on the excursion Ms Chandler will supervise all medication.

If your child suffers from travel sickness we recommend that you give them travel sickness medication before arriving at school and have some dry biscuits or lollies, pack them some plastic bags and refresher towels. These items will be with them on the bus.

Consent and Medical Information Form

It would be appreciated if the attached Consent and Medical Information Form could be completed and returned to the class teacher no later Friday 3 March, 2017.

Money

There could be a few opportunities for the students to buy a souvenir or two. We recommend between $5 and $15. If you wish your child to have spending money it must be safely stored in a wallet that will be the sole responsibility of your child. Teachers will not be minding wallets or loose change.

Behaviour

Poor behaviour whilst on camp will result in a phone call to parents, with the possibility of exclusion from the excursion. No refunds will be given.

Room Arrangements

Room allocations will be finalised soon. We will be staying at Leumeah Lodge

Dinner Arrangements

Dinner (2 nights) and breakfast (2 mornings) will occur in the dining room at the hotel. Please revise dining etiquette with your child/children. This might be a good time to discuss what is and what is not acceptable when we dine out. Poor behaviour is not acceptable.

Dietary Requirements

If your child does have any dietary needs, please complete the note at the end of this letter and return it to the class teacher no later than Friday 3 March 2017.
Departure

Wednesday 29 March, 2017 – Bus will leave at 7.00am sharp. Please arrive at school no later than 6.45am to provide time to safely board the coach, say goodbyes and roll marking.

Returning

Returning on Friday 31 March 2017 **approximately 7.00pm.** Please ensure someone will be at school to meet your child. If another parent is collecting your child, please provide them with a handwritten note giving permission to take your child home. We will advise through the Surveyors Creek Facebook page if we are running late.

We hope this information is of assistance and if details change we will endeavour to keep you informed. Should you have any questions, please contact the school.

Yours sincerely,

Ms Hanman
Assistant Principal

Mrs Browne
Principal

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Canberra Excursion Special Dietary Requirements – to be returned to the class teacher no later than Friday 3 March 2017.

My child _____________________________ of class __________________
has the following special dietary needs:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Parents signature__________________________________________ Date________
Surveyors Creek Public School
3 day Canberra Excursion

Day 1  Wednesday 29 March 2017

6.30am  3 x 48 seat coaches arrive at Surveyors Creek Public School - load baggage onto coaches
7.00am  Depart School and travel to Canberra with a comfort stop along the way
11.00am  Arrival time into Canberra

**STUDENTS WILL BE SPLIT INTO 3 GROUPS**

<table>
<thead>
<tr>
<th>Group 1 = 44 students</th>
<th>Group 2 = 43 students</th>
<th>Group 3 = 43 students</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.00am Electoral Education Centre - education program</td>
<td>11.00am Museum of Australian Democracy - Who’s the Boss education program</td>
<td>11.00am 30 minute drive around the Embassies &amp; Consulates</td>
</tr>
<tr>
<td></td>
<td>11.30am Electoral Education Centre - education program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12 noon Electoral Education Centre - education program</td>
<td></td>
</tr>
<tr>
<td>12.30pm Lunch on the grounds of Old Parliament House - students &amp; teachers are to supply their own lunch today</td>
<td></td>
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</tr>
<tr>
<td>1.00pm Museum of Australian Democracy - Who’s the Boss education program</td>
<td>1.00pm Lunch on the grounds of Old Parliament House - students &amp; teachers are to supply their own lunch today</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.30pm Lunch on the grounds of Old Parliament House - students &amp; teachers are to supply their own lunch today</td>
<td>1.30pm Museum of Australian Democracy - Who’s the Boss education program</td>
</tr>
<tr>
<td>2.00pm Depart Old Parliament House and drive around the Embassies &amp; Consulates on the way to the War Memorial</td>
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<tr>
<td></td>
<td></td>
<td>2.30pm Depart Old Parliament House</td>
</tr>
</tbody>
</table>

**Australian War Memorial** – We Will Remember Them education program

The complex, its contents and wide range of activities, form the core of the nation’s tribute to the sacrifice and achievement of 102,000 Australian men and women who died serving their country and to those who served overseas and at home.

**STUDENTS WILL BE SPLIT INTO 3 GROUPS DURING THEIR TIME AT THE WAR MEMORIAL**

<table>
<thead>
<tr>
<th>Group 1 = 60 students</th>
<th>Group 2 = 40 students</th>
<th>Group 3 = 30 students</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.00pm We Will Remember Them - 45 minute education program</td>
<td>3.00pm Self-guided tour of the War Memorial</td>
<td>3.00pm Self-guided tour of the War Memorial</td>
</tr>
<tr>
<td>3.45pm Self-guided tour of the War Memorial</td>
<td></td>
<td>3.45pm We Will Remember Them - 45 minute education program</td>
</tr>
<tr>
<td>4.00pm We Will Remember Them - 45 minute education program</td>
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</tbody>
</table>

Compiled by Educational Excursions for School 9/02/2017
The Last Post Closing Ceremony is not available

4.50pm Depart the War Memorial and transfer to your accommodation

5.30pm **Leumeah Lodge – School Accommodation**
Students will be in 8 share rooms with private bathroom facilities. Students will be required to make their own beds upon arrival and assist in the removal of linen upon departure.
Teaches accommodation is twin share with private bathroom facilities

6.30pm Dinner supplied by your accommodation

7.30pm A common room can be booked for your private use tonight until 9.00pm

**Day 2**

**Thursday 30 March 2017**

7.30am Breakfast supplied by your accommodation

8.15am Collect morning tea and lunch from the dining hall

8.45am Depart your accommodation and walk to Cockington Green

9.00am **Cockington Green Gardens – general entry + miniature train ride**
Cockington Green Gardens offers its visitors an experience you will not find anywhere else. Venture into this delightful and fascinating display of meticulously crafted miniature buildings set within beautifully landscaped gardens to make your Canberra visit complete.
The ever-expanding International display now features 23 countries, with 7 more on the way
Morning tea today will supplied by your accommodation

11.00am Depart Cockington Green

11.30am **Black Mountain Tower (Telstra Tower)**
The Tower rises 195 metres above the summit of Black Mountain and provides an awesome 360 degree view of Canberra and the surrounding countryside – you can visit day or night

12.30pm Depart the Tower

1.00pm Lunch on the grounds of Parliament House supplied by your accommodation

1.40pm Please make your way to the front entrance of Parliament House

**Parliament House**
A visit to Parliament House engages and challenges students while they learn about Australia’s representative democracy in the home of the federal Parliament

**STUDENTS WILL BE SPLIT INTO 3 GROUPS AT PARLIAMENT HOUSE**

<table>
<thead>
<tr>
<th>Group 1 = 44 students 4 teachers</th>
<th>Group 2 = 43 students 3 teachers</th>
<th>Group 3 = 43 students 3 teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00pm Parliamentary Education Office/Role Play</td>
<td>2.00pm Guided tour of Parliament House</td>
<td>2.00pm Guided tour of Parliament House</td>
</tr>
<tr>
<td>3.00pm Guided tour of Parliament House</td>
<td>3.00pm Parliamentary Education Office/Role Play</td>
<td>3.00pm Parliamentary Education Office/Role Play</td>
</tr>
<tr>
<td>4.00pm Hospitality</td>
<td>4.00pm Hospitality</td>
<td>4.00pm Hospitality</td>
</tr>
</tbody>
</table>

5.00pm Depart Parliament House and return to your accommodation

6.00pm Dinner supplied by your accommodation

Compiled by Educational Excursions for School 9/02/2017
7.00pm Depart your accommodation

7.30pm **Australian Institute of Sport – Sports Experience program**
This program is 90 minutes in duration and encompasses three different sports of 30 minutes each. This is a fantastic opportunity for your students to be loud and energetic during your stay in Canberra. The experience will involve using the high quality AIS facilities to learn the rules, skills and drills of most sports

9.00pm Depart the AIS and return to your accommodation

**Day 3**  
**Friday 31 March 2017**

7.00am Breakfast supplied by your accommodation

7.40am Collect morning tea and lunch from the dining hall

8.00am Load baggage onto coaches

8.15am Depart Leumeah Lodge

9.00am **National Museum of Australia – education program**
At the National Museum of Australia every object tells a story about Australia and Australians. Each of these stories provides a unique educational tool, enabling teachers to encourage students to make the important links between their historical and contemporary environments. Facilitated Education programs help students uncover these stories through handling of objects and dynamic, engaging gallery activities

**Meet the People**
An interpretive presentation which introduces students to the lives of some fascinating people who have made significant contributions to Australia as a nation. Students are then encouraged to explore the galleries under the supervision of their teachers. Activity sheets are available to help students discover further examples of active citizenship in Australian history.

11.00am Morning tea on the grounds of the Museum supplied by your accommodation

11.30am Depart the Museum

12 noon Pizza lunch on the grounds of Questacon supplied by Food on the Run

12.45pm **Questacon – The National Science and Technology Centre**
Kids love to visit Questacon because it is so much fun and teachers love taking them because it is packed with hands-on science activities
At Questacon students can create music with a giant floor piano or test their sporting skills against Olympic athletes. There are also 300 million volts of caged lightning on display and a slippery 6.2m free fall down a slide for those who really want to face their fears

3.00pm Depart Canberra and return to School

A “Boxed lunch” has been included for your dinner supplied by your accommodation – comfort/dinner stop along the way  
(your driver will return to Leumeah Lodge whilst your group is in at Questacon to collect the boxed lunches)

7.00pm Arrival time back at Surveyors Creek Public School

Compiled by Educational Excursions for School 9/02/2017
# Medical and consent form

**Complete form in BLOCK LETTERS**

## Participant details

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Male</th>
<th>Female</th>
<th>Date of Birth</th>
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<table>
<thead>
<tr>
<th>School name</th>
<th>Year group</th>
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<table>
<thead>
<tr>
<th>Postal address</th>
<th>Postcode</th>
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## Program details

<table>
<thead>
<tr>
<th>Program number (if known)</th>
<th>Centre name</th>
<th>Date from</th>
<th>Date to</th>
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## Parent/guardian contact details

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
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<table>
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<table>
<thead>
<tr>
<th>Home phone</th>
<th>Email</th>
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<table>
<thead>
<tr>
<th>Mobile phone</th>
<th>Work phone</th>
<th>Fax number</th>
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<table>
<thead>
<tr>
<th>Relationship to participant</th>
<th>Parent</th>
<th>Guardian</th>
<th>Grandparent</th>
<th>Family member</th>
</tr>
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## Allergies and special diets

If your child has a special dietary need please provide information using the categories below.

1. **Food related anaphylaxis diagnosed by a doctor.** *(An anaphylaxis action plan and at least one adrenaline auto-injector MUST be provided).*
   - Please indicate the item/s your child CANNOT eat
     - Peanuts
     - Tree nuts
     - Egg
     - Wheat
     - Sesame
     - Crustaceans
     - Fish
     - Milk
     - Soy
     - Sulphites (specify below)

2. **Allergy or intolerance.** *(Particular foods can cause discomfort and illness, but are not life threatening).*
   - Please indicate the item/s below your child CANNOT eat
     - Peanuts
     - Tree nuts
     - Egg
     - Wheat
     - Sesame
     - Crustaceans
     - Fish
     - Milk
     - Soy
     - Gluten
     - Lactose/Dairy
     - Yeast
     - Food Additives (specify below)
     - Sulphites (specify below)

3. **Aversion/religious beliefs/lifestyle choice.** *(You or your child have made a decision not to eat these foods, or to eat certain types of foods).*
   - Please indicate your child’s special diet
     - Vegan
     - Vegetarian
     - No red meat
     - No beef
     - Halal
     - Kosher

4. **Non-food related allergy.** *(A doctor has diagnosed my child with a non-food related allergy).*
   - Please indicate your child’s non-food related allergy
     - Insect bite/sting (specify below)
     - Medication (specify below)
     - Other (specify below)

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If he/she has been hospitalised with a severe allergic reaction

Has he/she been prescribed an adrenaline auto injector (EpiPen® or AnaPen®)

Does he/she have an ASCIA Action Plan for anaphylaxis

Children diagnosed with anaphylaxis must have an ASCIA Action Plan and at least one auto-injector.

*(Please attach and return with the form).*
Does the participant suffer from the following? (Please attach details as required).
☐ A current illness (e.g. flu) ☐ A disability/chronic illness ☐ Asthma (provide asthma plan) ☐ Bed wetting
☐ Attention deficit disorder (ADD/ADHD) ☐ Behavioural problems ☐ Diabetes ☐ Epilepsy ☐ Sleep walking ☐ Skin condition
☐ Other 

Has he/she had the Combined Diptheria Tetanus Toxoid booster injection? ☐ Yes ☐ No Year

Has he/she been immunised against measles? ☐ Yes ☐ No Year

Private health insurance fund

Medicare number

Position on card

Valid till

Swimming ability ☐ Strong – 50 metres unaided ☐ Average – 25 metres unaided ☐ Poor – 10 metres unaided ☐ Non-swimmer

Current medication

Time and dosage – please specify exact time of medication (attach details as required)

<table>
<thead>
<tr>
<th>Time</th>
<th>Dose</th>
<th>Time</th>
<th>Dose</th>
<th>Time</th>
<th>Dose</th>
<th>Time</th>
<th>Dose</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am</td>
<td>2 puffs</td>
<td>12:30pm</td>
<td>2 puffs</td>
<td>6pm</td>
<td>2 puffs</td>
<td>8pm</td>
<td>2 puffs</td>
</tr>
</tbody>
</table>

Notes:
1. Scheduled medication must be provided in the original container (as required by legislation).
2. Staff will collect, supervise and register the taking of all medication.
3. Participants at risk of anaphylaxis need to provide at least one auto injector (e.g. EpiPen®/AnaPen®).

Media consent

a) Strike out whichever does not apply.

Please tick whichever applies to you

☐ I consent / ☐ I do not consent to allow the NSW Government to use any photographs, sound and film recordings taken of my child/ward at this program for the promotion of NSW Government services and initiatives to the media and to the general public.

Name (print)

Signature

Date / /