



## NORMANHURST WEST PUBLIC SCHOOL

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Principal: Mr P. McSweeney

29 April 2021

### NORMANHURST WEST PUBLIC SCHOOL 2021 STAGE 3 CANBERRA EXCURSION

Dear Parents,

The following details should assist with the planning and packing for Canberra.

<b>Travel:</b>	By coach – all coaches have seatbelts
<b>Dates:</b>	<b>Monday 7 June to Wednesday 9 June 2021</b>
<b>Accommodation:</b>	2 nights at Alivio Tourist Park
<b>Departure Time:</b>	<b>7:30 am</b> sharp. Please arrive at school from <b>7:00 am</b> for rolls to be marked, medication to be collected and bags packed into coaches
<b>Cost:</b>	<b>\$410 (Term 2 invoice)</b>

The **expected arrival time back at school is 6:00pm Wednesday 9 June**. Please ensure you are there promptly to collect your child. If we are going to arrive back at a different time (early or late) we will notify the office and they will update the school App.

In the event of an emergency please contact the school. Supervising teachers will be contacted as quickly as possible. Children will not be allowed to phone home upon arrival in Canberra.

#### **MEDICATION**

Attached is an essential **medical form** which must be completed and returned to the classroom teacher by **Monday, 17 May 2021**.

Children should carry their own medication such as puffers and epi-pens. All other medication will be handed to the teachers, with the instruction form provided, in a clearly labelled zip-lock bag on the morning of the excursion. Please ensure you sign the instruction sheet to give your permission for a teacher to administer any medications. Staff will have first aid kits.

**All instructions must be written, and all medication must be provided. This includes Panadol and travel sickness medication.**

***N.B. No student to attend if not feeling well and displays any symptoms of Covid-19 listed by NSW Health.***

#### **PLEASE FIND ATTACHED**

- Checklist of requirements
- Code of Conduct/Permission note
- Medical Information form
- Medicine Administration form

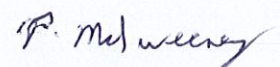
Closer to the date, we will send further details of the itinerary.

Thank you for your support and cooperation in ensuring the children have a truly memorable and enjoyable trip!

Regards,

Miss C Cassimaty  
Assistant Principal

Mrs M Willcox, Mr T Ireland, Mrs Saliba, Mrs Voss, Mr Ramsay, Mrs Shirley  
Stage 3 Teachers

  
Mr P McSweeney  
Principal

## **NORMANHURST WEST PUBLIC SCHOOL 2021 CANBERRA EXCURSION CHECKLIST**

Please remember the weather in Canberra will be quite cold, especially at night.

### **WHAT TO BRING**

#### **Day 1**

- A PACKED RECESS, LUNCH, AFTERNOON TEA AND DRINK** (in a refillable plastic bottle)

#### **LUGGAGE**

To carry their clothing and personal belongings two bags (labelled with child's name) are needed:

- Small backpack/day pack** (able to fit in the overhead rack of the bus or under the feet) containing items needed whilst travelling (plus water, lunch, morning and afternoon tea for Day 1)
- Small suitcase/duffle bag** which will be packed in the hold of the bus and will NOT be accessible during the day, a pillow is optional to carry on the bus.
- It is a good idea for students to pack their own bags (with supervision), so they are able to pack their bags on return
- Luggage should be clearly **labelled**

#### **DAY BAG**

- Clearly labelled plastic water bottle
- Hat and sunglasses
- Sunscreen
- Handkerchief or tissues
- Pen and notebook
- Wet weather gear- spray jacket or raincoat (no umbrellas)
- Food for Day 1: as advised above

#### **CLOTHING/ TOILETRIES**

- 2 t-shirts or long sleeved tops/skivvies
- 1 warm jumper
- 1 warm jacket/coat -preferably waterproof (to be brought on the coach – not in suitcase)
- Warm shirts, skivvies and jackets
- Jeans, pants or tracksuits
- Underwear for 2 days (plus one spare)
- Socks for 3 days
- Spare pair of shoes/joggers
- Pyjamas
- Towel and a plastic bag
- Hat/Cap/Scarf/Beanie
- Wet weather gear – spray jacket or raincoat (no umbrellas)
- Toiletries, including toothbrush, toothpaste, soap, shampoo (travel size), hairbrush, roll on deodorant etc
- Garbage bag to separate clean and dirty clothes

#### **MEDICATION**

- Please ensure teachers are aware of any required medication
- All medication must be in its original packaging, clearly marked with the student's name, required dosage and the dosage interval.

- Please present in a zip-lock bag to teachers on the morning of departure. Students must not carry their own medication (apart from asthma puffers)

**OPTIONAL ITEMS (to be carried in day pack)**

- Camera
- Small notebook, pen or pencil
- Travel games, a pack of cards or novel
- Slippers or ugg boots (for wear in rooms only)
- G or PG rated DVD to be viewed on the bus when travelling
- Optional spending money (maximum \$30.00)

**Please label ALL items clearly with your child's name**

If your child suffers from travel sickness it is suggested that they also bring a plastic bag (staff will also have sick bags).

**THE FOLLOWING ITEMS ARE NOT ALLOWED**

- Mobile phones
- iPods, MP3 players, radios, electronic games, hairdryers/straightening irons
- Valuable items including jewellery
- Lollies, chewing gum, chocolates, chips
- Soft drinks or glass bottles

**Please note: Some students have an allergy to nuts and nut based products which may trigger an Anaphylactic Reaction. Do not send any nuts or nut based products with your child on the first day including Peanut Butter or Nutella sandwiches, packets of nuts or snack packs with dried fruit and nuts.**

**NORMANHURST WEST PUBLIC SCHOOL 2021 CANBERRA EXCURSION**  
**MEDICAL INFORMATION FORM**

**PARENT CONTACT DETAILS:**

CHILD'S NAME:			
PARENT/ CAREGIVER'S NAME:			
ADDRESS:			
PHONE: DAY -		PHONE: NIGHT -	
MOTHER'S MOBILE:		FATHER'S MOBILE:	

**EMERGENCY CONTACT: In the event of parents not being contactable**

NAME:		RELATIONSHIP:	
PHONE: DAY		PHONE: NIGHT	

**MEDICAL INFORMATION:**

Is your child in good health? If no, please comment.	YES	NO
Has your child suffered from any illness during the past four (4) weeks? If yes, please comment.	YES	NO
Is your child taking any medication at present? If so, please give details of type(s) and dosage	YES	NO
Does your child have any dietary requirements? If so, please provide details. Please note this does not include likes and dislikes.	YES	NO
Has your child been fully immunised against Tetanus? If no, please comment.	YES	NO
Year of last injection:		
<b>Name of Parent/Caregiver:</b>		<b>Date:</b>
<b>Signature of Parent/Caregiver:</b>		

**In the event that your child should require medical treatment, the following information will be needed:**

Medicare Number	
Private Health Fund	
Membership Number	
Does your Private Health Fund cover Ambulance costs in the ACT?	YES / NO

**NORMANHURST WEST PUBLIC SCHOOL 2021 CANBERRA EXCURSION**  
**MEDICAL INFORMATION FORM CONTINUED**

DOES YOUR CHILD SUFFER FROM:					
ASTHMA	YES	NO	SLEEP WALKING	YES	NO
ANY ALLERGIC REACTIONS	YES	NO	SKIN CONDITIONS	YES	NO
DIABETES	YES	NO	ADVERSE REACTIONS TO DRUGS	YES	NO
EPILEPSY, FITS OR BLACKOUTS	YES	NO	BED WETTING	YES	NO
ANY OTHER CONDITIONS:					
If yes to any of these, please give details.					
<b>Name of Parent/Caregiver:</b>				<b>Date:</b>	
<b>Signature of Parent/Caregiver:</b>					

<input type="checkbox"/> I hereby give my permission for a teacher to administer one tablet of a mild analgesic (eg Panadol) in the event that my child should require it for a headache.					
<b>Name of Parent/Caregiver:</b>				<b>Date:</b>	
<b>Signature of Parent/Caregiver:</b>					
<input type="checkbox"/> I hereby give my permission for a teacher to administer any travel sickness medication, I have supplied, as directed by my instructions.					
<b>Name of Parent/Caregiver:</b>				<b>Date:</b>	
<b>Signature of Parent/Caregiver:</b>					
<input type="checkbox"/> In the event of any accident or illness I authorise on my behalf, the obtaining of any medical assistance as my child may require. I also agree to pay any medical fees (including the cost of an ambulance if required), and/or the cost of any medication which may be incurred whilst my child is on the excursion.					
<b>Name of Parent/Caregiver:</b>				<b>Date:</b>	
<b>Signature of Parent/Caregiver:</b>					

**NORMANHURST WEST PUBLIC SCHOOL 2021 CANBERRA EXCURSION**  
**CODE OF CONDUCT**

**SAFETY AND COMMON SENSE**

To ensure the safety and comfort of everyone on the excursion, rules regarding lights out, when to shower, consideration for others and care of property, will be strictly adhered to. Please discuss these points with your child before signing. Please keep the top section and return the bottom section.

At all times an impeccable standard of behaviour will be expected.

**FOR STUDENTS**

As a participant on this excursion I understand that I must follow the guidelines set out below.

I will:

1. Follow all instructions given by teachers and supervising adults.
2. Respect the rights of other students and staff.
3. Immediately obey 'lights out' and 'sleep time' directions and stay quietly in my room after bedtime.
4. Not touch or interfere with the belongings of others.
5. Be polite and remember I am a representative of my school and my family.

I understand that to ignore these guidelines may result in:

- a) My exclusion from excursion activities
- b) A telephone call to my parents
- c) Further action upon returning to school.

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**PLEASE RETURN TO YOUR CHILD'S TEACHER BY Monday 17 MAY 2021**

**CODE OF CONDUCT – NWPS CANBERRA EXCURSION 2021**

I have read the Code of Conduct and fully understand my responsibilities.

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**UPDATED PERMISSION NOTE – NWPS CANBERRA EXCURSION 2021**

I give permission for my child \_\_\_\_\_ of class \_\_\_\_\_ to attend the overnight excursion to Canberra from **Monday 7 June to Wednesday 9 June 2021**, staying at Alivio Tourist Park. I understand the cost for the excursion **\$410** will be added to the Term 2 invoice.

I understand that travel is by coach, and they are fitted with seatbelts.

My child has permission to watch a G or PG rated DVD on the journey to and from Canberra.

This excursion has the approval of the Principal.

Parent/Caregiver's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Caregiver: \_\_\_\_\_



**NORMANHURST WEST PUBLIC SCHOOL 2021 CANBERRA EXCURSION**  
**MORNING OF- MEDICAL**

***This form needs to be given to your class teacher on the MORNING OF DEPARTURE with all medicines in a clearly labelled zip-lock plastic bag.***

You need to return this form if your child requires any medication, including analgesics or travel sickness medication.

**INSTRUCTIONS FOR MEDICATION TO BE ADMINISTERED TO STUDENTS**

<b>Name of Child</b>		<b>Class:</b>
<b>MEDICATION Name of medicine on label.</b>	<b>EXPLICIT INSTRUCTIONS ON:</b> <ul style="list-style-type: none"> <li>▪ <b>How to use</b></li> <li>▪ <b>Dosage.</b></li> </ul>	<b>ADMINISTERED (Staff use only)</b> <ul style="list-style-type: none"> <li>▪ <b>Name</b></li> <li>▪ <b>Date</b></li> <li>▪ <b>Signature</b></li> </ul>
Monday		
Tuesday		
Wednesday		

I hereby give my permission for a teacher to administer the necessary medication to my child based on the information I have provided above.

Name of Parent/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Caregiver: \_\_\_\_\_