Date: 16th September 2016

NOTICE - 068 – 2016 GRADE 5 & 6 MELBOURNE CAMP

Dear Parents/Guardians,

This year’s Grade 5 & 6 camp will take place at Dunkeld. Our camp base will be Melbourne Discovery Centre, 167 Franklin Street, Melbourne. Telephone 9329 4012. The following information/documents are included for you information and completion.

Educational purpose of the excursion:
Students will experience orientation with Melbourne and the cultural opportunities it offers.

Details of supervising staff/parents:
Staff: Mr Scott McFadden, Miss Natalie Quinn, Mrs Janelle Harms and Miss Melissa Ball
Parents: Mrs Narelle Pitts, Ms Aggie Stevenson, Ms Bec Carter, Mr Jarrod Hunter & Mr Deon Rhook

Cost: $360.00
$100.00 deposit
Total Amount Payable $260.00*

* Please contact Maree or Leesa in the office if you are in receipt of CSEF before making this payment

Name and contact details of the 24-hour school emergency contact:
Scott McFadden – 0407 329 452

Departure details/Date of Excursion
Tuesday 25th October, 9.00am from the Stadium

Return details
Friday 28th October, 4.30pm from the Stadium

Distance from expert medical care:
Hospitals are located 5 minutes away from the camp.

Accommodation arrangements:
Students will be in boy and girl 4 – 8 bed dorm type accommodation.

Travel arrangements:
Students will be transported on buses by Trotters Coaches.

Adventure activities to be undertaken or that may be offered to students throughout the day:
Nil
Activities Include:

- Botanical Gardens
- Parliament House (evening tour)
- Old Melbourne Goal Tour
- State Library
- MCG/National Sports Museum Tour
- Shrine of Remembrance
- Eureka Tower
- National Gallery of Vic guided tour
- Scienceworks & Lightning Room

Forms Required by:
All forms and money need to be returned to the office by Friday 14th October. **NO LATE FORMS OR PAYMENT CAN BE ACCEPTED** (except in circumstances approved by the Principal)

A risk management plan for this program has been developed by staff and is available for parents to review on request.

Attachments

- Parent Excursion Consent Form
- Medical Form
- Clothing List

Food Requirements:
Students are required to bring a substantial cut lunch and drink on the first day, with enough food for morning tea. Definitely no lollies or fizzy drinks.

Clothing:
As attached.

Medical
If you require your child to take medication (including prescription and non-prescription medication) while on camp, a Medication Authority Form must be completed.

The Medication Authority Form must be returned with the medication on Tuesday 25th October in the clear re-sealable bag provided.

The Medication Authority Form (available from the office) **MUST** accompany all medication, this is to ensure schools store and administer medication correctly. The Medication Authority Form should be completed by the student’s medical/health practitioner ensuring that the medication is warranted. **However if this advice cannot be provided the form can be completed by parents/guardians.**

All medication to be administered on camp must be provided to school in the original bottle or container clearly labelled with the name of the student, dosage and time to be administered.

Special Requirements:

- Students will need to bring a small back pack and lunchbox to carry their daily supplies.
- There will be lots of walking involved, so comfortable walking shoes only will be required.
- Refillable water bottle.
- School Rugby jumper (for wearing on city walk days – to assist with identification in crowds).
- Medication and medication forms.

Yours sincerely,

Mr Scott McFadden
5/6 Camp Coordinator
GRADE 5 & 6 MELBOURNE CAMP
return the completed forms to school

Student behaviour

‘I understand that in the event of my son’s/daughter’s misbehaviour or behaviour that poses a danger to
himself/herself or others during the excursion, he/she may be sent home. I further understand that in such
circumstances I will be informed and that any costs associated with his/her return will be my responsibility.’

ICT/Photograph consent

‘I agree to my child using the Internet and computer network in accordance with the same Internet student users
agreement that applies at their current school.’ [Strike out if you do not consent]

‘I also consent to my child being photographed and/or visual images of my child being taken during activities by
the school for use in the school’s publications, school’s website or for publicity purposes without acknowledgment
and without being entitled to any remuneration or compensation.’ [Strike out if you do not consent]

Consent for emergency transportation

‘In the event of an emergency I consent to my child being transported in a privately owned vehicle driven by a
member of the supervisory staff listed above.’

Student accident insurance

The Department of Education does not provide student accident cover. Parents may wish to obtain student
accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any
other personal considerations.
Grade 5 & 6 MELBOURNE CAMP
return completed form to school

STUDENTS NAME:  ...........................................       GRADE:  ...........................................

Parent consent

I have read all of the information provided by the school in relation to the Grade 5 & 6 Melbourne Camp, including any attached material.

I give permission for my daughter/son ______________________________________ (full name) to attend.

Parent/guardian:  ______________________________________ (full name)

____________________________________ (signature)

____________ (date)

☐ Please find enclosed the amount of $............. for the Grade 5 & 6 Melbourne Camp.

☐ Please find attached the completed ‘Confidential Medical Information for school Council approved school excursions’

☐ My child is required to take medication (including prescription and non-prescription medication) while on camp

Payment Method:   Cash   /    Cheque   /  EFTPOS   /    Please debit my:    VISA  /  MASTERCARD   (CIRCLE)

OFFICE USE ONLY

Amount received: $ Cash / Cheque / EFTPOS / Credit Card

Initialled:  Date:  /  / 2016
STUDENTS NAME: .............................................. GRADE: ..............................................

Confidential Medical Information for School Council Approved Excursions

The school will use this information if your child is involved in a medical emergency. All information is held in confidence. This medical form must be current when the excursion/program is run.

Parents are responsible for all medical costs if a student is injured on a school approved excursion unless the Department of Education is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish to.

<table>
<thead>
<tr>
<th>Excursion/program name:</th>
<th>Grade 5 &amp; 6 Melbourne Camp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s):</td>
<td>Tuesday 25th October to Friday 28th October</td>
</tr>
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</table>

Student’s full name:  

Student’s address:  
Postcode:  

Date of birth:  
Year level:  

Parent/guardian’s full name:  

Parent/guardian’s Telephone Numbers:  
Home:  
Work:  
Mobile:  
Mobile:  

Name of person to contact in an emergency (if different from the parent/guardian):  

Emergency telephone numbers: After hours  
Business hours  

Name of family doctor:  
Address of family doctor:  

Medicare number:  

Medical/hospital insurance fund:  
Member number:  

Ambulance subscriber? □ Yes □ No  
If yes, ambulance number:  

Is this the first time your child has been away from home? □ Yes □ No  

Please tick if your child suffers any of the following:  

☑ Asthma (if ticked complete Asthma Management Plan)  
☑ Bed wetting  
☑ Blackouts  

☑ Diabetes  
☑ Dizzy spells  
☑ Heart condition  
☑ Migraine  

☑ Sleepwalking  
☑ Travel sickness  
☑ Fits of any type  

☑ Other:  

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Swimming ability

*Please tick the distance your child can swim comfortably.*

☐ Cannot swim (0m) ☐ Weak swimmer (<50m) ☐ Fair swimmer (50-100m)
☐ Competent swimmer (100-200m) ☐ Strong (200m+)

**Dietary Requirements**

Does your child have special dietary requirements:  ☐ Yes ☐ No

If yes, provide the requirements.

________________________________________________________

________________________________________________________

**Allergies**

*Please tick if your child is allergic to any of the following:*

☐ Penicillin ☐ Other Drugs: __________________________

☐ Foods: ___________________________________________

☐ Other allergies: _________________________________

What special care is recommended for these allergies? ______________________________

________________________________________________________

Year of last tetanus immunisation: ____________________________

(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

**Medication**

Is your child taking any medicine(s)?  ☐ No / ☐ Yes - If you require your child to take medication (including prescription and non-prescription medication) while on camp, a Medication Authority Form must be completed. This form is available from the school office.

If yes, provide the name of medication, dose and describe when and how it is to be taken.

________________________________________________________

All medication must be handed to **Miss Natalie Quinn**, before departure. All containers must be labelled with your child’s name, the dose to be taken as well as when and how it should be taken. The medications will be kept by the staff and distributed as required. Inform **Miss Natalie Quinn** if it is necessary or appropriate for your child to carry their medication (for example insulin for diabetes). A child can only carry medication with the knowledge and approval of both **Ms Sandra Bourne** and yourself.

**Medical consent**

Where the teacher-in-charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher-in-charge to:

• Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.
• Administer such first-aid as the teacher-in-charge judges to be reasonably necessary.

________________________________________________________

Signature of parent/guardian (named above)________________________

Date:

The Department of Education requires this consent to be signed for all students who attend government school excursions that are approved by the school council.

**Note:** You should receive detailed information about the excursion/program prior to your child’s participation and a Parent Consent form. If you have further questions, contact the school before the program starts.
Clothing List for Melbourne Camp 2016

Please ensure all items are named

Remember that this year’s camp involves a lot of walking on city footpaths, so footwear must be comfortable rather than fashionable.

We are also in Melbourne during the winter. The weather will not be a deterrent to our plans, so please pack for warmth and rain-protection!

We require that each child bring their school rugby jumper to assist with easy recognition when we are marching over city streets.

Please note, no bedding (sleeping bags, pillows, linen) is required.

- Jeans/Tracksuit pants
- Warm coat or jacket (waterproof if possible)
- Underwear
- Socks
- Shirts
- Pyjamas
- Handkerchiefs/tissues
- Small backpack and lunchbox
- Plastic drink bottle
- Small pencil case – pens and pencils

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>● Jeans/Tracksuit pants</td>
<td>● School Rugby Jumper</td>
</tr>
<tr>
<td>● Warm coat or jacket (waterproof if possible)</td>
<td>● Towel</td>
</tr>
<tr>
<td>● Underwear</td>
<td>● Thongs for showering</td>
</tr>
<tr>
<td>● Socks</td>
<td>● Toiletries</td>
</tr>
<tr>
<td>● Shirts</td>
<td>● Slippers/thick socks for inside wear</td>
</tr>
<tr>
<td>● Pyjamas</td>
<td>● Jumpers/windcheaters</td>
</tr>
<tr>
<td>● Handkerchiefs/tissues</td>
<td>● Shoes – comfortable walking shoes</td>
</tr>
<tr>
<td>● Small backpack and lunchbox</td>
<td>● clipboard</td>
</tr>
<tr>
<td>● Plastic drink bottle</td>
<td>● Woollen hat for warmth</td>
</tr>
<tr>
<td>● Small pencil case – pens and pencils</td>
<td>● Plastic bags for dirty laundry</td>
</tr>
</tbody>
</table>

**OPTIONAL:**
- Torch (and batteries)
- Camera
- iPod or similar for bus travel

**DO NOT BRING:**
- Chewing gum/lollies
- Money

**TUESDAY BUS TRIP**
- Morning Tea
- Cut Lunch
- Drink (not fizzy)
- Afternoon Tea
- Books
- Comics
- Cards
- iPod or similar for bus travel