



Dear Parents and Caregivers,

During the school year students will have the opportunity to attend excursions, concerts and sporting fixtures to various locations within the metropolitan area. With each of these activities comes a permission note and from time to time some children miss out because the notes are not returned. This is what we plan for 2016:

One (1) permission note (overleaf) is completed by parents and returned to school – this will cover all planned activities for the year with the exception of camps.

Teachers will inform parents of planned excursions and alike at least 2 to 3 weeks before the event outlining purpose, location, student requirements and costs involved. If parents do not wish their child/ren to attend, it is the parent's responsibility to inform the school of this decision.

Parents will only need to send the cost of the excursion to the school – there will be a deadline for payment and we will be strict with this. If you have trouble meeting the required cost of the activity, please contact the school to make other arrangements or negotiate a payment plan.

Medical information forms returned to school at the beginning of each year need to be updated immediately there is a change – this is the parent's responsibility to inform the school if there are any alterations/changes or deletions of medical concerns.

Parent contact details also need immediate attention if there is a change during the year.

It is hoped that this approach will eliminate the need for the constant signing of permission notes and the likelihood of 'things' being overlooked and some student missing out.

All signed notes need to be returned to the class teacher as soon as possible.

We look forward to your support in this matter and if further information is required, please contact the school.

Phil Springett
Principal
Primary School

Jayne Gorbould
Principal
Education Support Centre

Excursion Permission Note

For all activities undertaken off the school grounds – includes trips to points of interest as part of the curriculum, sporting events, music performances and concerts, reward outings (Incentival or class rewards) and other activities as arise during the school year.

This note covers all activities of this type for the 2016 school year – it does not include overnight or extended camps.

I/We have read the attached information and understand the concept of this one permission note to cover all activities off the school grounds for the 2016 school year.

With this understanding I/we give permission for _____,
Room _____, to attend all off school grounds activities for the year (2016).

We understand that the school will inform me/us of all planned excursions within a reasonable time frame and that I/we have the option of requesting my/our child/ren not to attend the activity as outlined.

I/we will update contact details and medical information as the need arises.

Signed

Date

Please Print Name: _____