

Excursion Information

Dear Parents and Carers,

The following details relate to an excursion to Parliament House which is being organised for Year 5.

Name of Excursion	Year 5 - Parliament House
Purpose/Information	Students will tour Parliament House and see the House of Representative and the Senate. This experience connects with our current unit of Inquiry into Democracy in Australia, the key features and processes of our parliament and how the government makes decisions.
Date	Friday, 16 October 2026 (Week 1, Term 4)
Time	11am – 2:30pm
Transport	Charter Bus
Venue/Location	Parliament House
Activities	A one hour guided tour of Parliament House
Teacher in Charge	Celina Parisi
Anticipated number of students and staff ratio	Total Students: 116 Total Staff: 5 Staff to Student Ratio: 1:23
Contingency	In the event that this excursion cannot proceed as planned, it will be cancelled and the cost refunded.
Cost	\$11 (transport fee) No Cash payments, Sentral Pay by EziDebit or Card (In person) are the only forms of payment
Due Date	Friday, 25 September 2026 * Notes may not be accepted after this date
Staff Attending	Jeremy Saleh, Isobel Bakker, Lauren Morley, Nicky Davies, Erin Salleo
Additional Information	The personal communication device policy (mobile phone) applies at all school events. Students are required to wear school uniform for all events.
Excursion Risk Assessment	Available at the front office
Behavioural Expectations	Students are expected to demonstrate our school PBL Behaviour Expectations of being a Safe, Respectful and Responsible Learner at all times.

The school has made every effort to keep cost for this excursion at a minimum level. If necessary, parents or students can confidentially discuss support to meet the cost of the excursion with the Business Manager or Principal.

Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities. Parents should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.

Kind Regards,
 Year 5 Teaching Team

Excursion Permission Note

Parliament House

I give permission for my child _____ (Full Name) to attend the Year 5 excursion to **Parliament House** on **Friday, 16 October 2026** travelling by **charter bus** and other details as outlined in the Excursion Information for Parents (including contingency plans).

I agree to my child participating in the activities associated with this excursion mentioned previously. I have discussed with my child the need for expected behaviour on this excursion. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child attending this excursion.

I agree that my child will be under the authority of the school for the duration of the excursion and that the school is authorised to return my child to school or home at my expense if the school considers that circumstances warrant such action. I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency. Parents/carers are responsible for ambulance costs outside the ACT.

The **Medical Information and Consent Form** is required to be completed annually, at the start of the school year, and prior to the first excursion. Please update and inform the school of any changes in your child's medical details as they occur.

Are there any changes since you last completed the Medical Information and Consent form?

☐ Yes ☐ No

*If yes, an updated **Medical Information and Consent Form** is required to be completed (available through the front office).*

Will your child require medication to be administered during the excursion (e.g. allergy medication, pain relief)?

☐ Yes ☐ No

*If yes, please complete a **Medication Authorisation and Administration Record** (available through the front office).*

Is there any additional information you need to provide to support your child's participation in this excursion?

☐ Yes ☐ No

If yes, please provide these details:

Name of Parent/Carer: (please print) _____

Signature: _____

Date: _____

Payment Slip

Parliament House

I am paying the amount of \$11

Student Name: _____

Payment options:

☐ via **Parent Portal / SentralPay (link via email)**

☐ **EFTPOS** at the school office

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (the Directorate). This information is necessary for us to manage student participation in excursions and support the welfare and safety of your child. If you do not consent to supply us with this information your child will be unable to participate in the excursion. Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose. Normally we only share information with school staff and, where necessary, parents or volunteers assisting with the excursion to appropriately and effectively manage the excursion. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website (education.act.gov.au) on the About Us page.

The school has made every effort to keep costs for this event at a reasonable level. The school requests parents and carers to make a voluntary financial contribution towards meeting the cost of your child's participation in this event.

We have a student support and school equity fund, which can be used to provide financial assistance for students where parents are unable to make the requested contribution. If however, there is insufficient total funding available to meet the cost of the program/camp/excursion, regrettably we may not be able to proceed. Please contact the Business Manager or Principal if you would like financial assistance for your child/children.