

2 July 2024

Dear Parents and Students

YEAR 11 SYDNEY EXCURSION 2024 MONDAY 11 TO FRIDAY 15 NOVEMBER 2024

This year, Year 11 students will have the opportunity to participate in an excursion to Sydney. This excursion will be from Monday 11 to Friday 15 November 2024 and is being held to supplement in-class activities. All students will be required to complete worksheets corresponding to their courses of study.

All students attending the excursion are expected to sign a contract of behaviour which should be witnessed by their parents.

Details of the excursion are as follows:

Students will be travelling by train from Walcha Road Station to Sydney on Monday 11 November, returning on Friday 15 November – *parents will need to organise transport for their child to and from the train station.*

While in Sydney, students will travel by foot or by public transport (train, bus and ferry). The school will provide Opal cards for students to use on a temporary basis, only for the duration of the excursion. This cost will be covered by the school and will be used to access public transport in and around Sydney CBD. They **MUST** be returned to staff during the return trip to Walcha Road.

It is extremely important that students carry their own **concession card** to enable them to use public transport in Sydney – these were issued earlier in the year. To allow Mrs Provost to pre-book train tickets, students must provide her with their concession number which is on their concession card. Students will be responsible for their concession and Opal cards which must be carried at all times whilst on the excursion.

Venues which will be visited include:

Art Gallery of NSW
Taronga Zoo

Cinema
Bondi Beach

Jewish Museum
Museum of Human Disease

Components of the excursion are designed to encourage student self-confidence and ability to navigate in a large city. Students will be 'buddied' up in pairs or threes and the firm expectation is that no student will ever be on their own. Activities that encourage student independence include exploration of Taronga Zoo, sightseeing at Bondi, Manly and within the CBD of Sydney along with exploration of the art galleries. On Thursday night we set a treasure hunt for teams of students to test their knowledge of the CBD. All students are to provide their mobile phone numbers to attending staff.

All students are expected to:

- have their mobile phones on them and be contactable, by staff, at all times.
Phones are not to be used other than at teacher discretion.
- remain within designated areas at all times
- be on time to designated meeting places.

The cost of the excursion is \$425. This cost includes travel to and from Sydney, entry to venues, accommodation at *The Village Surry Hills YHA* and continental and hot breakfast each day. Students will be expected to purchase all other meals, drinks and snacks. We recommend **\$25 per meal and the students will need to provide for seven meals (\$175)**, the school will provide one meal out at a restaurant on the last night. Any extra spending money is optional and will be the responsibility of the student.

Clothing for the excursion is smart casual. As there is a significant amount of walking involved, we ask that students make sure they have comfortable walking shoes, preferably joggers. A packing list for all other items will be supplied closer to the excursion.

Students with work commitments, work placement and/or TAFE commitments are reminded to notify their employee/TAFE coordinator before the excursion.

Staff members attending and supervising the excursion are Mrs Provost and Mr Stanton who both have emergency care/CPR training.

For organisational purposes please adhere to the payment schedule. Additional payments can be made at any time to ensure **full payment is made by Wednesday 16 October 2024.**

Refunds can only be considered in extenuating circumstances for payments made **before 24 July**, at the discretion of the principal and consideration of the costs already paid.

1. \$100 deposit by Wednesday 24 July 2024
2. \$120 by Wednesday 21 August 2024
3. \$120 by Wednesday 18 September 2024
4. \$35 full and final payment by Wednesday 16 October 2024

There is a limited amount of school financial assistance available. If you wish to apply for financial assistance, or access a scholarship, please contact the school office before Wednesday 3 July. All financial assistance forms are managed confidentially by the principal and school administrative manager only.

If you require further information relating to the 2024 Year 11 excursion, please contact the school on 6777 2777 and speak to Mrs Provost. Please complete the attached consent form, medical information and behaviour contract and return them to the school office by Wednesday 3 July 2024.

Yours sincerely

Jodie Provost
EXCURSION COORDINATOR

Emma Ireland
HEAD TEACHER

Adam Hall
RELIEVING PRINCIPAL

CONSENT NOTE

**YEAR 11 SYDNEY EXCURSION 2024
MONDAY 11 TO FRIDAY 15 NOVEMBER 2024**

PLEASE COMPLETE THESE FORMS AND RETURN THEM TO THE FRONT OFFICE
BY WEDNESDAY 3 JULY 2024

STUDENT DETAILS (please print clearly)

NAME CLASS

STUDENT MEDICAL DETAILS

MEDICARE NUMBER EXPIRY / /

Please detail any medical or special needs which the teacher should be aware of,
including medical, behaviour management or other specialised plans.

.....

PARENT / CAREGIVER CONTACT DETAILS

NAME:

ADDRESS:

.....

HOME PHONE: WORK: MOBILE:

EMERGENCY CONTACT INFORMATION FORM

Emergency contact(s) details (nominated by the parent or caregiver as alternate contact)

1. NAME: PHONE:

2. NAME: PHONE:

ACCOMMODATION WILL BE AT: **The Village YHA Surry Hills**

TRAVEL WILL BE BY: **Train, bus, ferry, light rail**

THE GROUP WILL BE SUPERVISED BY: **Jodie Provost and John Stanton**

I understand the deposit and instalments are to be paid on time.

1. \$100 deposit by Wednesday 24 July 2024
2. \$120 by Wednesday 21 August 2024
3. \$120 by Wednesday 18 September 2024
4. \$85 full and final payment by Wednesday 16 October 2024

Please tick the box of your intended payment arrangements:

	\$..... to be covered by student's scholarship (if available)
	Application for financial assistance (to be requested at the school's office on or before Wednesday 3 July 2024) and attached to the initial deposit
	Payment plan as outlined above (\$100 non-refundable deposit followed by three payments to be completed by Wednesday 16 October 2024)

MEDICAL INFORMATION FORM

The information provided on / / by
(parent name) is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs about **(student name)** who is currently enrolled at the school and who may participate in school excursions, sporting activities or other educational or school activities conducted by or in conjunction with Walcha Central School. It will be used by officers of the NSW Department of Education and Communities to assist planning, to support students, and to minimise risks when conducting school excursions, sporting, or other school activities.

Other persons or agencies that may be provided with this information include, but not limited to, volunteers and members of external organisations who join with the school or are otherwise involved in the planning or delivery of the excursion, sporting, or other school activity; and persons that may be called upon to provide health care treatment or other assistance during or as a consequence of such excursions or activities.

Provision of this information is not required by law. However, a failure to provide the information may mean that your child cannot participate in a particular excursion or school activity. In such circumstances the school will make available a sound alternative educational experience. Provision of this information will significantly assist the school in planning a safer educational activity. It will be stored securely. If you have any concerns about provision of this information, please contact the school Principal to discuss further.

You may correct any personal information provided at any time by contacting the school office.

List existing medical conditions or illnesses (include asthma, diabetes, epilepsy, allergies etc.). Outline the treatment for each.

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Outline special dietary needs including possible reaction to inappropriate diet.

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Medication(s) to be administered during the excursion. Include name of medication, instructions for administration, time of administration, and any possible reactions.

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In the event of injury, no personal injury insurance cover is provided by the NSW Department of Education for students in relation to school sporting activities, physical education lessons or any other school activity. The Department's public liability cover is fault-based and limited to breaches by the Department of its duty of care to students that may result in claims for compensation.

Parent/Carer Acknowledgment and Consent

- I have read the information provided and I hereby consent to my child/ward participating in this event.
- I acknowledge that this event/activity is required to be held in accordance with any current NSW Health COVID-19 Public Health Orders and the NSW Department of Education's policies and procedures.
- I acknowledge and accept that there is a risk that my child/ward may be exposed to COVID-19 whilst attending and participating at this event.
- I confirm that my child will not attend if displaying symptoms of illness, and/or if directed to isolate under public health orders.
- I acknowledge that my child/ward will be under the duty of care of the supervising teacher during the event.
- I acknowledge that if my child/ward seriously contravenes behavioural expectation, they may be immediately excluded from the excursion. Should this eventuate, I accept full responsibility for my child/ward upon notification of their exclusion by the team manager including the cost return transport and accommodation.
- In the event of any accident or illness, I authorise the obtaining, on my behalf, of an ambulance and any such medical assistance that my child/ward may require. I accept full responsibility of expenses incurred.
- I can confirm that I understand that, in the event of injury, no personal injury insurance cover is provided by the NSW Department of Education for students in relation to school sporting activities, physical education lessons or any other school activity.
- I affirm that, to the best of my knowledge, my child has no medical condition or injury that places them at risk by participating in this sport activity.
- I can confirm I have completed the "Permission to Publish student information" section.

Permission to Publish Student Information

The Department of Education may publish or disclose information about your child/ward for the purposes of event promotion and sharing results. This information may include your child/ward's name, age and school. It may also include information collected during this event such as photographs, live streaming, sound and visual recordings of your child/ward.

The communications in which you child/ward's information may be published or disclosed include but are not limited to:

- the event program and results
- public websites of the Department of Education including the School Sport Unit website
- the Department of Education intranet (staff only), blogs, and wikis
- Department of Education publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically

- the Department of Education, School Sport Unit and school social media accounts on networks such as YouTube, Facebook and Twitter
- local and metropolitan newspapers and magazines and other media outlets.

Parents/Carers should be aware that when information is published on public websites and social media channels, it can be linked to by third parties and may be discoverable online for several years, if not permanently. Search engines may also cache or retain copies of published information.

PERMISSION TO PUBLISH: I have read the information about disclosing and publishing student information (above) and:

- I give permission I **do not** give permission

for the Walcha Central School and the Department to publish and disclose information about my child/ward in publicly accessible communications. This permission remains effective until I advise otherwise.

I understand that if I have not given permission to publish, my child/ward's name will not appear in event programs and results.

ADDITIONAL INFORMATION:

It is recommended that students take 50+ sunscreen, hat and water bottle for outside activities. A full list of additional recommended items will be sent home closer to the excursion.

- The Contract of Behaviour has been completed (see attached).
- I am aware that if notes are not returned by the due date the excursion may be cancelled.
- I am aware that there is minimal supervision at a number of venues.
- I understand that the excursion can be paid in instalments and that **full payment** must be made by Wednesday 16 October 2024.

I give permission for my child Class
to attend and participate in the **Year 11 Sydney Excursion from Monday 11 November to Friday 15 November 2024.**

PARENT'S NAME

SIGNATURE

DATE / /

CONTRACT OF BEHAVIOUR

All students who are attending the Year 11 Sydney excursion need to agree to the following behaviour contract.

All parents need to sign this as a witness and agree to the consequences should the contract be breached.

1. There will be no physical contact (except in the context of programmed activities) between students and members of the public.
2. No smoking, drugs, or alcohol – if considered necessary students will be asked to show the contents of their bags to the teacher in charge.
3. Respect each other's privacy and space (no "busting in" on people showering, changing etc).
4. Students must not lag behind the group when on programmed activities.
5. Students must have a "buddy" within the group and look out for them at all times.
6. All equipment at the venues and accommodation are to be cared for respectfully. Cost of any broken equipment will be covered by the individuals concerned.
7. Students must remain with the group at all times. There will be no random "sightseeing".
8. The excursion will be extremely busy, and students will need to adhere to the "in bed lights out" before 10:30pm.
9. Students must follow instructions **to the letter**.
10. Students must be able to produce a receipt or proof of purchase for all items purchased during the excursion, when requested by staff or venue employee.

All actions need to be deemed reasonable and abide by all WCS codes and policies.

This excursion is an integral part of the school curriculum, and all students are expected to participate in the organised activities.

All mobile phones must be switched off during programmed activities. Phone calls home to occur in the evening after dinner and before bed.

If you breach this code of conduct, your parents/caregivers will be called and asked to collect you from the excursion. Your safety and welfare and the safety and welfare of the group are at stake. If they are unable to do this, you will be sent home as quickly as possible at your parent's expense.

I agree to the code of conduct and accept that by signing I must accept the consequences should I breach it.

STUDENT'S NAME:

STUDENT'S SIGNATURE:

PARENT'S NAME:

PARENT'S SIGNATURE:

PRINCIPAL'S SIGNATURE:

DATE: / /