



Gold Coast – Springbrook Rd, Mudgeeraba 4213
P.O. Box 465, Mudgeeraba Qld. 4213
ABN 93 868 568 562
Principal: Mrs Deirdre von Guillaume

Ph: (07) 5565 0333
Fax: (07) 5565 0300
Website: www.mudgcreess.eq.edu.au
Email: admin@mudgcreess.eq.edu.au

17 February 2017

Dear Parents and Caregivers

We have now finalised all costing for the 2017 Year 6 Canberra Tour – thank you for your patience. The final itinerary and tour has been confirmed as **\$1310**. After paying the deposit of \$300, your balance owing is **\$1010**. You will now be invoiced for the remaining \$1010.

On Page 2 of this letter you will find an outline of the payment instalment plan. If at any stage you would like to pay for the tour in full before **Thursday 20 April 2017**, you are most welcome. **The dates for the Tour are Monday 24 July to Friday 28 July, 2017** inclusive. The above cost includes all travel, accommodation, meals, entry fees, tour jacket and night time activities. Failure to make payments in accordance with the instalment plan will unfortunately result in your child forfeiting their place on the tour, as we do have a number of students currently on a waiting list.

This excursion is a fabulous opportunity for our children. To ensure its ongoing success, the trip requires a great deal of planning and preparation leading up to the departure date. It is also important to have students committed to the goals of the excursion, to ensure its smooth operation and maximum positive outcomes for all.

All students attending are expected to display a high level of **appropriate behaviour**. This not only helps them to individually achieve the rewards of attending such an excursion but also ensures that as a group everyone will be safe and have lifelong memories of a highly productive and enjoyable event. To achieve this result it is important that all participants clearly understand our school's expectations in regard to behaviour.

RESPONSIBILITIES OF STUDENTS

Students have a responsibility to:

- ◆ participate actively in the school's education program
- ◆ behave in a manner that respects the rights of others, including the right to learn
- ◆ respect the property of the school and other community members
- ◆ express themselves in a socially acceptable manner
- ◆ refrain from harassing or bullying others
- ◆ respect the rights of teachers and support personnel
- ◆ accept others regardless of race, religion, etc
- ◆ practise MCSS values of 'Friendship, Achievement and Respect'.

In brief, if students aiming to attend the Canberra Tour cannot show the appropriate behaviours at a school level (and we have concerns for their safety and that of others), then parents will be contacted in the first instance by the class teacher who will monitor the situation and maintain regular contact with the family. If necessary, subsequent discussions will be held with administration where a decision will be made on whether the student will be permitted to attend. These decisions will be based on the school's P&C endorsed, Responsible Behaviour Plan.

It is a requirement that all outstanding Student Resource Scheme fees be paid by the end of Term 2, 2017. Due to flight bookings already being secured, at no stage from now onwards will a refund be available. Please speak with Gaylene Oppermann, the Business Services Manager, should you have any queries regarding this.

All students attending the tour have had the contents of this letter discussed with them and are aware of the school's expectations. Please do not hesitate to contact me should you require any further details in regard to this information.

We look forward to an exciting Canberra Tour in 2017!

Further information about the finer details of what students will need to take, medical information, the itinerary, etc. will be sent home as the tour draws closer.

Yours sincerely

Deirdre von Guillaume
Principal

Lyn Barrett
Canberra Camp Coordinator

Mudgeeraba Creek State School
Year 6 Canberra Tour
Monday 24 July – Friday 28 July, 2017

Payment Terms and Conditions

1. A deposit of \$300 has been received from participating students, leaving a remaining balance of **\$1010**.
2. Internet Banking is the preferred form of payment – BSB Number is 064468, Account Number is 10016262. Cash and EFTPOS payments can only be made at the payment window on Mondays between 8:15am and 11am and Thursdays between 8:15am and 9:30 am.
3. Cheques should be made payable to Mudgeeraba Creek State School. Any and all costs for returned and/or dishonoured cheques will need to be debited to your contribution.
4. **Failure to maintain regular minimum payments, as noted in the payment plan below, may lead to your child's place on the tour being forfeited.** Payments in excess of the minimum payment plan are welcome at any stage.

Minimum Payment Plan

1. A deposit of \$300 has already been made by all participating students
2. Second instalment of \$350 is due by **Thursday 27 April, 2017**
3. Third instalment of \$350 is due by **Thursday 25 May, 2017**
4. Final instalment of \$310 is due by **Thursday 22 June, 2017**

No late payments will be accepted.

**Due to flight bookings having been secured,
at no stage from now onwards will a refund be available.**

NB: If at any stage you would like to pay for the tour in full before Thursday 20 April, 2017 you are most welcome. However, please be aware that if no payments are made by the first instalment due date, your child's place on the tour will be forfeited and offered to a student on the waiting list.

**Mudgeeraba Creek State School
Year 6 Canberra Tour
Monday 24 July – Friday 28 July, 2017**

Please tick the boxes:

I have read the terms and conditions and agree to them.

I acknowledge that the Department of Education and Training does not have Personal Accident Insurance cover for students.

I accept the payment plan provided. I acknowledge that all outstanding student resource scheme fees must also be paid by the end of Term 2, 2017

I understand that should I choose to pay the full amount early, payment **MUST** be made in full by **Thursday 20 April, 2017**.

I understand that the pink Permission Slip **MUST** be returned by **Thursday 20 April, 2017**

I understand that inappropriate or unsafe behaviour(s) by students which are in breach of the school's Responsible Behaviour Plan may exclude them from attending this activity.

I accept that due to flight bookings having been secured, that at no stage from now will a refund be available. In addition, if minimum payment amounts are not received by the each due date, my child's place on the tour will be forfeited and offered to a student on the waiting list.

I understand that flight details, itinerary and what to pack list will be sent home before the end of Term 1 2017

I have attached a copy of the family Medicare card required for the flight home

My child has special dietary requirements. They are as follows:

.....

My child requires prescription medication. It is as follows:

.....

(If yes, additional paperwork is required, please see Admin Office for details)

Student Name: _____ Class: _____

Parent / Caregiver Signature: _____

Name in Full: _____
(PLEASE PRINT)

Mobile: _____

Email: _____

Date: _____

Mudgeeraba Creek State School Canberra Tour 2017 Permission Slip

Consent

Please complete the required information and check all appropriate boxes below to indicate your agreement/consent:

- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the Department of Education, Training and Employment does not have personal accident insurance cover for students.
- I give consent for my child, _____ (print child's name) in class _____ (print class details), to participate in the activity detailed above.
- I agree to pay to the school the costs detailed on previous pages for my child's participation in the activity – the balance being **\$1010** and the final payment plan instalment being due by **Thursday 22 June, 2017**.
- In the event of an accident or illness, I authorise school staff to obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I have provided the school all relevant details relating to my child's medical or physical needs on enrolment and where relevant have updated this information.
- I accept liability for all costs incurred in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the State of Queensland (via the Department of Education, Training and Employment) the full amount of any costs incurred on my child's behalf.

Parent/Carer Name: _____ (Please Print)

Parent/Carer's Signature: _____ Date: ____/____/____

Additional medical information

The school collected medical information about your child at enrolment. This information is stored in OneSchool. Please give full details of any new or changing conditions (medical, physical or management) which may affect your child's full participation in the activity described in the form.

You may also wish to provide the following information*:

Name of child's medical practitioner: _____ Tel No.: _____

Medicare No.: _____

Private Health Insurance Company (if provided): _____ Mem. No.: _____

*If an enrolment form for your child has been completed or updated since October 2012 this information will already be recorded in OneSchool.

- I would like this additional information about my child's medical and physical details to be recorded in OneSchool records.

Privacy Notice

The Department of Education, Training and Employment is collecting the personal information requested in this form in order to:

- *obtain lawful consent for your child to participate in the activity;*
- *help coordinate the activity;*
- *respond to any injury or medical condition that may arise during, or as a result of the activity; and*
- *update school records where necessary.*

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.

Activity Risks & Insurance

The activity outlined above carries an inherent risk of physical injury occurring. Please note that the Department of Education, Training and Employment does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent/carers. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.