

PARENT INFORMATION FOR SCHOOL EXCURSION



To be retained by the parent/guardian providing consent

Dear Parent/Carer,

I am pleased to provide you with the following information regarding an off-site excursion. This information is provided to assist you in giving consent for your child's involvement.

Excursion title	The 2020 Narrogin Senior High School - School Ball
Location/Venue	Narrogin Town Hall
Reason for the excursion	School Ball
Activities to be conducted	dinner/dancing/photos
Date(s)	13 th March, 2020
Departure day/time	6.30pm arrival
Return day/time	11.30pm end time Refer below: Arrangements for departures at the end of the evening.
Expected numbers of students participating	Approx 160 NSHS students 34 Outside partners
Cost to student	\$85 ticket
Transport	Parents/Guardians to provide transport. There will be partial road closure Federal Street with traffic travelling in one direction only for arrivals.
Staff member in charge of the excursion	Susan Castle/Kristy Johnson
Supervisory staff	Kristy Johnson/Prema Sexton/Susan Castle and 25 others staff
Additional supervisors	Approx. 15 Parent/community volunteers
Relevant qualifications held by one or more of the supervisory team	Teaching Degree First Aide Certificate
Contact arrangements during the excursion	Parents may contact Kristy Johnson, Mrs Sexton or Susan Castle on 0427810360, 0428879218 - during school ball hours only.
In case of student accident/illness	Year Leaders to assess situation and contact the student's parent/guardian if required. Student will be taken to local Hospital or ambulance called if situation requires and parents will be notified immediately.
Special clothing or other items required	Dress: Formal
Arrangements for departures at the end of the evening.	<ul style="list-style-type: none"> All students and student guests must be signed out by the nominated guardian/person on the signed permission form unless their parent/guardian/carer has given written permission for them to sign themselves out. The student must still be checked off as departing the venue by their Year Leader. Yr 11's at Lesser Hall Door and Yr 12's at the main Hall Door. <p><i>If you are collecting any student other than your own, that student's parent/guardian will have to nominate you on the permission form to collect their child. You will need to do the same if someone else is collecting your student and you haven't given permission for them to sign themselves out.</i></p>
Excursion Payment Information	
Payments can be made at the Front Office. Also by bank deposit: Account Name: Narrogin Senior High School Bank West, BSB No. 306 027 & Account No. 516 9669. Reference: surname, initial, excursion title i.e. smith.j.countryweek	

Mrs Susan Castle/Mrs Kristy Johnson

PARENT CONSENT FOR SCHOOL EXCURSION



To be returned to the school by **Tuesday 5th March, 2019**

I have read and understood the information regarding the excursion below. I consent to my

child _____ participating in the excursion titled below.

Excursion title	Narrogin Senior High School – School Ball
Date(s)	13 th March, 2020

Student Health Care

Supervisors will refer to the Student Health Care Summary held at the school prior to the excursion. If your son/daughter has any special health needs that are not included in the health care information that you have previously provided to the school, please outline these additional health risks below (details provided will be used to update student health records). If you are unsure about the Health records currently held by the school, please provide all medical information below or contact the School's Administration for a copy of the record held at the school.

Student Behaviour

It is expected that all students will adhere to the school's behaviour expectations whilst involved in school activities. Students who do not meet the behaviour expectations may be:

- exempt from an activity at the excursion;
- excluded from the excursion at the expense of the parents/carers.

I give permission for my son/daughter to receive medical treatment in case of emergency.

I am aware that the school and its employees are not responsible for personal injuries or property damage which may occur on an excursion, unless the school or its employees are proven to be negligent.

In cases of excursions, costs incurred as a result of accident or illness is the responsibility of the parent/guardian.

If my child does not meet the behaviour expectations, I am aware that they may be excluded from an activity or be removed from the excursion at my expense.

Student Name: _____ **Person Signing out from Town Hall** _____

Parent/guardian name

Parent/guardian signature

Date