8 May 2012

Dear Parent/Guardian

**2012 YEAR 10 QUEENSLAND EXCURSION**

Following are permission notes and information for the 2012 Year 10 Queensland Excursion. Please take the time to read through all the attachments and return the required notes to the school.

Please note that the **initial deposit of $150 is required by the end of Term 2 (29 June).** This deposit is not refundable. Instalments can be made through the front office during Term 3. **The total cost of $550 is due by** **Friday 12 October 2012** as numbers need to be finalised with the accommodation and tour providers. The school’s Refund Policy is attached for your perusal.

All students must pass a swimming test to participate in aquatic activities. This will take place during PE and Sport at the beginning of Term 4. It is the student’s responsibility to ensure that they are tested prior to departure.

Dietary requirements and medical conditions of students are very important. In the unlikely event that medical attention is required, it is important that emergency contact details and Medicare numbers are correct.

The “Excursion Consent Form” (two pages) must be completed fully and returned with the initial deposit. Please note that there is no ambulance cover in Queensland, students must have private ambulance cover or be prepared to pay full costs if the ambulance is called.

***Attendance on this excursion is a privilege and numbers are limited. Students who have achieved the highest levels in the welfare system will be given preference, students are therefore reminded to hand in their merit awards to Mrs Mendham as soon as they qualify to go up a star in the welfare system. Students who wish to go on the excursion are also reminded of the need to adhere to school policies with regards to regular attendance, behaviour and the wearing of uniform.***

We anticipate that the students will enjoy themselves this year but would encourage parents and students to consider what valuables they bring with them. Teachers will not be responsible for the safe keeping of valuables.

Should you have any questions regarding the excursion, please contact me or Moyra Mendham, Year 10 Year Adviser.

Yours faithfully

**ROBYN WALSH**

**DEPUTY PRINCIPAL**

**MACKSVILLE HIGH SCHOOL**

**Excursion Refund Policy & Procedures**

Payment for an excursion is considered to be a commitment to attend and an acceptance of all arrangements as outlined in the permission letter.

Parents who would subsequently like to request a refund, for their child’s non-attendance on a school excursion, are required to apply in writing clearly outlining the reason/s the student did not attend.

This request will be forwarded to the Deputy Principal and Administration Manager for their consideration. All refunds will be at their discretion and will generally be processed after all excursion accounts have been finalised.

The decision whether to grant a refund request will take into consideration the following:-

1 Whether a non-refundable amount has been indicated on an excursion. This amount will not be refunded to the student.

* *An exception may be made if there are students on a waiting list. Any substitutions will need to occur prior to arrangements being finalised, or the closing date of the excursion. Substitutions will be made at the discretion of the Deputy Principal, Administration Manager and the teacher organising the excursion.*

2 The costs of the excursion (e.g. transport, levies, etc) and whether the total costs will be covered by the number of students that did attend.

3 Whether advance payments have been made (eg accommodation/transport deposits, performances, etc).

4 Whether the reason provided is “justifiable” and **after** consideration of the above points.

***Justifiable Reasons for a Refund***

* Illness/Injury –if medical certificate is provided
* Hospitalisation, medical appointments – if supporting documentation provided.
* Bereavement in the family

***Un-Justifiable Reasons for a Refund***

* Change of mind
* Personal reasons
* Part-time employment
* Being sent home during the course of an excursion due to misbehaviour

Please note**:** *The above are examples only and all requests will be judged according to their merits.*

*An Administration fee may be deducted from the monies paid to cover the costs involved in issuing the refund.*

——oo0oo——

**PARENT INFORMATION**

**Year 10 — 2012 Queensland Excursion**

**26 November — 1 December 2012**

This excursion has been designed to supplement work being done in HSIE (Geography) and Science.

The cost of the excursion is $550. A non-refundable deposit of $150 must be paid by the end of Term 2 (29 June 2012) with full payment by Friday 12 October 2012.

*The class will depart from*

*Macksville Caltex at 5.00 am on Monday 26 November 2012*

*and return to*

*Macksville Caltex at 6.00 am Saturday 1 December 2012*

Travel will be by Newcombes Coaches.

Additional information: See attached documentation for additional information.

Teacher in charge of excursion — Mrs Mendham.

Phone numbers for emergency contact — 6568 1066 (school) OR 0417 678 767 (mobile).

Approved by:       (Approver) **Deputy Principal/Head Teacher – Admin**       (DP Initials)

**ITINERARY**

|  |  |  |
| --- | --- | --- |
| Monday 26 November | 5.00 am | Leave Caltex Macksville |
|  | 9.00 am | Dreamworld |
|  | 5.00 pm | Leave Dreamworld |
|  | 3.30 am | Arrive Cool Waters Hostel |
| Tuesday 27 November | 10.30 am | Crocodile Farm Tour |
|  | 2.00 pm | Caves tour |
|  | 7.00 pm | Movies |
| Wednesday 28 November | 8.00 am | Great Keppel Island tour |
|  | 6.00 pm | Cool Waters Hostel |
| Thursday 29 November | 9.00 am | Leave Hostel |
|  | 10.00 am | Rockhampton Botanical Gardens |
|  | 12 noon | Leave Rockhampton |
|  | 2.00 pm | Bundaberg Rum factory tour |
|  | 6.00 pm | Camp Pialba Hostel |
|  | 7.30 pm | Ten Pin Bowling |
| Friday 30 November | 9.00 am | Fraser Island Tour |
|  | 5.00 pm | Leave Fraser Island |
| Saturday 1 December | 5.00 am | Arrive Macksville Caltex |

——oo0oo——

**EXCURSION CONSENT FORM**

I hereby consent to: participating in an excursion to

Queensland on 26 November 2012 to 1 December 2012.

I enclose $ \_\_\_\_\_\_\_\_ as the non-refundable deposit and/or part payment of more than $150 or full cost of excursion.

Special needs of my child of which you should be aware (eg allergies, medication – please provide full details).

Medicare No.:

Medication:

Food: Allergies:

Signature of Parent Date

Home phone Mobile Student mobile

|  |
| --- |
| **Overnight excursions - advice** |
| Accommodation will be at Coolwaters Holiday Village Camp Yeppoon, Camp Pialba, Hervey Bay.  Travel will be by Newcombes Coach.  The group will be supervised by Mrs Mendham plus two other staff members.  Students will need to bring a sleeping bag, pillow, clothes, swimming gear, towel, joggers (closed in shoes) and sunscreen. All accommodation, entry costs and food costs are included except for 1 breakfast, 1 lunch and 1 dinner at McDonald’s (or similar) while travelling and lunch at Dreamworld. Additional spending money may be needed eg, souvenirs. |
| **Overnight excursions - response** |
| I understand that my **son** **/ daughter** will stay overnight at Coolwaters Holiday Village Camp Yeppoon, Camp Pialba, Hervey Bay. |

|  |
| --- |
| **Water or swimming activities - advice** |
| The excursion will involve the following water or swimming activities: water slides, snorkelling, boom netting and swimming. These activities will take place at: Dreamworld, Coolwaters Holiday Village Camp, Great Keppel Island, and Fraser Island. The school will not be providing flotation devices to students. Swimming activities are not compulsory. |
| **Water or swimming activities - response** |
| In relation to the proposed water or swimming activities, I advise that my child is a: (please tick one)   |  |  |  |  | | --- | --- | --- | --- | | ⬜ strong swimmer | ⬜ average swimmer | ⬜ poor swimmer | ⬜ non-swimmer |   I advise that my child requires the following flotation device to assist him/her in the water ………………….  I undertake to provide this device so that my child can participate in the excursion. Yes / No  I **give** / **do not give** permission for my child to participate in the water or swimming activities. |
| **Travel insurance - advice** |
| The Department recommends that parents or caregivers arrange travel insurance for students for intrastate or interstate excursions that require travel by air. |
| **Travel insurance - response** |
| I have arranged travel insurance with ……………………………………….  A copy of that policy is attached. |

*page 1 of 2*

**MACKSVILLE HIGH SCHOOL**

**Ambulance School Cover — Excursions**

Please be aware that the Ambulance Service of NSW has no reciprocal arrangements in place for school cover for excursions in other States and Territories.

This means that, even though Macksville High has Ambulance ***School Cover*** for students that have an accident or fall ill whilst at school or at an organised school activity, they are ***not covered*** while on school excursions interstate.

Only those students whose parents/guardians hold a Commonwealth Government Health Care Card or have private health insurance (including ambulance only cover) are possibly covered when on a school excursion interstate. ***It is strongly recommended that parents/guardians, who do have cover with a private health fund, check their family’s eligibility with regards to travel to all the states.***

Please sign and return this letter to the school’s office to acknowledge that you have read the above information and that you accept you will be liable for any ambulance services that may be required by your student(s) while on an interstate school excursion.



**PETER VERNON**

**RELIEVING PRINCIPAL**

**10 May 2012**

I ………………………………………………………..……….. have read the above information regarding ambulance cover whilst on interstate school excursions and accept that I will be liable for any ambulance services that may be required by my student(s) whilst on an interstate school excursion.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| ***Signature*** |  | ***Student(s) name (please print)*** |
|  |  |  |
|  |  | 2012 Year 10 Queensland Excursion |
| ***Date*** |  | ***Name of excursion*** |

*page 2 of 2*