

**PLENTY PARKLANDS PRIMARY SCHOOL NO. 1915**

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**Principal: Claire McInerney**

**Assistant Principals: Julie Nixon and Alison Devereux**

Wednesday 12<sup>th</sup> September 2018

Dear Parents/Guardians,

Please find below the details of the year 6 Canberra tour for 2019. This tour is an important part of our Civics and Citizenship unit of work. There will be 100 students in year 6 in 2019 and we would like **ALL** students to attend.

Each year the year 6 teachers reflect on the Canberra tour and consider possibilities for future tours and the overall cost to our families. We will once again be staying at the Greenhills Centre.

**VENUE:** Greenhills Centre  
1437 Cotter Road,  
Stromlo ACT 2611

**DATES:** Tuesday 14<sup>th</sup> May – Friday 17<sup>th</sup> May 2019 (inclusive)

**COST:** Approximately \$850 (GST is charged on meals only)  
**This quote is based on 80% of students attending.**  
**The final cost will depend on the number of students who attend**  
**This will mean 3 payments. A non refundable/non transferable deposit of \$200 and 2 x \$325 payments.**  
**Any consideration for part refund of remaining amount due to late withdrawal of students due to illness, holiday, etc., can only be considered after all invoices associated with the camp have been finalised. If the school is charged by the provider then we cannot provide a refund.**

**STAFF:** One adult for every 10 students.

**TRAVEL:** Bus (with seatbelts) transfer to Melbourne Airport and flight to Canberra Airport (Arrival time approximately 10am).  
Bus around Canberra (with seatbelts)  
Bus (with seatbelts) Canberra to Melbourne (arrival time approximately 5pm).

**PARENT HELPERS:**

When we have determined the number of children attending the camp, we will know exactly how many extra adults will be required to ensure the 1:10 ratio. At this stage we have four teachers who will be attending. We will probably need about four parents and we would like at least three males. Parents helping on camp will be required to undergo a Working With Children Check, be available for the 4 days of camp, work long hours, cope with late nights and early mornings, help with the constant supervision of children, participate in all activities, be caring, understanding and patient, have HEAPS of energy and a good sense of humour, be available for ALL students – not just your own, and get on well with 11/12 year olds. No cost will be involved, as you will be covered in the staff ratio. *If you believe you can meet this job description, please indicate below that you wish to be considered as a parent helper.*

**STAFFING FOR CAMPING PROGRAM** (extract taken from school policy)

- The Principal has final approval of staffing profile.
- One adult to ten students (legal requirement) at no charge to the adults.
- All adults to have a Working with Children Check, no charge for volunteers.
- Minimum of 50% of the adults to be qualified teachers to fulfil ratio.
- Minimum of one senior teacher (Leading Teacher, Assistant Principal, Principal) employed by the school, to be the tour coordinator.
- Aim for gender balance where possible.
- In line with other considerations, as School Council has to approve school camps and is legally responsible, priority will be given to one non DET school councillor who has not previously attended a camp.
- As part of pre-service training, priority given to one pre-service teacher to attend.

- Remaining free places given to parents –
  - priority to trained nurse, doctor or first aid personnel
  - priority to parents who are known to the school through their interaction with the school at parent/teacher/student interviews, school occasions and volunteer work. These occasions provide opportunities for parents to display the attributes we look for when seeking help with particular responsibilities such as a camp
  - priority to parents who will take on a “de facto” staff role
  - after all criteria have been looked at, the principal has final approval of the staffing profile
  - If a parent has decided that their child (who has a serious medical problem) can only go on the tour so long as the parent attends, then the parent is deemed as being out of the adult ratio and would be required to pay their own way. The school will negotiate to get transport and accommodation at a reduced rate, where possible.

In order to finalise arrangements and calculate the precise cost of the tour, we need to know the exact number of students attending as soon as possible.

To confirm your child’s place, please complete the details below and return it with a **non refundable/non transferable** first payment (deposit) of **\$200 by 19<sup>th</sup> October 2018**. Further details including the exact cost will follow when final numbers are known. The next letter will include the payments slips for the two further payments.

**PLEASE NOTE – NO LATE PAYMENTS WILL BE ACCEPTED. Your deposit must be received by Friday 19<sup>th</sup> October 2018.**

If you have any queries, please contact your child’s teacher or Meg Seidel at the school on 9404 4311.

Meg Seidel  
Canberra Tour Organiser

✂----- **Cut off and return the school by the due date** -----

**Parent permission**

I give permission for my child \_\_\_\_\_ of home group \_\_\_\_\_ to attend the year 6 Canberra tour and I enclose \$200 as a non refundable/non transferable deposit.

Name \_\_\_\_\_ Phone no: \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Amount enclosed: \_\_\_\_\_ Cash / Cheque / Credit Card / QkR / CSEF (please circle)

*If you are interested in being a parent helper on camp please email the following information directly to Meg Seidel [seidel.megan.m@edumail.vic.gov.au](mailto:seidel.megan.m@edumail.vic.gov.au)*

*Your name and daytime phone number, your level of first aid qualifications (if any) and if you have a Working with Children check – if yes the date you received it. (You will be contacted as soon as possible)*

**Credit Card payment** ✂-----

**PLENTY PARKLANDS PRIMARY SCHOOL – CREDIT CARD VOUCHER (to be used for amounts of \$10 and over)**

Child’s name:	Home group:	Payment for: ie. Camp	Amount

Please charge my:  Bankcard  Visa  Mastercard Amount: \$ \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_ Name on Card: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_ Phone No. \_\_\_\_\_ Date: \_\_\_\_\_