

**PLENTY PARKLANDS PRIMARY SCHOOL NO. 1915**

48 Blossom Park Drive, Mill Park, 3082

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**Principal: Claire McInerney**

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

Date: 9/11/2017

Dear Parents/Guardians,

Please find below the details of the year 5 camp. The camping program is an important part of our Outdoor Education program. There are 101 students in year 5 next year and we would like ALL students to attend.

**VENUE: Forest Edge  
405 McKenzie Road  
Neerim East (situated near Warragul)**

**ON SITE ACTIVITIES:**

Camp activities could include water sledding, flying fox, low ropes, forest walks, mountain boarding, bush art and hut building.

**DATES: Tuesday 17<sup>th</sup> of April 2018 to Friday 20<sup>th</sup> of April 2018**

**COST:** Approximately \$375 (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 attending.**  
**Dates of payment: First payment being a non-refundable/non-transferable deposit of \$100 due 8<sup>th</sup> of December, 2017**  
**Second payment of \$275 (this amount is subject to change depending on the number of students attending) due Term 1, 2018 (Date TBA)**

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

**TRAVEL:** Bus (with seatbelts) Name of bus company: Diamond Coaches

**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 5 teachers who will be attending. We will probably need about 5 parents and we would like at least 3 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 and duty groups, be caring, understanding and patient, have HEAPS of energy and a good sense of humour, be available for ALL students – not just your own. 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.
- 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 camp 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 DEECD 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 camp 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 camp, 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 of **\$100 by Friday 8<sup>th</sup> of December**. Further details including the exact cost will follow when final numbers are known. The next letter will include the payment slip for the final payment.

**PLEASE NOTE – NO LATE PAYMENTS WILL BE ACCEPTED. Your camp deposit must be received by Friday 8<sup>th</sup> of December.**

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

Year Five Staff

✂----- **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 5 camp to Forest Edge and I enclose \$100 as a non refundable/non transferable first payment.

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

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

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



**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: \_\_\_\_\_

If you are interested in being a parent helper, please return email the following details to Katrina Gouramanis [gouramanis.katrina.m@edumail.vic.gov.au](mailto:gouramanis.katrina.m@edumail.vic.gov.au) by the **8<sup>th</sup> of December, 2017**

*I am interested in being a parent helper on camp.*

*Name of interested parent ..... Daytime phone number .....*

*Level of first aid qualifications (if any) .....*

*Working with Children check: no/yes If yes, date received .....*

*(You will be contacted as soon as possible)*