

**The Australian National Botanic Gardens**  
Guginya and Gudamang

Dear Parents and Carers

On Tuesday 29 October 2019 preschool will attend on an excursion to The Australian National Botanic Gardens to participate in a sensory exploration experience. The children will participate in two different activities;

- They will explore Australian bush plants and landscapes through the eyes of Indigenous Australians.
- They will discover who lives in the gardens and explore creatures big and small in their different habitats during a walk through the gardens.

Details of the excursion are as follows:

<b>Location</b>	The Australian National Botanic Gardens Clunies Ross Street ACTON ACT 2601
<b>Year Group Participating</b>	Preschool Guginya and Gudamang
<b>Date</b>	Tuesday 29 October 2019
<b>Time</b>	9:15am – 2:00pm
<b>Transport</b>	Bus
<b>Cost</b>	\$17.50 for bus travel and program participation to the National Botanic Gardens
<b>Notes Due at Macgregor Primary front office</b>	Monday 21 October 2019
<b>Number of children attending the excursion (anticipated):</b>	44
<b>Ratio of educators attending excursion:</b>	1:11
<b>Number of educators and volunteers who will accompany and supervise children on the excursion (anticipated):</b>	11
<b>Eating requirements</b>	Please send a piece of cut up fruit, a healthy snack and lunch in a named snap lock bag and a labelled drink bottle with water only. We will be eating fruit, snack and lunch at the Botanic Gardens (weather permitting).

A Risk management plan for this excursion is available at the Primary School Front Office.

If you have any queries regarding this excursion, please feel free to contact us at school on 6142 1600.

Regards

Glennis Weatherstone, Bek Stevenson and Kirstin Brown  
14 October 2019



**ACT**  
Government  
Education

# MACGREGOR PRIMARY SCHOOL

LINKED BY LEARNING... EXPERIENCE, EXPRESSION & EXCELLENCE

**Principal: Jennifer Hall**

**The Australian National Botanic Gardens**  
Guginya and Gudamang



I give permission for my child \_\_\_\_\_ in class \_\_\_\_\_ to attend **The Australian National Botanic Gardens Clunies Ross Street ACTON ACT 2601 on Tuesday 29 October 2019**. I understand that he/she will be in the care of Macgregor Primary School staff for the day.

- Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities. A risk assessment for this activity has been completed and is available to view upon request.
- Parents should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent. Parents are advised to warn children of the risk to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.
- The school has made every effort to keep costs for this activity at a reasonable level. Financial assistance may be available to assist families who are not able to make the requested contribution. Please contact the Business Manager. If, however there is insufficient total funding available to meet the cost of the excursion, regrettably we may not be able to proceed.
- **NOTE: Excursions are an optional enrichment activity and parents are expected to cover the costs incurred. If your child is not able to attend on the day, refunds may not be available for some or all the costs.**
- The teacher in charge will make arrangements for the welfare of the student (including medical or surgical treatment) in an emergency. The costs associated with any emergency arrangement made by the teacher in charge will be met by the parents/guardians (free ambulance transportation only applies in the ACT).
- The student will be under the authority of the school for the duration of the excursion and that the teacher in charge is authorised to return the student to the school at the expense of the parent/guardian if the teacher in charge considers that circumstances warrant such action and after contacting the parent.

I have read the attached information regarding this excursion and understand what it contains.

Full name of Parent/Guardian \_\_\_\_\_ Emergency contact no. \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**I am able to assist with the excursion to The Australian National Botanic Gardens**  
**YES**

**Please note younger siblings are not able to attend this excursion**

*We have a copy of your child's Medical Information Form lodged in our records. Please complete the section below only if your child's medical circumstances have changed since lodging the form with the school.*

**Additional medical information**

**Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The Australian National Botanic Gardens**  
**Quickweb Fecode: BOTANIC**

- Quickweb (preferred method) – go to [www.macgregorps.act.edu.au](http://www.macgregorps.act.edu.au) – via secure payment tab
- Deposited the amount of \$ \_\_\_\_\_ via internet banking into account BSB: 032777 Acc: 001578  
REF: child's name/excursion name
- EFTPOS at Macgregor Primary School Front Office
- I have enclosed cash of \$ \_\_\_\_\_