

The Australian National Botanic Gardens Walga and Buru

Dear Parents and Carers

On Thursday 31 October 2019 preschool will attend 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:

Location	The Australian National Botanic Gardens Clunies Ross Street ACTON ACT 2601
Year Group Participating	Preschool Walga and Buru
Date	Thursday 31 October 2019
Time	9:15am – 2:00pm
Transport	Bus
Cost	\$17.50 for bus travel and program participation to The Australian National Botanic Gardens
Notes Due at Macgregor Primary front office	Thursday 24 October 2019
Number of children attending the excursion (anticipated):	44
Ratio of educators attending excursion:	1:11
Number of educators and volunteers who will accompany and supervise children on the excursion (anticipated):	11
Eating requirements	Please send a piece of fruit and a healthy snack in a paper bag which is labelled with your child's name on it and a labelled drink bottle with water only. We will be eating fruit and snack 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

Principal: Jennifer Hall

**The Australian National Botanic Gardens
Walga and Buru**

I give permission for my child _____ in class _____ to attend **The Australian National Botanic Gardens Clunies Ross Street ACTON ACT 2601 on Thursday 31 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 Fee code: BOTANIC

- Quickweb (preferred method) – go to 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 to Macgregor Primary School front office
- I have enclosed cash of \$_____