



North Bundaberg State High School

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 Bundaberg North State High School

September Sunday 17th – Friday September 23rd

INFORMATION LETTER #4

July 2017

Dear Parent/Carer

10 weeks and we will be in Melbourne and three quarters of the school year will be over. Thank you to all those that have kept up with their payments. Please remember that the excursion needs to be paid in full by the 8th September. The last term has gone by so fast and if this one is the same then our excursion to Melbourne will be here before we know it.

I have attached some important documents that need to be filled in and brought back to me as soon as possible. These forms allow your child to participate in the activities that have been arranged and are required by the provider of the events.

The school medical form is also attached. Can I please point out that you need to stipulate on this form any food allergies, including if your child is a vegetarian or lactose intolerant, etc. If this information is not supplied then we cannot organise the appropriate meals for them.

The following table outlines what should have been paid and the remainder of payments for this excursion.

Date	Amount	Receipt No.
Deposit – March	\$200.00	
3 x \$180 (April, May, June)	\$540.00	
July	\$180.00	
August	\$180.00	
Sub Total	\$1100.00	
September- by 8 th September	\$120.00	
Total	\$1220.00	

As this is my final communication with you (students and I will have meetings at school), I have added information that you may or may not be familiar with. Please read through this list, ensuring that the information is read by both yourself and your child.

We value – RESPECT, RESPONSIBILITY and the RIGHT to learn

Things to think about

Student I.D.

Students should have received their current Student ID cards before the excursion. Students will need to carry these cards with them as a form of identification at all times. Without this identification students will not be able to board the plane or purchase student discounts.

Departure and pick up

Students are required to be at school **no later than 3:45 am on Sunday 17th September** for a 4:00 am departure. We will be arriving back at school on **Friday 22nd September at 9:15 pm.** Students will send a text message from Childers.

Cameras

Camera technique training sessions

This will start on Wednesday September 6 at big lunch for the next four weeks. We will be going through settings and familiarising ourselves with the camera we will be using while we are away. This is voluntary however I would strongly encourage your child to attend to obtain the most from the excursion. If your child is bringing their own camera on the excursion they are encouraged to bring this to the sessions. It can be left on my table in the staffroom before school and collected after school, so not carried around all day.

Borrowing cameras for the excursion.

It is your child's responsible to see Miss Moroney to put their name down for a school camera. These cameras can be collected from Reprographics on either Thursday 21st or Friday 22nd September. The student is responsible for this camera for the duration of the excursion. Cameras are to be brought back to school on Tuesday 5th October. Students need to have their own empty SD card/s for the trip.

Morning and afternoon tea

As previously advised, morning and afternoon tea is not included in the cost of the trip. It is advised that students bring these snacks with them as purchasing these daily can be very expensive. When considering the choice of food please be aware that we do not have access to refrigerators or cooking appliances.

Mobile Phone

The following number is the school's mobile phone that the teachers can be reached on. Could you please have the students enter it into their phone – Ms Hall 0428 985 715. All students' phone numbers will be collected on the bus.

Forms

In this information pack I have included two new forms - the school medical form and the snorkelling activity consent form. I have also included forms for those students that have not returned previous sent out forms – School Agreement Consent, Activity consent form and the Tree Surfing consent form. A check list is also included in this pack.

Medical

Attached is a medical form that needs to be filled in and returned to Miss Moroney as soon as possible. Please note that if the medical needs of your child changes before the commencement of the excursion, please advise a teacher as soon as possible. Please identify on this form any

food lifestyles e.g. vegetarian. This form also needs to identify any food allergies e.g. lactose intolerance, gluten free, etc.

Consent forms for activities – Snorkelling

Attached is a consent form that needs to be filled in and returned to Miss Moroney as soon as possible. This consent form is need for your child to participate in snorkelling activities.

Check List

Last but probably not the least important, I have included a checklist. Please consult this and tick off as items are completed.

MYKI Cards

Can I please encourage you to purchase your MYKI card before the excursion. I would like to get to Luna Park and St Kilda wharf as quickly as we can and the pre purchase of the card will help with that. It is recommended that each student have a credit balance of \$30. Please go Mymyki.com.au and follow the prompts, once you have received the card you will need to top it up at again at MyMyki.com.au.

Itinerary

On the following page you will find the most recent itinerary. You will notice I have included an EXTRAS column. These costs are a rough estimation of what extra money the students will need on these days. I have not included money for souvenirs in this cost. Obviously they are flexible and students may need more or less. Please discuss with your child their needs. I would recommend visiting websites to identify any extra that your child may be interested in so budgeting can be organised.


Leigh Moroney
Media Teacher



Bundaberg North State High School REFUND GUIDELINES for Excursions and Camps

At **Bundaberg North State High School**, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp **may be refunded in full or in part or not at all**, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a **Request for Refund** form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

Department of Education and Training policy references:

Education (General Provisions) Act 2006, SCM-PR-002: School Excursions, FNM-PR-019: State Education Fee