

WOODCRAFT GUILD



ACT
Government



Dear Parents and Carers,

A small group of students have the opportunity to participate in Woodcraft Guild sessions where they will learn woodworking skills and make a range of woodcraft projects. These sessions are facilitated by volunteer members of the ACT Woodcraft Guild who share their significant expertise. The staff member in charge of this event will be Tilla Beech.

The completed permission note should be returned to the front office by Thursday 15th July.

IMPORTANT INFORMATION:

Venue: ACT Woodcraft Guild

Date: Thursdays (Terms 3 & 4) beginning 15th July

Time: 12-2.30pm

Transport: Staff vehicle

Cost: \$20 (*\$0.00 Staffing; \$20 Entry; \$0.00 Transport*)

Food: Students need to bring food and drinks for morning tea and lunch. Water bottles can be refilled

Clothing: Wear school uniform

Group Size: 4 students

Contingency: If for any reason we can not attend students will remain at school in classes.

Excursion Risk Assessment: Available at the front office

Wanniassa school's front office can relay messages to staff and students on the excursion. During school hours, contact the front office and speak directly with staff. After hours, call the front office and leave a detailed message. Messages are checked regularly (until 10pm each night and after 6am).

The school has made every effort to keep costs for this activity at a reasonable level. The school has an equity fund, which can be used to provide financial assistance for students to ensure full access to the school curriculum. However, if there is insufficient total funding available to meet the cost of the camp/excursion, regrettably we may not be able to proceed. Please contact the business manager or principal via the front office to discuss further.

Withdrawing from this excursion with less than 3 school days notices requires a medical certificate for a refund to be granted.

If you have any questions regarding this excursion, please contact Jo Lambert on 61421870 or email joanna.lambert@ed.act.edu.au

Regards

Jo Lambert

Learning Support

Wanniassa School

15/6/21

I give permission for my child _____ in year _____ to attend the excursion to Woodcraft Guild on Thursdays from 15th July, travelling by staff vehicle and other details as outlined in this note.

I agree to my child participating in the activities associated with this excursion mentioned previously. I have discussed with my child the need for expected behaviour on this excursion. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child attending this excursion.

I agree that my child will be under the authority of the school for the duration of the excursion and that the school is authorised to return my child to school or home at my expense if the school considers that circumstances warrant such action. I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency.

The Medical Information and consent form only needs to be completed once/year prior to the first excursion unless there are changes to the details on this form. Are there any changes to this form?

Yes No

If yes, an updated Medical Information and Consent Form is required to be completed (available through the front office).

Will your child require medication to be administered during the excursion (e.g. allergy medication, pain relief)?

Yes No

If yes, please complete a Medication Authorisation and Administration Record (available through the front office).

Is there any additional information you need to provide to support your child's participation in this excursion?

Yes No

If yes, please provide these details

Please provide the following information:

Medicare No:		Private Health Fund:		Membership No	
Ambulance Fund: Parents are responsible for ambulance costs outside the ACT.					

Name of Parent/Carer: (please print) _____

Signature: _____ Date: _____

***If a Student's medical condition has changed a new Medical Consent form must be completed. The form is available on the [website](#) in the "Our School - Excursions" section.*

PAYMENT SLIP DUE: INSERT PAYMENT DAY AND DATE

Student Name: _____ Year : _____ Amount Paid \$

Date Paid: _____ Receipt Number: _____

Payment Options

To pay online by credit card please go to the school website (<http://www.wans.act.edu.au>) and click on "Payments". Pay using the link to the QuickWeb system. Fee Code: **WOODCRAFT**

Payments can also be made in person at the front office with cash, credit card or EFTPOS.