



**Preschool Excursion Information – Birrigai (retain note home)**

Dear Parents and Carers,

The following details relate to an educational excursion to Birrigai Outdoor School which is being organised for Preschool.

<b>Event title</b>	Birrigai Excursion
<b>Venue details</b>	164 Tidbinbilla Road Tharwa ACT 2620
<b>Date/time</b>	27 <sup>th</sup> May 2026 – 9.30am – 2.30pm
<b>Purpose of excursion</b>	Connecting to Country
<b>Departure, arrival and return times</b>	Depart Theodore Primary School – 9.30am Arrive Birrigai – 10.00am Depart Birrigai – 2.00pm Arrive Theodore Primary – 2.30pm
<b>Mode of transport</b>	Bus
<b>Accommodation arrangements</b>	N/A
<b>Total cost of excursion</b>	\$25.00
<b>Food requirements</b>	Students to bring their own food for the day
<b>Teacher in charge</b>	Karen Gill & Ann Jenvey
<b>Anticipated number of children attending</b>	31
<b>Educator to child ratio</b>	1:4
<b>Anticipated number of volunteers/LSA's/teachers</b>	7
<b>A risk assessment has been developed for this excursion and is available upon request.</b>	
<b>Emergency contacts and procedures in the event of an emergency.</b>	Please contact Theodore Primary School Front Office on 6142 3100

*The school has made every effort to keep cost for this activity at a responsible level. We have an equity fund which can be used to provide financial assistance for students where parents are unable to make the requested contribution.*

*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.*

*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 should warn children of the risk to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.*

**Kind Regards**

**Karen Gill (Bilbies) & Ann Jenvey (Koalas)**



## **ACT Education Excursion Policy**

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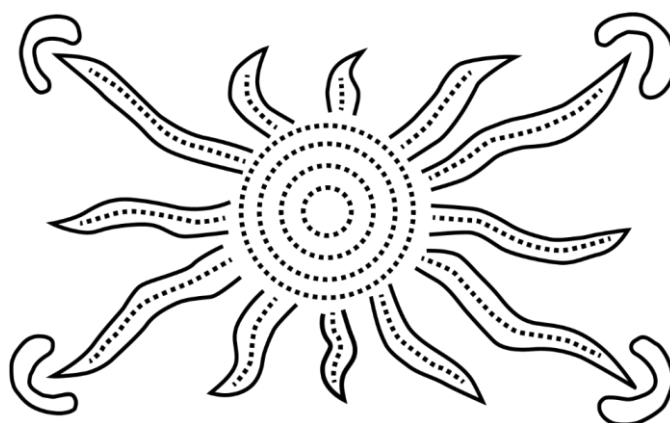
## **ACT Education Privacy Information**

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education and Training Directorate (ETD) Theodore Primary School. This information is necessary for us to be able to manage student participation in excursions and support the welfare and safety of your child. If you do not consent to supply us with this information your child will be unable to participate in the excursion.

Normally we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose.

Normally we only share information with school staff and, where necessary, parents or volunteers assisting with the excursion in order to appropriately and effectively manage the excursion.

The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website ([www.det.act.gov.au](http://www.det.act.gov.au)) on the About Us page.



**Theodore Primary School**



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## Excursion Permission Note – Preschool Birrigai Excursion Term 2 (return note to school)

I give permission for my child \_\_\_\_\_ in class \_\_\_\_\_ to attend the **Theodore Primary School** excursion to **Birrigai** on **27<sup>th</sup> May 2026** travelling by **Bus** and other details as outlined in the Excursion Information for Parents (including contingency plans).

*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 <a href="#">Medical Information and consent</a> form only needs to be completed once/year prior to the first excursion unless there are changes to the details on this form.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Are there any changes to this form?</b>	
<b>If yes, an updated <i>Medical Information and Consent Form</i> is required to be completed (available through the front office)</b>	

Will your child require medication to be administered during the excursion? (e.g. allergy medication, pain relief)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, please complete a <i>Medication Authorisation and Administration Record</i> (available through the front office)</b>	

Is there any additional information you need to provide to support your child's participation in this excursion.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, please provide these details</b>	

**Ambulance Fund:** Parents are responsible for ambulance costs outside the ACT

Name of Parent /Carer:	Signature:
Contact phone on day of Excursion	Date:

### Excursion Payment Details

I am paying the amount of \$25.00		
<input type="checkbox"/> Parent Portal	<input type="checkbox"/> EFTPOS Facilities available at the Front Office	<input type="checkbox"/> Cash

**Thank you**

**Preschool Team**



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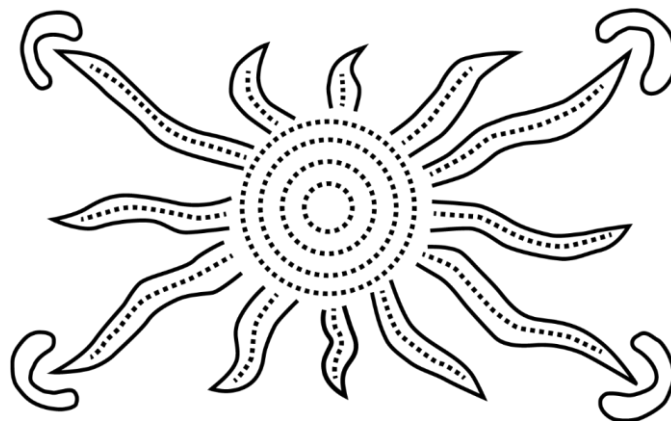
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