

Dear Parents and Carers

The following details relate to the Kaleen Senior Swimming Carnival excursion to the Canberra Indoor Swimming and Aquatic Centre, Belconnen (CISAC) which is being organised for students in Years 3 to 6. Year 2 students turning 8 years of age in 2024 (born in 2016) may choose to attend if they are competent swimmers and wish to participate in competitive races of 50m.

Purpose of excursion: All staff from Years 3-6 will attend the carnival. It is an expectation that all students Years 3-6 will attend as no supervision will be provided for Years 3-6 students at school.

Parents are required to complete a [Google Form](#) for each child which will be sent via Seesaw, as well as complete and return this permission note by **Wednesday 14 February 2024**.

This year our carnival will have two components:

- Part A: Competitive races for confident swimmers
- Part B: Aquatic skills and water safety for less confident or non-swimmers.

Dates: Tuesday 20 February 2024

Time: 9:15am -2:15pm

Transport: Bus

Cost: \$17.00

The school has made every effort to keep cost for this excursion at a minimum level. If necessary, parents or students can confidentially discuss support to meet the cost of the excursion with the Business Manager. Please contact the front office if you would like to speak with the Business Manager.

Clothing and Equipment: Students will need sufficient food and water to last the day. The centre does not have canteen facilities accessible on the day. Clothing: swimmers, change of underwear, goggles and swimming cap (optional), towel and plastic bag for wet clothing. **PLEASE ENSURE ALL CLOTHING IS LABELLED.** Please refer to additional page for more information about the day.

Trip Leader: Sophie Newton

Participating Staff: Year 3-6 Teachers

Excursion Risk Assessment: Available at the front office

Additional Information

Children to bring recess, lunch, snacks and drink. Swimming costume, hat, sunscreen, goggles, towel, change of clothes, etc.

Spectators are welcome but will need to pay a pool entry fee unless they have nominated to be a volunteer for the day.

100m swimmers must arrange own transport to the pool as races start at 8.45am.

It is important that staff are aware of your child's swimming ability prior to the event. Please ensure you carefully complete the online google form indicating your child's swimming ability.

Banding Procedure

Students will be categorized into one of the following categories:

- **Non-Swimmer (as nominated by parents) – Pink wrist band.**
- **Aquatic Games – Green wrist band.**
- **Competent Swimmer (students participating in 50m or 100m) – Yellow wrist band.**

Behavioural expectations

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.

Volunteers

If you have nominated to volunteer for the carnival through the online registration Google Form, you will need to find your own transport to and from the pool. Your name will be given to CISAC and you will obtain free entry to the pool. If you are volunteering and choosing to take your child to and from the pool, please email the schools front office (KaleenPSAdmin@ed.act.edu.au) and your classroom teacher so they can mark the roll accordingly.

Please return signed Permission Notes and payment to the front office by: Wednesday 14 February 2024

Kind Regards,

Sophie Newton
Friday 2 February 2024

Excursion Permission Note for Parents: Kaleen Senior Swimming Carnival

I give permission for my child _____ in class _____ to attend the excursion to Canberra Indoor Swimming and Aquatic Centre, Belconnen (CISAC) on 20/02/2024 leaving Kaleen Primary School at 9.15am and returning at approximately 2.15pm, travelling by Bus.

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.

A Medical Information and Consent form needs to be completed once/year prior to the first excursion. **Please complete the attached form and return with the permission note.**

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			

Parent/Carer: (please print): _____ Mobile Contact on the day: _____

Parent/Carer: (please sign): _____ Date: _____

Permission Due: Wednesday 14 February 2024

(Please complete and return this form to the school front office)

Cost of Excursion \$17.00

PAYMENT SLIP
School Senior Swimming Carnival

I am paying the amount of \$

Student Name/s:

Class:

Payment options

Please note that our preferred method of payment is via Quickweb.

☐ Quickweb

Receipt No:

Date Paid:

Quickweb is a Westpac online payment option accessed through the school website that makes a payment direct to the school's bank account. Payments can be made using a Visa or Mastercard for any school event or contribution. Please use the FEE CODE below and your child's Student Key as your reference. Student Key is usually the first 5 letters of the student's surname and the first letter of their first name.

☐ Cash

☐ Credit Card/EFTPOS at the school office

☐ Parent Portal

Fee Code: Swimming Carnival

The school has made every effort to keep the cost for this excursion at a minimum level. If necessary, parents or carers can confidentially discuss support to meet the cost of the excursion with the Business Manager. Please contact the front office if you would like to speak with the Business Manager.

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (EDU). This information is necessary for us 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 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) on the About Us page.