18th September, 2014

Dear Parents/Guardians,

Please find below the details of the year 6 Canberra tour. The camping program is an important part of our Outdoor Education program. There will be 113 students in year 6 in 2015 and we would like ALL students to attend.

Each year the year 6 teachers reflect on the Canberra tour and consider possibilities for future tours. We have included some exciting additions to the tour for next year and this has meant an additional cost, as well as an increase in the overall price.

VENUE: Sundown Motel
Jerrabomberra Avenue
Narrabundah ACT 2604

DATES: Tuesday 14th April – Friday 17th April, 2015 (inclusive)

COST: Approximately $670 (GST is charged on meals only)
This quote is based on 80% of students attending.
The final cost will depend on the number of students attending.
This will mean 3 payments (a non refundable deposit of $170 and 2 x $250 payments).

STAFF: One adult for every 10 students.

TRAVEL: Bus (with seatbelts) transfer to Melbourne Airport and QANTAS and Virgin Australia flight to Canberra Airport (arrival time approximately 1pm Tuesday 14th April).
Bus (with seatbelts) Canberra to Melbourne (arrival time approximately 5pm Friday 17th April).

PARENT HELPERS:
When we have determined the number of children attending the camp, we will know exactly how many extra adults will be required to ensure the 1:10 ratio. At this stage we have 4 teachers who will be attending. We will probably need about 5 parents and we would like at least 2 males. Parents helping on camp will be required to undergo a Working With Children check, be available for the 4 days of camp, work long hours, cope with late nights and early mornings, help with the constant supervision of children, participate in all activities and duty groups, be caring, understanding and patient, have HEAPS of energy and a good sense of humour, be available for ALL students – not just your own, and get on well with 11 year olds. No cost will be involved, as you will be covered in the staff ratio. If you believe you can meet this job description, please indicate below that you wish to be considered as a parent helper.

STAFFING FOR CAMPING PROGRAM (extract taken from school policy)

- The Principal has final approval of staffing profile.
- One adult to ten students (legal requirement) at no charge to the adults.
- All adults to have a Working with Children check, school to pay for parent volunteers.
- Minimum of 50% of the adults to be qualified teachers to fulfil ratio.
- Minimum of one senior teacher (Leading Teacher, Assistant Principal, Principal) employed by the school, to be the camp coordinator.
- Aim for gender balance where possible.
- In line with other considerations, as School Council has to approve school camps and is legally responsible, priority will be given to one non DEECD school councillor who has not previously attended a camp.
- As part of pre-service training, priority given to one pre-service teacher to attend.
- Remaining free places given to parents –
In order to finalise arrangements and calculate the precise cost of the camp, we need to know the exact number of students attending as soon as possible.

To confirm your child’s place, please complete the details below and return it with a **non-refundable** first payment (deposit) of **$170 by Friday 24th October, 2014**. Further details including the exact cost will follow when final numbers are known. The next letter will include the payments slips for the two further payments.

**PLEASE NOTE – NO LATE PAYMENTS WILL BE ACCEPTED. Your camp deposit must be received by Friday 24th October, 2014.**

If you have any queries, please contact your child’s teacher or Rose Di Cecco at the school on 9404 4311.

Rose Di Cecco
Canberra Tour Organiser

>×------------------------- Cut off and return the school by the due date -------------------------<

**Parent permission**

I give permission for my child ____________________________ of home group ____________

to attend the year 6 Canberra tour and I enclose $170 as a non-refundable deposit.

Name ____________________________ Phone no: ____________________________

Date _______________ Signature ________________________________________________

Amount enclosed: ____________________ Cash / Cheque / Credit Card / EMA (please circle)

**I am interested in being a parent helper on camp.**

**Name of interested parent ____________________________ Daytime phone number ____________________________**

**Level of first aid qualifications (if any) ____________________________**

**Working with Children check: no/yes If yes, date received ____________________________ (You will be contacted as soon as possible)**

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**Credit Card payment** ×-------------------------

**PLENTY PARKLANDS PRIMARY SCHOOL – CREDIT CARD VOUCHER (to be used for amounts of $10 and over)**

<table>
<thead>
<tr>
<th>Child’s name:</th>
<th>Home group:</th>
<th>Payment for: ie. Camp</th>
<th>Amount</th>
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Please charge my: □ Bankcard □ Visa □ Mastercard Amount: $ _____________

Card Number __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

Expiry Date: __ __ / __ __ Name on Card: ______________________________________

Signature of Cardholder: ____________________________________ Phone No. __________ Date: ____________