Dear families,

(A description of the excursion with links to learning outcomes and class programs)

For Example:
Students in 1H will be visiting the ‘Let’s Look’ program at Canberra Museum and Gallery. The experience gives students the opportunity to discover real and imagined worlds as revealed in contemporary Australian children’s book illustrations. Students will encounter original works of art in a gallery setting and explore the tools and techniques that illustrators use. An art-making session in the studio will provide an opportunity for students to experiment with a range of materials and processes.

Where:
When:
Time:
Transport:
Cost:
Eating/uniform requirements: (if applicable)

Please complete the permission slip below and return to school by xxxxxxx.

(Private transport insert- only inserted when relevant)

Parents volunteering to drive students in a private vehicle are to sign the volunteer’s book at the front office. To ensure the safety of all students, the school also requires a copy of your drivers licence and insurance papers. Students are to sit in the back seat of private vehicles, other than with parental permission.

(Behaviour and risk insert- must be in note)

Unacceptable behaviour may result in a student being returned to school, via private vehicle. Staff accompanying students on excursions take all reasonable care to protect students from injury or harm. Parents should warn their child of the risks to themselves, to others and to property. It should also be noted that no automatic insurance is provided by the ACT Government in respect to injury of students, non-enrolled students or yourselves if injury occur on an excursion.

(Payment insert- if money involved)

It is customary for the school to request a financial contribution towards meeting the cost of your child’s participation in this excursion. These contributions are voluntary. The school has made every effort to keep costs for this activity at a reasonable 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.

Regards,
(teachers names)
(date note is going home)

Title of excursion and class

I give permission for my child ________________________ of class _________ to attend the excursion to (where you are going) on (date). I understand that students will be travelling by (mode of transport) to and from this excursion.

Signed: _________________________________  Date: ____________________