



Canberra High School  
— ESTABLISHED 1938 —

## YEAR 7 SOSE EXCURSION AUSTRALIAN ELECTORAL COMMISSION & PARLIAMENT HOUSE

Dear Parent/Guardian

During Term One, Year 7 students are studying a unit on *Civics & Citizenship*. As part of this unit we are offering students the opportunity to participate in an excursion to the Australian Electoral Commission and Parliament House on **Friday, 2 March** (Week 4).

The purpose of the excursion is to further our investigation of democratic political processes. This is an excellent opportunity to see professional audio-visual displays and to experience electoral processes for a representative democracy first hand.

We have capacity to offer this opportunity to **120 students**. *Due to constraints at Parliament House this is a strict limit and we will be unable to offer places for any students past 120.*

To ensure your child receives a place they must return their note and payment to the front office (**NOT to their classroom teacher**) as soon as possible. Once the permission note and payment have been received they will be added to the list of students attending. The front office will be unable to accept notes or payments after 120 students.

Parents who pay via Direct Deposit should indicate on their child's permission form that they have made this payment, as delays in the transfer of funds can occur. Parents choosing this option must also ensure that they specify the student name and excursion name as a reference.

The cost will be **\$10.00** to cover transport and staffing cost. School Uniform is compulsory. Students will need to bring their own food. Parliament House have requested that no school bags be taken into their building; students will need to pack their lunch in a plastic bag.

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.

Excursion details are as follows:

## **Friday 2<sup>nd</sup> March 2018**

- 8:40 – 8:47 am            Students do not attend ACE, students should go directly to SOSE to have their names marked off, drop off their school bags and walk to Bowman street bus stop
- 9:15 am                    Depart Canberra High on Deane's buses from Bowman Street
- 9:30 – 2:00 pm           Students will be broken into three groups, each group will attend the Museum of Democracy and attend a tour of Parliament House. Although time is limited due to the number of attractions, students will have time for morning tea and lunch.
- 2.30 pm                    Return to Canberra High School on Deane's buses.

Yours faithfully,

Phil Beecher  
Principal

Conor Laenen  
SOSE Executive Teacher

## FEE CODE: PARLIAMENT

### EXCURSION TITLE: Parliament House

#### PAYMENT OPTIONS

Please circle the payment option you have used.

**1.Payment in person** at school Front Office-between 8:15am & 2:30pm Mon-Fri  
EFTPOS facilities are available. Cheques made payable to Canberra High School

**2.Direct Deposit:** Bank: Westpac  
BSB: 032777 Acc. No. 001113  
Acc. Name: Canberra High School

**3.Canberra High School Website:** [www.canberrahs.act.edu.au](http://www.canberrahs.act.edu.au)  
(QUICKWEB)

**4.Phone Payments – Credit cards** Phone: 6142 0800 or 6142 0807

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Please debit my  Mastercard  Visa

Card Number:     -     -     -

Card Expiry Date: \_\_\_\_\_ Name on card: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_ Student Name: \_\_\_\_\_

Total Amount Paid: \$ \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Contact Phone number of Cardholder: \_\_\_\_\_

**NB: For direct deposits please ensure you specify the student name and excursion name as a reference**

Refund Policy: If a student and/or parent has made a financial commitment to an excursion and if the student is unable to attend for any reason (except in the case of sudden illness), the student and/or parent is entitled to a refund of money paid minus any non-refundable financial outlay that the school has made on behalf of that student. The school will endeavour to find a replacement for that student, in which case, all money will be refunded. The usual appeal provisions apply.

# Permission form

I give permission for my child .....

to attend the excursion to Australia Electoral Commission & Parliament House on Friday 2<sup>nd</sup> March 2018.

I have agreed:

- *authorisation for the teacher in charge to make arrangements for the welfare of the student (including medical or surgical treatment) in an emergency*
- *agreement to meet the costs associated with any emergency arrangement made by the teacher in charge - free ambulance transportation only applies in the ACT*
- *agreement that the student will be under the authority of the school for the duration of the excursion, and that the teacher in charge is authorised to return the student home at the expense of the parent/guardian if the teacher in charge considers that circumstances warrant such action*
- *disclosure of any information about current medical requirements and/or other needs of the child relevant to the excursion*

I have read the attached information regarding this excursion and understand what it contains.

Medical information (see above)

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 .....

Full name of parent/guardian (please print):

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Signature of parent/guardian: ..... Date: .....

While on the excursion, I will be absent from school for the following classes. I understand that I will need to catch up on the work I will miss while I am on the excursion

Day	C Line	D Line	E Line	F Line	G Line
<b>Friday 2nd March 2018</b>					
<b>Teacher's Signature</b>					