

## EXCURSION NOTIFICATION TO PARENTS AND CAREGIVERS

As part of the teaching and learning program at Macquarie Fields High School, Year 12 students have the opportunity of participating in the year 12 Graduation, 2021.

The aim of this excursion is to recognise the achievements of the year 12, 2021 cohort and celebrate the completion of the Higher School Certificate.

The Graduation is on the 9<sup>th</sup> of December, 2021 at Wests Leagues Club Leumeah. Students will need to be at the venue at 10am and guests will be able to take their seats from 10:30am. Students will be dismissed from the venue after the ceremony, at 1pm.

There are limited spaces available for guests. Students will be allocated two tickets each for guests. There is no cost for students or their guests to attend the graduation, but it is essential to book spaces and provide the names of guests. Only people on the guest list will be permitted entry to the venue.

Anyone over the age of 16 who enters the venue must be fully vaccinated, and be able to show proof of this to the venue staff on entry. Anyone not able to produce proof of vaccination (or their medical exemption certificate) will not be able to enter the venue. Anyone who enters the venue must be able to sign in electronically to a venue using the ServiceNSW QR Code. For those without smartphones, they will need to obtain a ServiceNSW Check-In Card which can be created here:  
<https://www.service.nsw.gov.au/transaction/createcovid-19-check-card>

Guests must not attend the venue if they:

- have been identified as, or as a close contact of, a person with confirmed COVID-19
- are experiencing cough, cold or flu like symptoms or are generally unwell
- are awaiting the results of a COVID-19 test

Anyone over the age of 12 must wear a mask at all times whilst inside the function rooms. Students must be in full formal school uniform including polished black shoes. Boys must wear long grey trousers. Shirts are to be tucked in. Girls wearing skirts are to wear black tights. No student is to wear their Year 12 commemorative jacket as part of the uniform on this day.

If you have any questions, please do not hesitate to contact Rhiannon Hall, Melissa Collins or Justin Perrett on 9605 3111. The teacher attending trained in Emergency Care and CPR is Josh Luc.

Karyn O'Brien  
Principal  
22<sup>nd</sup> November 2021

Rhiannon Hall  
Coordinating Teacher

---

*Please return this slip and the following page:*

Name of student attending: \_\_\_\_\_

First guest 's name: \_\_\_\_\_

Second guest 's name: \_\_\_\_\_



# PARENT CONSENT TO ATTEND AN EXCURSION

**MUST BE RETURNED TO SCHOOL BY 1/12/21**

I hereby consent to my child participating in the Graduation Ceremony to be held at the Wests Leagues Club Leumeah on 9/12/21. I understand my child will need to meet at the venue at 10am and will be dismissed from the venue at 1pm.

STUDENT NAME: \_\_\_\_\_ PCG \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MEDICARE NUMBER: \_\_\_\_\_

I GIVE PERMISSION FOR MY CHILD TO RECEIVE MEDICAL TREATMENT IN CASE OF EMERGENCY. (Please tick box)

### Parent/Carer Contact Details

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### Doctor Contact Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Emergency Contact Details

1. Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Does your child have a health care plan in place at Macquarie Fields High School?

Yes  No

List Existing Medical Conditions or Illnesses

(Include asthma, diabetes, epilepsy, allergies, etc. Outline the treatment (e.g epipen, ventalin etc) for each condition)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medication(s) to be Administered DURING the Excursion

Include name of medication, instructions for administration, time of administration and any possible reactions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Dietary Needs, including Possible Reactions to Inappropriate Diet:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Privacy Advice:

- This information is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs of the above student, who is currently enrolled at Macquarie Fields High School and may participate in school excursions, sporting activities and other school activities.
- It will be used by officers of the Department of Education and Communities to assist planning to support students and to minimise risks when conducting school excursions, sporting or other school activities.
- Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are otherwise involved in the planning or delivery of the excursion, sporting or other school activity, and persons that may be called upon to provide health care treatment or other assistance during or as a consequence of such excursions or activities.
- Provision of this information is not required by law. However, a failure to provide the information may mean that your child cannot participate in a particular excursion or school activity. In such circumstances the school will make available a sound alternative educational experience.
- Provision of this information will significantly assist the school in planning a safer educational activity. It will be stored securely. If you have any concerns about provision of this information, please contact the school principal to discuss further.

You may correct any personal information provided at any time by contacting the school office.