



Kinder Sursum Bunnings Excursion Tuesday 13 October

Tuesday, 22 September 2015

Dear Parents/Guardians,

On Tuesday 13 October Kindergarten Sursum will be visiting Bunnings Warehouse in Derwent Park. The children will be exploring Bunnings on a guided tour and will also complete a building project; making a planter box.

Travel Arrangements / Departure & Return Details:

We will be travelling to and from Bunnings by bus, departing the College at 9.30 am and returning to school at 11.30 am.

Supervising Staff:

Students will be accompanied by their classroom teachers throughout the excursion. Bunnings specialist staff will provide instruction throughout the tour and the building project. Helpers are also welcome to join us at Bunnings for a fun hammering time. Please refer to the information on the reverse of this letter for more details.

Informed Parent Consent:

In line with the College's Excursion Policy a thorough risk management plan, identifying and assessing the risks associated with any excursion, is completed before the approval of any excursion. The SHC Excursion Policy and Procedures can be viewed on the SHC website at www.shc.tas.edu.au (under the *Policies* tab on the *Home* page).

Parent Permission: Please sign and return the attached permission slip to confirm your child's attendance. Please also complete the medical alert reminder if it applies to your child.

If you have any questions please do not hesitate to contact your classroom teacher.

Kind regards,

Sandra Mazengarb, Heather Priest and Belinda Vinen.

Volunteers

Anyone working on school grounds or with our students needs to be registered to work or volunteer in Tasmanian Catholic schools.

Prior to 2015 volunteers were asked to obtain a Tasmanian Catholic Education Office (TCEO) registration to work in schools. These cards are current until 30 September 2015 but will no longer be applicable after that date. From the 1st of October 2015 onwards volunteers will need to have completed a Working with Children/Vulnerable People Check (see below for details).

Volunteers are also asked to complete the SHC Workplace Health and Safety Induction module which can be found on the Sacred Heart College website. The questions are very brief and are to ensure everyone on school premises is aware of what to do in the event of a fire alarm or lockdown. To complete the online induction:

- visit <http://www.shc.tas.edu.au/>
- select *News & Events*
- select *Sports*
- select online induction <http://www.onlineinduction.com/shc/>
- log on if you have registered previously or select *First time here? Click her to register*
- select *Volunteer*
- complete details
- complete the online induction

Working with Children/Vulnerable People Checks

New Legislation:

In July 2014 the Tasmanian State Government legislation for 'Working with Vulnerable People' was enacted and all schools, child care centres and sporting clubs must comply with the new legislation.

Under the new legislation anyone who wishes to work or volunteer with children is required to complete a Working with Children check. Once the application is submitted the checking and confirmation process takes between 2 and 6 weeks.

To apply for a Working with Children Check visit:

http://www.justice.tas.gov.au/working_with_children - and complete the online application. Print the 'Application Receipt' and take it to any Service Tasmania shop with your driver's licence. They will take your photo and will also require payment of the \$17.76 fee. This fee will be refunded by Sacred Heart College upon presentation of your receipt.

Applications are assessed by the Tasmanian Department of Justice. Once the process is completed your Working with Children Card will issue to your nominated address.

Once completed the check covers you for three years and allows you to volunteer in schools with sporting teams, parent help, excursions etc., or to volunteer at sporting clubs, scouts etc.

Permission

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Please return to class teacher by Friday 25 September

Student Name: _____

I have read all of the information provided by the school in relation to the Kinder Excursion to Bunnings on Tuesday 13 October.

I give permission for my daughter/son _____ (full name) to attend.

I give my consent for my child to travel in any form of public transport deemed by the school to be necessary or desirable for the safe conduct of the excursion.

I give my consent for my child to participate in all activities arranged as part of this excursion.

I have provided the school with all relevant details relating to my child's medical or physical needs and where relevant have updated this information.

Where the teacher-in-charge of the excursion is unable to contact me, or it is impracticable to contact me, I authorise the teacher-in-charge to:

Administer such first aid as the teacher-in-charge judges to be reasonably necessary.
Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.

Medical Alert Reminder: (please complete if this applies to your child)

Child's Name: _____ requires _____
_____ (medication) to be taken on excursion in case of
_____ (allergies, medical conditions etc.)

Parent Name: _____

Signature: _____

Contact No: _____

Parent Help: I will be able to help on the excursion to Bunnings

I have a current Working with Children Card (details _____)

I have commenced the registration process (details _____)

Name: _____

Contact Number: _____