



Melrose High School

Marr Street Pearce ACT 2607

ABN 25 459 896 375

"A community of learners building on a tradition of excellence"



Sydney Arts Tour, 2018

Dear Parent/Carer,

The school is offering a specialised Arts Tour to Sydney focusing on the major areas of the Arts Curriculum being Drama, Dance, Music and Visual Arts. This is a wonderful opportunity for the students to participate in specialised arts workshops, experience live Broadway musicals, visit the Gallery of NSW and the Vivid Festival, and be immersed in the arts culture of Sydney. Some of the highlights of this year's tour include:

- ✓ Priscilla - The Musical
- ✓ Madame Tussauds Wax Museum
- ✓ Vivid - Sydney's annual festival of light, music and ideas
- ✓ Sydney Symphony Orchestra Concert – *Introduced Species*
- ✓ Shopping at Paddy's Market
- ✓ Gallery of NSW – The Archibald prize 2018
- ✓ China Town
- ✓ Specialised Dance, Drama, Music and Art Workshops
- ✓ Two nights' accommodation in dorm rooms (4 - 6 people per room) at the YHA The Rocks
- ✓ Continental Breakfast provided each morning
- ✓ One dinner at the YHA, and one dinner out in Sydney's CBD included

WHEN: 31 May – 2 June 2018
TIME: Departing Melrose High School at 7am
Returning to Melrose High School approx. 5pm
STAFF: Anna Russell, Lucy Sedlacek, Deirdre Kelaher & Nathan Sciberras
TRAVEL: Chartered Coach
COST: \$430

There are only **58** places available for Year 9/10 students who study an Arts elective, so places are very limited. A deposit of **\$100**, a completed medical note and permission slip must be returned to the finance office by 10 April 2018 to secure your child a place. If more than 58 students apply to attend this excursion they will be placed on a reserve list. This excursion will need to be paid for in full by 10 May 2018. *This year only online payments will be accepted.* Please contact a member of Finance Office if you require assistance in completing an online payment. Due to the fact that tickets will need to be pre-purchased for many of these activities and shows, there will not be any financial refunds.

Yours sincerely,

The Arts Team – Melrose High School
Nathan Sciberras, Anna Russell, Deirdre Kelaher, Lucy Sedlacek



ACT
Government
Education

Melrose High School

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Permission Note for Sydney Arts Tour

I, _____ hereby give permission for my son/daughter
_____ to attend the **Sydney Arts Tour** excursion on **31 May - 2 June 2018**. I understand the transport arrangements involved.

Immediate medical needs of my child (eg. diabetic, anaphylactic, asthmatic) _____

Special dietary requirements: _____

Parent contact if needed during excursion (Necessary)

Parent/Carer: Name: _____ Phone: _____

Parent/Carer: Name: _____ Phone: _____

- 'Priscilla- Queen of the Desert'** contains mature content and adult themes. I consent to my student viewing this as part of the Sydney Arts Tour. (Please tick)

Staff accompanying students on excursions will take all reasonable care while 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 that 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.

It is customary for the school to request a financial contribution towards meeting the cost of your child's participation in this camp/excursion. The school has made every effort to keep costs for this activity at a reasonable level. This is an enrichment activity so a payment will be required to cover all costs. The school reserves the right to cancel the activity should all costs not be covered. Individual records of contributions are confidential.

Parent/Guardian Signature : _____ Date : ___ / ___ / ___

PAYMENT SLIP FOR SYDNEY ARTS TOUR Total Cost \$430 (\$100 Deposit), Teacher: RUSSELL

It would be appreciated if payment was received by: **Deposit - 10 April 2018**

Full Payment – 3 May 2018

Student Name: _____

Amount Enclosed \$ _____ cash/credit card/cheques made out to Melrose High

Credit Card Facility – (Please Tick which card applies)

MasterCard Visa Expiry date: _____

Please print name on card: _____ Signature _____

Card No _____ Date _____

Online Payment <http://www.melrosehs.act.edu.au/payment> and follow the prompts.

Online Payment Code: ARTS TOUR

Direct payments can be made to Westpac Bank Account Number: 001658 – BSB 032777 please put family name and description of the payment (eg. Arts Tour, surname) and email judith.rogers@ed.act.edu.au to confirm payment.

Letter to Parents Excursion Medical Information and Consent Form

Dear Parents

I am attaching an Excursions Medical Information and Consent Form and request that you complete and return it to the school as soon as possible.

The information you are requested to give on the attached form will be used to record the student's medical, accident and other details. The contents and use of this form meet the requirements of the *Privacy Act 1998(Cwth)* and will be treated as confidential. This information will be made available to government or private medical or paramedical staff and other relevant officers in the event of an accident or emergency.

You have the right to keep certain medical information private, provided that the omitted information will not affect the provision of appropriate medical care. You are also entitled to check the record processed from the information you have provided, and to correct any inaccuracies.

To ensure that the information on this form is accurate and current, you are requested to advise the school immediately of any changes that should also be reflected on the General Medical Information and Consent form kept at the school and arrange to update the form.

Management of Medical Conditions

The department is committed to providing a safe and healthy environment for students. While school staff have a duty of care to students to provide first aid assistance when required, parents will be aware that schools cannot be responsible for the general management of medical conditions.

In special circumstances, staff may be able to assist with the administration of medication. In these cases, departmental policies require principals to ensure that a comprehensive written authority is obtained from the student's parents and also seek from them a written statement from the student's doctor authorising a member of staff to administer the prescribed medication.

First Aid Plans for Anaphylaxis, Asthma, Diabetes and Epilepsy

You are asked to indicate on the attached Excursion Medical Information and Consent form if the student suffers from any of these conditions. For students who are known sufferers of asthma, anaphylaxis, diabetes, or epilepsy, Emergency Treatment Plans must be completed, signed by both parents/carers and the student's doctor and provided to the school. Proformas for these plans are available at the school's front office. In the absence of a written and signed Emergency Treatment Plan, only standard first aid can be given in an emergency.

Emergency Treatment of an Asthma Attack

Please read this section carefully and seek clarification from your family doctor if necessary.

These plans will be followed where students require first aid treatment for their condition. If the student should suddenly collapse at school and/or have difficulty in breathing, as with all medical emergencies, professional help will be sought immediately.

Where indicated, a bronchodilator inhaler device ("puffer") will be administered while awaiting medical assistance, whether or not the student is known to have a pre-existing asthma or other health problems.

This treatment could be life saving and ACT Health (Department of Thoracic Medicine, The Canberra Hospital) advises that bronchodilator inhalers are safe and are accepted as a first line therapy to be used in the emergency procedures for asthma.

Anaphylaxis – Administration of Adrenaline by EpiPen or Similar Device

If your child suffers from anaphylaxis, you should obtain a written Anaphylaxis Treatment Plan signed by your doctor and yourself as parent or carer. In the absence of a written and signed Anaphylaxis Treatment Plan, only standard First Aid can be given in an emergency and staff will be unable to administer adrenaline. If your child is given adrenaline to treat an isolated anaphylaxis attack, it can help the anaphylaxis and is unlikely to cause any significant side effects.

Medical Services for Students attending ACT Government Schools

ACT Health advises that the following arrangements apply to students in ACT Government schools involved in school accidents requiring ambulance transportation and/or treatment in accident and emergency sections of either public hospital in the ACT.

Ambulance Transportation

Students injured while under supervision at school or in a school-related situation are transported free of charge to the emergency section of either public hospital in the ACT.

Parents and guardians of students who participate in excursions and other school trips outside the ACT should note that free ambulance transportation only applies in the ACT. Free ambulance cover does not apply to students in the Jervis Bay area of the ACT.

Parents and guardians are reminded to check their health cover for ambulance transportation outside the ACT.

Casualty Treatment

1. Under the Medicare arrangements no charges are raised for services provided at the accident and emergency sections of ACT public hospitals.
2. If a student is subsequently admitted to hospital after receiving treatment in the accident or emergency section, s/he will be automatically classified as a Medicare patient and no charge will be raised.
3. If you elect to have the student treated by a doctor of your choice, a hospital charge will apply. The doctor may also charge for their services. You are advised to have medical insurance if you wish to choose this option.

Your cooperation in completing and returning the attached form promptly would be appreciated.

Yours faithfully

Simon Vaughan
Principal
Date: 26 / 02 / 2018



EXCURSION MEDICAL INFORMATION AND CONSENT FORM

This form is intended to be used to assist the school in the case of any medical treatment required or medical emergency involving a student on a category C & D excursion, overseas excursion, sports and all outdoor adventure activities. A copy of each student's form must be taken on the excursion.

The Directorate collects the information contained in this form to provide or arrange first aid and other medical treatments for students. The information collected will be held at your child's school and will be made available to staff of the school and to medical or paramedical staff in the case of an accident or emergency. The information contained in the form is personal information and it will be stored, used and disclosed in accordance with the requirements of the *Privacy Act 1998(Cwth)*. Parents/carers note that in the absence of an Emergency Treatment Plan only standard First Aid should be administered.

Personal Details

Student's Name:		Date of Birth:		Sex: <input type="checkbox"/> M <input type="checkbox"/> F	
School:	School Year:	Camp/Excursion:			
Parent/Carer:					
Address:					
Contact Telephone Nos					
Business Hours:		After Hours:		Mobile:	
Other Contact for Emergency:			Telephone No:		
Name of Student's Doctor:			Telephone No:		
Medicare No:	Private Health Fund No:	Membership No:			
Ambulance Fund: NOTE: Parents are responsible for ambulance costs outside the ACT.					

Please tick if your child suffers any of the following:

- | | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> allergies | <input type="checkbox"/> blood pressure | <input type="checkbox"/> epilepsy | <input type="checkbox"/> hayfever | <input type="checkbox"/> nose bleeds |
| <input type="checkbox"/> anaphylaxis | <input type="checkbox"/> diabetes | <input type="checkbox"/> fainting | <input type="checkbox"/> headaches | <input type="checkbox"/> reaction to drugs |
| <input type="checkbox"/> asthma | <input type="checkbox"/> eczema | <input type="checkbox"/> fits or blackouts | <input type="checkbox"/> heart condition | <input type="checkbox"/> sight/hearing problems |
| <input type="checkbox"/> other (please specify) | | | | <input type="checkbox"/> sun screen sensitivity |

If you have ticked any of the boxes above an Emergency Treatment Plan must be provided. Proforma Plans are available from the school. *NB. Without an Emergency Treatment Plan the school can only provide first aid treatment.*

Date of last tetanus injection:	
Has the student suffered from any acute illness or injury or been treated by a medical practitioner for an illness or injury during the last 4 weeks?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please state nature of illness/injury and obtain a report from the doctor that the student is fit to undertake the camp/excursion	
Is the student presently taking any medication?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please state name of medication, dosage, etc. (Please note: The teacher in charge must be informed about the management of any medication prior to leaving on an excursion. Arrangements need to be agreed on the transport, storage and administration of medication. In all cases medication must be labelled with the students name, dosage and frequency of administration.):	
I consent to my child receiving paracetamol for temporary pain relief?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you aware of any physical or psychological limitations of your child? Please give details.	
Is there any other information which you believe may help us to provide the best possible care?	

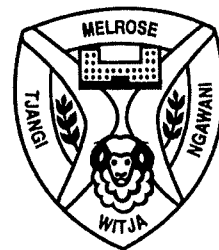
Consent to medical attention: In the case of my child requiring medical treatment or in the case of a medical emergency, I consent to the school providing first aid or treatment as outlined in an emergency treatment plan and I further authorise the school, where it is impracticable to communicate with me, to arrange for him/her to receive such medical or surgical treatment as may be deemed necessary. I also undertake to pay any costs which may be incurred for the medical treatment, ambulance transport and drugs.

Signed



Melrose High School

Values 'R.E.S.P.E.C.T'
Resources, Effort, Self, Peers, Environment,
Community, Teachers



CODE OF CONDUCT FOR STUDENTS – Melrose Arts Tour 2018

Dear Parent/Carer,

The following details relate to the Melrose Arts Tour to Sydney, 2018.

Ensuring the safety and well-being of all students is an essential aspect of all excursions. An important part of planning and approval of excursions is to ensure that all students understand the requirements for group and personal conduct while travelling. Students should be aware that they are required to follow all group rules and instructions given by supervising teachers while travelling on the excursion. This includes instructions provided by group activity instructors to ensure group and individual safety. Supervising teachers will document all breaches of the code of conduct and they will be followed up on return to school. Serious breaches of the code of conduct may result in contact with parents/carers, a requirement for the student to pay for damage to property or the student may be required to return home at their own expense.

The following is a contract to ensure that all students are aware of the behaviour expected of them during our excursion to Sydney. By completing the contract, students acknowledge that a high standard of behaviour is expected of them whilst they are on the excursion. They are agreeing to be polite and respectful in all their dealings with instructors, teachers, the public and their peers. They agree to treat their peers with respect and value the property of others. They acknowledge that they have been informed that foolish behaviour may result in injury to themselves or others and that such behaviour will not be tolerated.

By signing this contract, students also acknowledge that they have been informed that their behaviour at school leading up to the excursion will also be a factor in deciding whether or not they will be allowed to attend the excursion.

Parents/Carers are asked to discuss the following requirements with their son/daughter, sign the code of conduct and return it to one of the teachers in the Arts Faculty by **Wednesday May 10, 2018.**

Yours sincerely,

The Melrose High School Arts Faculty

Students are required to read and initial each item

In relation to the excursion to Sydney – Melrose Arts Tour 2018

- I will not enter the swimming pool at the YHA (Accommodation) during the excursion.
- I understand that school rules, as they relate to the context of this excursion, apply at all times.
- I will be aware of where I have to be and what is expected of me at all times.
- I will not leave the group without permission from a supervising teacher.
- I will at all times be with at least two other students from the excursion.
- I will be punctual and reliable.
- I will not leave the group with strangers or invite strangers to participate in group activities.
- I will respect the people and places we will visit.
- I will cooperate with the requests of the supervising teachers and venue staff.
- I will be a considerate member of the group.
- I will act courteously in dealings with others, including venue staff and members of the public.
- I will be responsible for my own belongings.
- I will keep to meeting times and places as arranged throughout the excursion.
- I will act in a responsible and positive way as an ambassador of my school and excursion group.
- I will uphold the school values of RESPECT at all times.

Violations

- I understand that students participating in the excursion are not permitted to intentionally break or damage property.
- I understand that the possession, purchase or use of cigarettes, drugs or alcohol by students participating in the excursion is forbidden.

I understand that violating this code of conduct may result in:

- supervising teachers dealing with the issue during the excursion
- supervising teachers documenting the issue and follow up occurring on return to school
- a requirement for students to pay for damage
- contact with parents or carers to discuss the issue and possible actions, or
- a student being sent home at their own expense.

Pre-excursion agreement

- I understand that any poor behaviour choices at school leading up to this excursion may result in me not being permitted to attend the excursion.
- I understand that my travel tickets, entry fees and accommodation costs have already been paid by the school, and the cost of the excursion can not be refunded.

I acknowledge that I have been provided with the code of conduct for the excursion to Sydney 2018 and understand the consequences of violating the code of conduct.

Student's Name (Please print)

Signature **Date**/...../.....

Parent/Carer's name (Please print)

Signature **Date**/...../.....