

Melrose High School

Marr Street Pearce ACT 2607
ABN 25 459 896 375

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



Dear Parent/Carer

A RSA (Responsible Service of Alcohol) Training course will be held on Thursday 6 April 2017.

Students are now required to have a RSA Certificate before working in a food and beverage establishment or an ASBA in the hospitality industry. The program costs \$60 which is payable to Melrose High School.

WHEN: Thursday 6 April 2017
TIME: 9.00am – 1.00pm
WHERE: Melrose High School
COST: \$60

The training shall be held in Room 311. Could students please bring along a pen and note pad to the training.

Students will need to bring 2 forms of ID on the day. ID is Medicare card and School ID.

Students will also require a USI number (Unique Student Identifier) before they can participate in the course. If they don't have one then they need to apply online at usi.gov.au and use one form of ID, usually a Medicare card. **Once this number has been obtained it will need to be recorded on the permission note.**

Students can pay directly to the Finance Office at Melrose High School, and shall need to do this by Tuesday 28 March 2017.

Please complete the attached form to give permission for your student to participate in this activity. Completed forms need to be returned to the Finance Office by Tuesday 28 March 2017.

Yours sincerely

A handwritten signature in black ink, appearing to read "Sylvia Schuback".

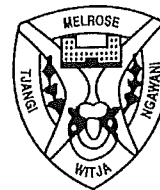
Sylvia Schuback
WEX Coordinator
Careers
16 February 2017



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Permission Note for the RSA Training Course

I, _____ hereby give permission for my son/daughter _____ in Year _____ to attend the RSA Training Course on Thursday 6 April 2017 from 9.00am to 1.00pm.

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

Parent contact if needed during excursion (Necessary)

Parent/Carer: Name: _____ Phone: _____

Parent/Carer: Name: _____ Phone: _____

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 : ___ / ___ / ___

USI Number: _____

PAYMENT SLIP FOR RSA TRAINING, Total Cost \$60, Co-ordinator: Sylvia Schuback

It would be appreciated if payment was received by Tuesday 28 March 2017.

Student Name: _____

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

Credit Card Facility – MINIMUM PAYMENT \$20 (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: (8001 CAR 00) – RSA Fee Code

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