28 November 2016

Dear Parents/Guardians

2017 Minor Excursion Program and Swimming Carnival Consent – Years 8, 9 and 10

This letter outlines important information regarding the Minor Excursion Program for 2017 at MacKillop Catholic College as well as obtaining participation consent for the MacKillop Catholic College Swimming Carnival to be held in early Term 1, 2017. Please take the time to read through the information and then complete and return the attached consent form for your son/daughter.

MacKillop Catholic College’s perspective and approach to all off-campus events, camps and excursions

MacKillop Catholic College is committed to offering a wide variety of learning experiences through our Excursions and Camps Program which, at times, can include some personal challenge for our students. The well-being of all those involved in College-related activities off-campus is a major consideration in all that we do.

So far as reasonably practicable, MacKillop Catholic College (and external facilitators contracted to assist with any excursion or camp) will identify, analyse, manage and minimise risks to students and staff so that activities planned for camps and excursions can proceed, optimising learning experiences for our students whilst off-campus. A risk assessment and management plan is completed for each excursion and camp.

Thus, closer to any particular off-campus excursion or camp that your son/daughter will be participating in, the responsible MacKillop Catholic College staff member will supply sufficient information by letter/email to you such that you are fully aware of where your son/daughter will be and the activities they will be involved in. That is: no surprises to the whereabouts of your son/daughter on a given day. The only exceptions will be whole of College or whole of Year Level events and celebrations deemed to be minor excursions (such as the Mary MacKillop Feast Day Mass or the College Cross Country) which will be notified and fully detailed via the calendar on the MacKillop Catholic College website, Skoolbag and/or the College newsletter.

MacKillop Catholic College aims to get information to parents/guardians by the most effective means, so please ensure that the College Office has been provided with your current email address and remember to check your email regularly for notifications.

Parental/Guardian Consent – Minor Excursions

The Tasmanian Catholic Education Commission (TCEC) has defined a minor excursion as:

"...a single day or shorter event off school grounds that is within the geographic vicinity of the school and involving activities that carry a similar level of hazard and risk to those situations found in normal school based activities."

For example: MacKillop Catholic College religious celebrations such as the Mary MacKillop Feast Day Mass at Corpus Christi Church, Bellerive or curriculum specific activities such as the Science and Engineering Challenge at the University of Tasmania.

Whilst parents/guardians have signed permission for their son/daughter to attend minor excursions in accordance with school policy at Point 6 of the MacKillop Catholic College Student Enrolment Application Form; the TCEC recommends that this permission is refreshed annually.

Therefore, to facilitate your son/daughter’s participation in off-campus minor excursions for 2017 we ask that you sign the attached consent form and return it to the College Office as soon as practicable. Unfortunately, without your signed consent your son/daughter will not be able to participate in any minor excursion activity. Legally, we cannot accept consent by phone, SMS or email. A scanned signed attachment, however, can be accepted. This consent will cover all off-campus minor excursions offered by MacKillop Catholic College for your son/daughter in 2017.
Parental/Guardian Consent - Major Excursions (camps or higher risk activities including swimming and all Outdoor Education excursions and camps)

The TCEC definition of a “major” excursion includes:

“...all overnight excursions such as camps, any excursion or camp where swimming (or on-water activities) are involved and/or day excursions of a significant nature involving activities of a higher risk than those encountered in the school environment.”

For such excursions and camps, MacKillop Catholic College is required to seek specific permission from parents or guardians for each excursion or camp that satisfies the above definition including the whole of College Swimming Carnival. (For example: the Year 8 Camp at Fortescue Bay which includes surfing, kayaking and swimming). Thus, during the course of the academic year you may expect to receive a number of consent requests for your son/daughter to attend major excursions. Again, without your signed consent your son/daughter will not be able to participate in the major excursion. Legally, we cannot accept consent by phone, SMS or email. A scanned signed attachment, however, can be accepted.

MacKillop Catholic College Swimming Carnival – Wednesday, 8 March 2017
As the MacKillop Catholic College Swimming Carnival is held early in Term 1, 2017 the attached consent form also includes this major excursion only. The Carnival will be held at the Hobart Aquatic Centre on Wednesday, 8 March 2017 and will involve swimming races. Students will be transported to and from the venue by bus. Qualified life guards and MacKillop Catholic College staff members with Surf Bronze qualifications will be in attendance.

Parental/Guardian Consent – Interstate or Overseas

Interstate and overseas trips present an extra level of planning and risk management. Again specific signed consent will be required should your son/daughter be selected or volunteer for an interstate or overseas trip.

Sun protection

It is very easy to get burnt outdoors in Tasmania, even in cooler temperatures. Please ensure that your son/daughter is equipped to avoid sunburn. A hat, proper clothing, good, water-resistant, long-lasting sunscreen and frequent hydration is essential. Please discuss with your son/daughter the importance of frequent application of sunscreen as we do not want any cases of sunburn or sunstroke.

Medical updates

Where there is any change to your son's/daughter's health information during the year please ensure the College Office is informed as soon as possible so that the College's records can be updated. Out-of-date medical information may jeopardise the duty of care to your son/daughter.

Emergency contact details

Where there is a change in your emergency contact details during the year please ensure the College Office is informed as soon as possible. Again, out-of-date information may impact on the duty of care to your son/daughter.

Costs

Due to the change in fee structure most MacKillop Catholic College activities will not attract costs but there may be occasions that will attract additional expenses (e.g. Timor-Leste Immersion Experience). In these circumstances, details will be provided in the specific excursion, camp or trip letter/email.

Student property

All personal property belonging to students remains their responsibility for the duration of an excursion, camp or trip. MacKillop Catholic College is not responsible for loss or damage to personal property.
In order for your son/daughter to participate in the Minor Excursion Program and the MacKillop Catholic College Swimming Carnival for 2017 complete and return the attached consent form to the College Office by Friday, 9 December 2016. Without your signed consent your son/daughter will not be able to participate in any minor excursion activity or the Swimming Carnival.

Yours sincerely

[Signature]

Eamonn Pollard
Principal
MacKillop Catholic College

2017 Minor Excursions and Swimming Carnival Parent/Guardian Consent – Years 8, 9 and 10

Please return by Friday, 9 December 2016

Letter reference number: 2017 Minor Excursions and Swimming Carnival Consent - Years 8, 9 and 10

I _______________________________ (name of parent/guardian) as Parent/Guardian

of _______________________________ (name of student) _______________________________ (home room)

have read the letter (Reference number: 2017 Minor Excursions and Swimming Carnival Consent - Years 8, 9 and 10) regarding minor excursions for 2017 my son/daughter may be participating in and the MacKillop Catholic College Swimming Carnival.

1. I give permission for my son/daughter named above to attend minor excursions he/she will participate in during 2017 and/or the MacKillop Catholic College Swimming Carnival.

2. I consent to my son/daughter to travel on or in any form of public or private transport where such transport is deemed by the College to be necessary or desirable for the safe conduct of each excursion.

3. I consent to my son/daughter to participate in all activities, outings, trips and functions arranged as part of any excursion or camp. (I am aware I will receive a specific letter providing full details of each excursion my son/daughter will participate in).

4. I consent to MacKillop Catholic College, by its servants or agents:
   • to seek such medical or dental advice on behalf of my son/daughter as seen fit in the event of accident or illness, and
   • if, in the opinion of an attending medical or dental practitioner or medical officer ('health practitioner') my son/daughter requires medical or dental attention or treatment (including but not limited to the administration of anaesthetic, blood transfusion or the performance of any surgical operation), to that health practitioner giving such attention or treatment, provided that reasonable efforts are made to inform me of any serious injury or illness.

5. I certify that the consent which I have given in Paragraph 4 is valid at all times while my son/daughter is in the care of MacKillop Catholic College while attending, or participating in, any excursion.

6. I certify that I understand that the College will take reasonable care in the event of my son/daughter suffering accident or illness but that it will not be responsible for the costs of any medical or dental attention or treatment administered to my son/daughter in such event nor will it be directly responsible for any act or omission of any health practitioner attending or treating my son/daughter.

7. I understand that my son/daughter may undertake activities on an excursion that may involve risks and hazards including but not limited to slip, stumble, cuts, abrasions, insect bites, snake bites, traffic accident and drowning.

8. I agree that MacKillop Catholic College is not liable if my son's/daughter's possessions or property is damaged, lost or stolen during the duration of an excursion.

9. I have provided, at the date below, MacKillop Catholic College with both up-to-date medical and health information for my son/daughter as well as up-to-date contact details in case of an emergency.

10. I consent to receive email, SMS or Skoolbag notifications where there is a change of venue, time or date for an excursion.

11. I am aware that I retain the right to withdraw my consent for any minor excursion my son/daughter may participate in and/or the Swimming Carnival by notifying MacKillop Catholic College in writing one week prior to the excursion.

Please tick relevant boxes to give consent. If no boxes ticked, MacKillop Catholic College will assume that consent has been given for both minor excursions and the Swimming Carnival.

☐ Minor Excursions 2017
☐ Swimming Carnival 2017

Signature: _______________________________ Date: _______________________________

Preferred email address to receive excursion information: _______________________________