Dear Parents,

For safety and supervision of your children, our school has strict procedures in how we request parental permission to attend excursions (or any out of school activity) and payment procedures. If you have any questions about these procedures, please contact the office to arrange a time to discuss the matter.

- Permission notes will be printed on coloured paper to clearly identify them as a permission note that needs to be signed and returned.

- If a permission note has not been returned by the due date, a second note will be given to your child and the class teacher will remind them to bring it in.

- If a permission note has not been received by the day of the event, your child will not be permitted to attend; this is a legal requirement. I cannot allow students to leave the school grounds and/or participate in excursions/activities without the prior consent (in writing) by a parent. NO phone calls will be made to see if your child has permission to attend; signed parental permission is required by the NSW Department of Education & Communities.

- Receipts for payment are sent home on Wednesdays with the newsletter.

Permission notes without payment:

- If a permission note is received at the office without the required payment, your child will be given a note stating that a permission note was received without the payment. If you receive one of these notes, please send the required payment in to the office the following day.

- Unless you have filled in an application for alternative payment arrangements, your child will not be able to participate in the excursion/activity should no payment be received.

Request for an extension of payment:

I understand that at times it is not possible to have the money spare to pay for excursions/activities. Should you require an extension of time to make a payment you will need to:

- Ask for an application for alternative payment form from the office (this does not replace the permission note).
- Fill the form in and return it to the office with the signed permission note by the due date.

If you have applied for an extension you still need to sign the permission note. No returned permission note will mean your child is unable to participate. Please pay by the date you have stated on the application for alternative payment form. Failure to pay may mean you may not be granted an extension in the future. Phone calls asking for an extension can no longer be permitted.

I hope that you understand that I am ensuring the above guidelines are followed to ensure the safety, welfare and supervision of all students.

Bede Darcey- Principal
15.5.2013