



Manilla Central School

Postal Address: PO Box 187 MANILLA 2346

High School
Wilga Ave MANILLA 2346
Phone: 6785 1184
Fax: 6785 2138

Primary School
Court St MANILLA 2346
Phone: 6785 1599
Fax: 6785 1705



Dear Parent/Carer

Manilla Community Preschool and Manilla Long Daycare

Primary Student Representative Council students will be attending the Manilla Community Preschool from 9.15am to 11.30am on Friday, 18th August, 2023. The students will also be attending the Long Day Care from 9.15am to 10.30am on 21st August, 2023.

As role models of our school the SRC students will interact with Preschool and Long Daycare children as they participate in school readiness activities.

As students will be walking to and from these centres no permission note will be required as this is covered by the General Permission given by you at the beginning of the year.

The students will be supervised by Mrs Helen Alston.

Students will need the following items on this excursion

- sun hat and sunscreen
- snacks and drink to be brought from home for the **Manilla Community Preschool visit only.**
- full school uniform

In the event of an emergency during school hours, please contact the school on 6785 1599.

Privacy advice

The NSW Department of Education is collecting the information requested on this form. The information is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs about your child who is currently enrolled at the school and who may participate in school excursions, sporting activities or other educational or school activities conducted by or in conjunction with Manilla Central School.

The school will use this information to plan, support students, and minimise risks when conducting the school excursions or other related school activities.

Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are otherwise involved in planning or delivering the excursion, sporting or other school activity; and persons that may be called on to provide health care treatment or other assistance during or as a consequence of such excursions or activities.

Provision of this information is voluntary, however, if you do not provide all or any of the information requested, your child cannot participate in the excursion. In such circumstances, the school will make available a sound alternative educational experience.

Provision of this information will significantly assist the school in planning a safer educational activity. It will be stored securely. If you have any concerns about provision of this information, please contact the school principal to discuss further.

Please complete the attached Medical Consent Form and agree to the Code of Conduct and return to the school by Tuesday, 16th August, 2023.

You may correct any personal information provided at any time by contacting the school office on 6785 1599.

Mr Dale Scott
Assistant Principal

Mrs Helen Alston
Coordinator

Date: 10th August, 2023



Manilla Central School Medical Information Form



Excursions: Manilla Community Preschool - 18th August, 2023 and Manilla Long Daycare – 21st August, 2023

Please complete the details below and provide any relevant medical and/or dietary details in full – please add another page if more space is required. This form should be returned to the school by Tuesday, 16th August, 2023.

Student Details

Name of Student: _____
Address: _____ Suburb: _____ Postcode: _____
Age: _____ Date of Birth: ____/____/____
Medicare Number: _____ Reference: _____ Expiry: _____

Parent/Carer Contact Details

Parent/Carer Name: _____
Telephone: (Home): _____ (Work): _____ (Mobile): _____

Doctor Contact Details

Name of Doctor: _____
Address of Doctor: _____
Doctor's Phone Number: _____

Emergency Alternative Contact Details

Name of Emergency Contact 1: _____ Telephone: _____
Name of Emergency Contact 2: _____ Telephone: _____

Medical Information

List any medical conditions or illnesses (for example asthma*, diabetes, epilepsy, allergies**, anaphylaxis**) and outline the treatment for each.

* Please attach a current Asthma Action Plan for your child, if applicable

Outline any special dietary needs including possible reaction to inappropriate diet.

List any medication/s to be administered during the excursion. Include name of medication, instructions for administration, time of administration, and any possible reactions.

Name of Medication	Administration Instructions/Dosage	Times to be administered	Possible reactions

I understand that my child will receive medical treatment in the case of an emergency.

I understand that when a medical practitioner has prescribed medication (including emergency medication, for example insulin) that will need to be administered during the excursion, parents/carers are responsible for:

- bringing this need to the attention of the school
- ensuring that the information is updated if it changes
- supplying the medication and any necessary 'consumables' for example insulin syringes or EpiPens® for administration (any medication should be well within its expiry date and correctly labelled)
- collaborating with the school in working out arrangements for the supply and administration of the prescribed medication for the duration of the excursion.

Please note: for some excursions, the school may ask parents to supply the medication in a different way to what has already been agreed to by the school. For example, parents may be asked to supply an additional adrenaline autoinjector (EpiPen®).

Name of parent/carer (please print) _____

Signature of parent/carer _____ Date _____



Manilla Central School

Postal Address: PO Box 187 MANILLA 2346

High School
Wilga Ave MANILLA 2346
Phone: 6785 1184
Fax: 6785 2138

Primary School
Court St MANILLA 2346
Phone: 6785 1599
Fax: 6785 1705



Manilla Central School Code of Conduct

Representing Manilla Central School is an important responsibility and a privilege. The following Code of Conduct is designed to provide guidance relating to the behaviours expected of a representative of our school.

In representing Manilla Central School, I will:

- Participate and cooperate without argument in all activities associated with the excursion/activity.
- Do my best to be a worthy representative of Manilla Central School.
- Control behaviours such as aggression, frustration and anger at all times, no matter what the circumstances.
- Not engage in any activity that will bring discredit to myself or my school.
- Observe 'Workplace Health and Safety' Policies and Procedures.
- Respect the environments associated with the activity. Eg bus, buildings, equipment, public areas.
- Respect the rights of the general public and public spaces.
- Report promptly for all allocated times.
- Follow all instructions without an argument.
- Exhibit exemplary behaviour at all times.
- Co-operate with all staff members to ensure that ALL have a safe and enjoyable time.
- Observe social etiquette eg using terms such as 'Thank You', 'Excuse Me', 'Please' etc
- In line with the Department of Education's Mobile Phone Ban from Term 4, no mobile phones or personal devices are permitted on the excursion.
- In the event of serious misconduct, parents will be asked to collect students.
- Zero tolerance for vaping, smoking or consumption of alcohol – parents will be asked to collect students if they are found with such contraband

I understand that a violation of the Code of Conduct and any action that is detrimental to Manilla Central School will lead to the imposition of consequences that are in line with school policy.

Student's Name

Signature

Parent/Guardian Name

Signature

Date