



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

Your child has been invited to attend an excursion to **North West Regional Careers Expo** at **TRECC, Tamworth** on **Wednesday 14th May 2025**.

This excursion has been planned for **Careers**.

The excursion will cost **\$0**.

The students will depart from **MCS** at **11:10am**.

The students will return **MCS** at **3:00pm**.

Travel will be by **bus** – **please note seats are limited to 20 and students will be allocated on a “first-in” basis**.

The students will be supervised by staff member **Mrs Danielle Jones**.

Students will need the following items on this excursion:

- Full school uniform – pack a jumper
- Water bottle
- Morning tea and lunch to be brought from home

Additional Information

Students will have the opportunity to visit and speak with universities, employers, peak associations and apprenticeship and employment services.

There may be an opportunity to purchase lunch in Tamworth, so students may bring spending money.

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.

You may correct any personal information provided at any time by contacting the school office on 67851184.

Shane Kelly

Mr Shane Kelly
Principal
Date: 28/04/2025

Danielle Jones

Danielle Jones
Coordinator

Please complete the attached consent and return to **the office** by **Monday 12th May 2025**

Behaviour code for students

Information for students and parents or carers

NSW public schools are committed to providing safe, supportive, and responsive learning environments for everyone across a range of settings. We teach and model the inclusive and safe behaviours we value in our students.

In NSW public schools students are expected, to the best of their ability, to:

- show respect to other students, their teachers and school staff and community members
- follow school and class rules and follow the directions of their teachers
- strive for the highest standards in learning
- act in a courteous and respectful way that makes all members of the school community feel valued, included and supported
- resolve conflict respectfully, calmly and fairly
- meet the school's agreed uniform policy or dress code
- attend school every day (unless legally excused)
- respect all property
- be safe and not be violent or bring weapons, illegal drugs, alcohol, vapes, e-cigarettes or tobacco into our schools
- not bully, harass, intimidate, or discriminate against anyone in our schools.

Schools take action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning.

All students have a right to:

- safety at school
- access and fully participate in their learning
- be treated with respect by other students, teachers and school staff
- express their views, set goals and self-advocate.

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments and apply an appropriate action when students are not meeting these expectations. The department is responsible for the provision of a policy framework and resources such as legal issues bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context, the NSW

Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

Behaviour code for students: Student actions

Promoting the inclusion, learning, wellbeing, and safety of all students in NSW public schools is a high priority for the Department of Education.

We implement teaching and learning approaches across a range of settings to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

To meet the expectations set out above, students in NSW public schools, to the best of their ability, should adhere to the following principles.

Respect

- Treat one another with dignity.
- Communicate and behave courteously.
- Act and work cooperatively with other students, teachers, and school staff.
- Develop positive and respectful relationships.
- Value the interests, ability and culture of others.
- Respect the learning needs of other students.
- Dress appropriately by wearing the agreed school uniform or dress code.
- Take care with school property and the property of staff and other students.

Safety

- Model and follow school and class rules and expectations around behaviour and conduct.
- Negotiate and resolve conflict.
- Be aware of and take responsibility for how their behaviour and actions impact others.
- Care for self and others.
- Be safe and help others to make safe choices that do not hurt themselves or others.

Engagement

- Arrive at school and class on time.
- Be prepared for every lesson.
- Actively participate in learning.
- Aspire and strive to achieve the highest standards of learning.



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Manilla Central School Excursion Consent Form

I consent to (student name) _____ of year _____
participating in an excursion to **North West Regional Careers Expo** at **TRECC, Tamworth**
on **Wednesday 14th May 2025** from **11:10am – 3:00pm**.

Please tick

Medical Information Form (attached) is completed ☐

I consent to my child receiving medical treatment in the case of an emergency ☐

I consent to my child being transported via bus ☐

Parent/Carer full name: _____

Parent/Carer signature: _____ Date: _____



Manilla Central School
Excursion Medical Information Form
North West Regional Careers Expo
Wednesday 14th May 2025



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 with permission note.

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

** Please attach a current ASCIA Action Plan for Anaphylaxis or Allergic Reactions, 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. **PLEASE ENSURE MEDICATION IS GIVEN TO OFFICE STAFF PRIOR TO DEPARTURE.**

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®).

In the event an ambulance is required to attend to your child;

1. Do you have Ambulance cover under Private Health Insurance? YES ☐ NO ☐

Details: _____

2. Do you have a Centrelink Concession Card? YES ☐ NO ☐

Details: _____

Name of parent/carer (please print) _____

Signature of parent/carer _____ Date _____