



FAIRVIEW HEIGHTS STATE SCHOOL

"Growing Together, Learning Forever"



Primary Campus
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Principal:
Deputy Principal:
Business Services Manager:
SEP HOSE:

Julie Raitelli
Gary Pascoe
Jeanette Jurgs
Gail Holcombe

6 November 2014

Dear Year 6 & 7 Parents/Caregivers

Our Year 6 & 7 Tallebudgera Camp will be upon us in no time at all. As you are all aware the final payment is due this Friday 7 November 2014. No late payments accepted as we have students on the waiting list. **Fairview Heights SS refund policy applies.**

ATTACHED TO THIS LETTER:

Form A - the Camp Information for Parents Form. Details of 'What to take to Camp' are included.

Form B - the Camp Medical Form. Please make note of any special dietary requirements on the medical form but also talk to the child's teacher before the day of camp.

- *All medication must be given to the teacher.*
- *Please make sure that medication has a clearly named CHEMIST LABEL with administration instructions. MEDICATION MUST BE GIVEN TO THE CLASS TEACHER ON THE MORNING OF THE EXCURSION.*
- *Teachers cannot give your child any medication including Panadol unless the labelled medication is supplied by parents/caregivers and a Medical Approval Form is completed.*
- All Medical Approval Forms **MUST** be given to your teachers by **NEXT Tuesday 11 November 2014**

TRAVEL ARRANGEMENTS:

We will be meeting at 6:30am and departing the school at 7:00am sharp on Monday 1 December. Our arrival time at Fairview Heights School after camp will be 4:00pm on Friday 5 December 2014.

If you have any further enquiries please contact your child's teacher.

Regards

Year 6 & 7 Teachers



FORM A

A

CAMP INFORMATION FOR PARENTS

Please be advised that your child's application to attend Tallebudgera Beach School has been accepted. Please forward the amount of \$..... made payable to your child's school by the following date Whilst Tallebudgera Beach School Camp is a rewarding and exciting experience for students, parents/guardians may feel some apprehension. To alleviate any concerns we have prepared the following information for you.

PERSONAL BELONGINGS

Throughout the week students participate in a variety of water and land based activities. As laundry facilities are extremely limited, parents are requested to send enough clothing for the entire camp.

CLOTHING	√	FOOTWEAR	√
Must be clearly labelled with waterproof ink			
Shorts		Sandshoes (closed in)	
T-Shirts		Thongs and or Sandals	
Socks		Wet shoes for water based activities (crocs as wet shoes are unsuitable)	
Underwear + Bike Pants or Skins			
Swim wear (optional - swimming goggles)		BEDDING	√
Warm Jumper/ Jacket			
Pyjamas		2 Sheets	
Raincoat		Pillow	
Full Brim Hat		Pillowcase	
Neat casual clothes for evening activities		Blanket/Sleeping Bag	
*Due to the outdoor nature of the program, sun protection is of utmost importance. Singlets and sleeveless tops are unsuitable for camp. Tallebudgera Beach School employs the 'No Hat, No Play' policy.		*No sleeping bags without sheets	
		TOILETRIES	√
MISCELLANEOUS	√	Toothbrush/Toothpaste	
		Soap/ Shampoo/ Lip Balm	
		Brush/Comb	
		2 Towels / Washer	
Pegs (x6) and plastic bags for wet gear		Deodorant (No aerosols)	
Small back pack & coloured pencils for diary		Sunscreen (30+)	

**** PLEASE DO NOT BRING ****

Mobile Phones, Watches, Torches, Radios, I pod, Computer Games, Cutlery, Food (sweets and lollies), Money, Sports Equipment & Aerosol Sprays/ Cans

SAFETY

Education Queensland requires a risk assessment to be conducted on all curriculum areas that contain potential hazards. Within the field of Outdoor Education a number of activities (eg. Canoeing, sailing, bodyboarding, etc) are deemed as high risk.

The Beach School prides itself on its strict safety procedures in accordance with the Department's guidelines to minimise potential risks. Trained and highly qualified staff supervise all activities. Our teaching staff are required to obtain and update a wide variety of accreditation including:

*Senior First Aid Certificate *Advanced Resuscitation Certificate *Surf Life Saving Bronze Medallion
*Canoeing Instructors Certificate *Restricted Coxswains Certificate * Child Protection Training

Please refer to the Beach School website for further information based on risk minimisation-
www.thebeachschool.eq.edu.au > Residential Camp > Risk Assessment

PARENT / STUDENT CONTACT

*Our evaluation data compiled over recent years shows students overwhelmingly enjoy camp. 98% of students rate our staff as excellent or good and over 80% rate our activities excellent or good. Despite this, homesickness is a recurring issue and is generally complicated by contact with home. Promoting student independence is a major goal of our programs. **However, if necessary, parents may contact the Beach School Office between 8.30am and 4.30pm. Emergency calls after these hours will be diverted to an "on call" administration staff member. If a student needs medical assistance for any illness or injury, parents will be contacted. There will be occasions when sensitive welfare issues will occur. In all cases parents will be contacted. School staff will not administer over the counter medication, including analgesics, homoeopathic or prescribed medication unless they meet the accountability of a written request from a parent / guardian accompanied by written advice from a medical practitioner and with the medication in the original labelled container.***

Parents can be assured that minor health and welfare incidents are managed sensitively by our staff. Fax or E-mail for birthday's etc. is recommended and posted mail should arrive two days before the child's return from camp.

The school contact details are:

Address: PO Box 909 Elanora 4221 Phone - 5520 9300 Fax-5520 9325

Website:www.thebeachschool.eq.edu.au Email:info@talloec.eq.edu.au

Please write return address clearly on the back of all correspondence.

SECURITY AND NIGHT PROCEDURES

During the night a permanent staff member of Tallebudgera Beach School is present. Permanent teaching staff and our Welfare Officer patrol the grounds and check cabins until 10.30pm. The Welfare Officer then patrols the grounds and cabin areas from 10.30pm through to 7.00am. Throughout the night all cabin doors are locked only from the outside, allowing students to exit easily. The teachers / welfare officer will assist the children or manage any emergency that arises. A staff member from administration is on 24 hour call to assist with any problems. At 10.30pm teachers and the welfare officer do a head count in each cabin. During the head count we check that sleepwalkers are still asleep and we wake any potential bed wetters who are discreetly directed to the toilet to minimise any accidents or embarrassment. If your child does sleep walk or wet the bed your help in telling students to choose a bottom bunk would be appreciated.

SPECIAL ARRANGEMENTS

It is required that parents write a covering letter to the Principal of the Beach School if any additional arrangements concerning your child are deemed necessary. This would apply to travel, health, food, any custody issues, early departures, absences from camp, physical activities, swimming and any other matters. Visitor's to camp require parental permission and authorisation by student's School Principal.

FOOD AND VALUABLES

Please do not allow your children to bring any food to camp. Any food in the cabin area can attract unwanted insects and vermin, which may lead to health and hygiene problems. We strongly discourage students bringing any valuable items such as watches, jewellery or money to camp as they may be easily lost, damaged or stolen. Tallebudgera Beach School takes no responsibility for such items.

TALLEBUDGERA BEACH SCHOOL INVOICING POLICY

TBS's invoicing is based on a user pays system however catering costs are not refundable unless a medical certificate is supplied or the Beach School is contacted two weeks before camp. Subsequently all negotiations for refunds will need to take place with your child's school. Should you have any concerns or questions regarding the Beach School procedures or operations please do not hesitate to contact the camp co-ordinator at your child's school. They can contact the Beach School if necessary.

FEEDBACK

Constructive feedback is always appreciated. We would appreciate if you would take the time to complete our online evaluations after your child's camp. We trust that your child's stay shall be a memorable and enjoyable experience.

Regards, The Beach School Staff

FORM B

STUDENT MEDICAL CONSENT NOTE PLEASE COPY BACK TO BACK

SURNAME

School

Given Name Male or Female

Home Address Surname Date of Birth

Home Phone Work / Mobile Phone Post Code

Details of Medical Cover (MBF etc) Expiry Date

Pension Concession Details.....

Please fill out all Medicare info below.

1. Medicare No.

2. Number of person.

3. Medicare Exp Date

If YES is indicated below, please provide extensive information including medical details, dosage and administering times.

Diabetes	YES NO	↑ If YES, information MUST be downloaded from our website and attached to this form- www.thebeachschool.eq.edu.au	Asthma / Other Respiratory Problems	YES NO	Details-
Epilepsy	YES NO	↑	Sinus & or Hay Fever (Please circle)	YES NO	Details-
Special Learning Needs (adhd, autism, etc)	YES NO	↑	Sleep Walking	YES NO	Details-
Severe Allergy – (EpiPen)	YES NO	↑	Bed Wetting	YES NO	Details-
Physical Disabilities	YES NO	↑	Has your child had an infectious disease recently?	YES NO	Details-
Phobias	YES NO	↑	Immunised for Measles, Chicken pox etc.	YES NO	Details-
Medical Allergies Eg: penicillin, analgesics	YES NO	↑	Tetanus Booster Last Given:- Year:-	YES NO	Details-
Food Allergies (medically diagnosed eg. coeliac, dairy, etc)	YES NO	↑			
Special Dietary Requirements (Religious reasons, vegetarian, no pork, etc.)	YES NO	↑			
Heart condition / recent operation or injury	YES NO	↑			
Other Relevant Information	Details-				

The Beach School has a number of aquatic based activities, please indicate your child's swimming ability level- (please tick relevant box)

Non swimmer Weak swimmer (unable to swim 25m) Competent (can swim 25m)

In the case of a medical emergency every effort will be made to notify carers.

In the rare instance that contact cannot be made please give authorisation for Qualified Practitioners to administer:
ANAESTHETIC (Please Circle) YES NO BLOOD TRANSFUSION (Please Circle) YES NO

Medical Practice..... General Practitioner's Name Ph.....

Secondary Contact Description (ie. Aunty / Grandparent) Ph

School staff will not administer over the counter medication, including analgesics, homoeopathic or prescribed medication **unless** they meet the accountability of a written request from a parent / guardian **accompanied by written advice from a medical practitioner and with the medication in the original labelled container.**

Are there any custodial issues that the Principal and/or staff of Tallebudgera Beach School should to be made aware of? Please outline:
.....

If your child has any other additional details or conditions please outline:
.....

Education Queensland requires a risk assessment to be conducted on all curriculum areas that contain potential hazards. At the Beach School several activities (eg. Body boarding, tobogganing, etc) are deemed as high risk. To minimise these potential risks the Beach School implements strict safety procedures in accordance with the Departments safety guidelines. The Beach School prides itself on its impeccable safety record. All sessions are conducted by trained and highly qualified staff. Please refer to the Beach School website for further information -

www.thebeachschool.eq.edu.au > Surf Awareness Residential Camp > Risk Assessment

I (Name)give permission for my child to participate in adventure based activities that are considered high risk by Education Queensland and I hereby authorise the Principal, or his representatives, to obtain such medical attention as may be deemed necessary. I acknowledge that the Department of Education, Training and Employment does not have Personal Accident Insurance cover for students. I agree to pay all expenses incurred on behalf of the above student.

SIGNATURE REQUIRED (Parent / Guardian):..... Date/...../.....