



# MODEL FARMS HIGH SCHOOL

*"Achieving Personal Excellence Through Quality Teaching"*

July 27, 2017

Dear Parent/Caregiver,

The school has organised an Incursion to Australian Business Week from Monday 9th October to Friday 13th October 2017.

The school and the teachers are committed to offering a diverse range of extra curricular activities. ABW is an extra curricula activity that the school has offered for the past 5 years.

**Cost:** \$55.00  
**Departure:** 8.30am  
**Return:** 3.00pm  
**Staff Member with first aid:** Ms Dalton

**Additional Information:** Students may wear appropriate casual wear.

## Payment Options:

1. Cash/Cheque or EFTPOS (at school office between 8.00am and 2.30pm) or via phone.
2. **Parent Online Payment (POP). Must be received by 6pm, 18th September 2017. Any payment made via POP after the close-off time will be refunded.**

**Permission notes are due immediately after payment.**

- Access via Model Farms High School website (<http://www.modelfarms-h.schools.nsw.edu.au>)
- Follow the payment prompts completing all fields.
- Use the Unique Reference Code for excursion/incursions shown below for this activity to ensure your payment is applied to the correct activity. Please enter into payment description.

AUSTRALIAN BUSINESS WEEK (ABW)	Payment Description - ABW
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**The permission note and signed consent form for this activity should be returned to the Administration Office with payment.**

**The school has your child's special medical needs (emergency contact, doctor, special dietary needs including possible reaction to an inappropriate diet) on record. If there has been a change since the last excursion, please complete the details in the special needs section provided.**

Yours faithfully

M Grady  
Rel. Principal

Ms J Dalton  
Excursion Co-ordinator

**PERMISSION NOTE**  
**Australian Business Week (ABW)**  
**Monday 9th October to Friday 13th October**  
Please return to the Administration office no later than **18th September 2017**

Name of Student \_\_\_\_\_ Year \_\_\_\_\_

I do/do not consent to \_\_\_\_\_ participating in the excursion to Australian Business Week (ABW) on Monday 9th October to Friday 13th October 2017.

My son/daughter has the following special needs:

\_\_\_\_\_  
\_\_\_\_\_

I have provided the school with details of any additional medical concerns.

The following medication needs to be administered during the excursion (include times, amount, any possible reactions to medication).

Signature of Parent/Caregiver \_\_\_\_\_ Date \_\_\_\_\_

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**PAYMENT SLIP**

<b>Australian Business Week (ABW)</b> <b>Monday 9th October to Friday 13th October</b> <b>(final date for payment: 18th September 2017)</b>	<b>ABW</b> <b>\$55.00</b>
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Name of Student \_\_\_\_\_ Year \_\_\_\_\_

CASH       CHEQUE       POP       RECEIPT  
NO: \_\_\_\_\_

**IMPORTANT CHANGES TO MAKING PAYMENTS BY CREDIT CARD**

Due to the Banking Industry Compliance Policy (PCI DSS – Payment Card Industry Data Security Standards) the school is no longer able to accept credit card details written down to be processed. If you wish to pay by Card, please use our secure parent online payment option via the School Website using the “Make A Payment” button.

**Privacy Advice**

The information provided on this form by is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs of 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 Model Farms High School.

It will be used by the NSW Department of Education and Communities to assist planning, to support students, and to minimise risks when conducting school excursions, sporting or other 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 the planning or delivery of the excursion, sporting or other school activity; and persons that may be called upon to provide health care treatment or other assistance during or as a consequence of such excursions or activities.

A failure to provide the information may mean that your child can not participate in a particular excursion or school activity. 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 on 9624 3133 to discuss further.

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