



JOHN TONKIN COLLEGE
Mandurah Western Australia
EXCELLENCE • RESPECT • COMMITMENT

Date:

Dear Parent/Guardian,

The purpose of this letter is to inform you of the following excursion:

Excursion title:	
Purpose of the excursion:	
Date of the excursion:	
Excursion coordinator:	

The excursion will involve the following:

Transport details:	
Venue or location of the excursion:	
Time and venue of departure:	
Time and venue return:	
Meals:	
Cost of the excursion:	
Supervision details:	

Risk management details: In case of an emergency the excursion coordinator will contact the college administration. The college administration will then contact the relevant parties. In the event that the excursion involves students being in contact with waterways, staff with the necessary water qualifications will be attending.

To ensure your child can attend the excursion, please complete the permission slip below and the health form and return to the excursion coordinator. Verbal permission will not be permitted. If you require further information in relation to this excursion please feel free to contact ***insert details***.

Yours sincerely,

Teacher in charge
Excursion Coordinator

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I, _____, give permission for my son/daughter _____ to attend the excursion. I have completed the health form and have updated the contact details on the college system.

Parent/Guardian Signature: _____ Date: _____