EXCURSION LETTER

YEAR/CLASS/SUBJECT: Yr 11 Legal Studies and Y10 Commerce

PURPOSE OF EXCURSION: Study hierarchy of the courts and court procedures

DATES OF EXCURSION: 29th March 2013

DESTINATION: Downing Centre Court Complex

TIME OF DEPARTURE: 7.30am meet at WW Station

TIME OF RETURN: 4.00pm approx.

FROM: Woy Woy Station

TO: Woy Woy Station

TEACHER-IN-CHARGE: Mr. Nicol

SUPERVISING TEACHERS: Ms. Labberton

TRANSPORT: Train/Bus

DRESS/EQUIPMENT: School Uniform/notepad/pen/wet weather gear if applicable

FURTHER INFORMATION: See Mr. Nicol

EXCURSION RULES FOR STUDENTS N.B. (Students who do not normally keep school rules in class/at school will not be allowed to participate in this excursion):

1. Must be dressed as per instructed above.
2. Follow all teacher instructions and fully cooperate at all times.
3. Practise self-discipline and ensure that they do NOT: swear; make unnecessary noise; yell; run around in trains or buildings or other public places or do anything to upset members of the public.
4. No smoking, no alcohol, no drugs of any kind.
5. Show pride in the school by being a good model of behaviour.
6. Students are to especially follow courtroom protocols inside the complex

Mr. D Allomes
Principal

Teacher In Charge: Mr. Nicol

PERMISSION NOTE (Please detach and return to Teacher-in-Charge)

I give my son/daughter ___________________________ of Yr ______ permission to attend this excursion at ________________ on ________________ 2013 travelling by __________________

I have discussed the rules with ___________________________ and believe that s/he fully understands them and knows that they are to be followed.

S/he requires the following medication during the excursion ___________________________.

SIGNED ___________________________ (PARENT/CAREGIVER)