

EXCURSION APPROVAL PROCESS

When an excursion is organised, you will receive an email from the organising teaching advising you that details of the excursion can be viewed via the Parent Portal. The email will also advise if **ACKNOWLEDGEMENT** is required. **Not all excursions require acknowledgement.**

When you enrolled at the School, part of the Parent Agreement includes blanket permission for your student/s to attend excursions. However, occasionally excursions are held out of school hours and/or we require your student to use a different form of transport. On these occasions we require permission for your student to attend. If **ACKNOWLEDGEMENT IS REQUIRED**, this will be stated in the email from the supervising teacher. You must then acknowledge the excursion in the Parent Portal.

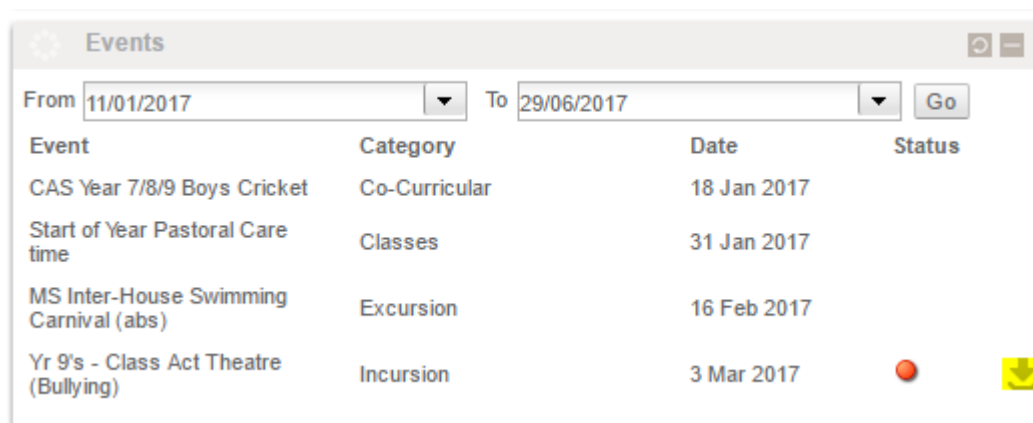
Parent Portal Acknowledgement Steps:


Please follow the steps below, remembering that you must use **Google Chrome**.

1. Login to the Parent Portal at <https://portal.pmacs.wa.edu.au/igloo/portal/>

If you experience any problems with your login, please email:
portal@pmacs.wa.edu.au

2. Navigate to the **Student Page** and go to the **Events Block**.
3. In the **Events Block**, look for the event you need to approve. You will see a **RED DOT** and an arrow. **Click the arrow** to view the excursion details. This will open the Excursion Letter in another page.



Event	Category	Date	Status
CAS Year 7/8/9 Boys Cricket	Co-Curricular	18 Jan 2017	
Start of Year Pastoral Care time	Classes	31 Jan 2017	
MS Inter-House Swimming Carnival (abs)	Excursion	16 Feb 2017	
Yr 9's - Class Act Theatre (Bullying)	Incursion	3 Mar 2017	● 

Note: Not all excursions require approval. The red dot will only turn green after you have approved an excursion that requires parent acknowledgement. The dot will stay red if you try to approve an excursion that does not require parent acknowledgement.

4. In the Excursion Letter, scroll down to **Guardian Signature** and press **CLICK TO ACKNOWLEDGE**. (Note: Emergency contact details will automatically appear.)

Secondary

Friday 03 March 2017

Incursion

Yr 9's - Class Act Theatre (Bullying)



Teachers	Mr M. Schlueter, Mr D. Osman, Miss K. Dowel, Mr P. Mazzini, Miss K. Lawrence, Mr M. Fogliani		
Description		Cost	
Phone	9304 5500	Transport	
Location		Dress Code	
Place of Departure		Items to bring	
Place of Dismissal		Notes	
Overnight Arrangements			

Acknowledgement Slip

I am aware that my child, Dale Goosen, is attending	
Yr 9's - Class Act Theatre (Bullying)	
Date: Friday, 03/03/2017	
Time: 8:10am - 10:00am	

Please ensure that your child's medical information is up-to-date and current, including any Asthma/Medication forms. If you need to make any changes, please type the following URL into your browser:

<http://www.petermoyes.wa.edu.au/medical-forms>

	Emergency Contact Details		Doctor details
Name		Doctor	
Telephone		Telephone	
Mobile		Guardian Signature	Click to acknowledge
Work			

5. After pressing the **CLICK TO ACKNOWLEDGE** button, you will see this box has changed to **APPROVED** and the current date.

	Emergency Contact Details		Doctor details
Name		Doctor	
Telephone		Telephone	
Mobile		Guardian Signature	approved: 28/02/2017
Work			