**Activity consent form – SPARQ-ed Excursion**

<Insert date>

Dear Parent/Carer

On <insert date>, we will be participating in a <insert workshop name> at SPARQ-ed as part of our <insert program>. SPARQ-ed is an educational facility operating in partnership with the Department of Education and University of Queensland. It is located within the Translational Research Institute (TRI) at Woolloongabba, Brisbane.

The aims of the activity are <insert workshop details>. Students will be working in a certified biomedical laboratory. Risk assessments have been completed and, while the risk level is <risk level>, students will complete an induction on arrival at the laboratory. They will be monitored for the appropriate use of PPE, equipment and materials. Students who fail to follow the directions of school and venue staff will be removed from the activity. SPARQ-ed teachers will lead the activities with school staff participating and monitoring students.

Activity details:

Excursion Date :< insert date>

Departure and Return Time: <insert departure and return times>

Drop off and Pick up location: <insert location>

Transport: <insert transport mode and company>

Dress code: Full school uniform. Students must wear fully enclosed shoes to participate.

Lunch arrangements: Bring own lunch and water bottle <or money to purchase from cafeteria>.

Cost: <insert cost per student> to be paid by <insert payment date>

There are two consent forms for this excursion. The slip below indicates consent for your student’s participation in the activities, and the attached page gives media consent for the University of Queensland. Complete and return to <excursion organiser’s name> by <insert date>.

Kind Regards

<Organiser’s name> <Principal’s name>

<Organiser’s position> Principal

<Insert school consent form here>