

# How to access 'Excursions Consent' via the Community Portal



**Step 1;** Click on the red tab 'Community Portal' on the St Robert's Newtown website  
<https://www.srnewtown.catholic.edu.au/>

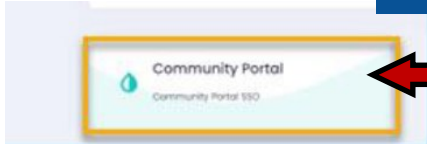
**Step 2;** Sign in to the community portal using your login details. Please click forgot password if you do not remember.

ICON ePortal  
Please login to access ICON Services

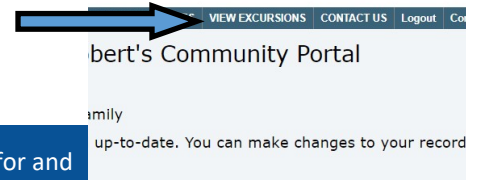
Email

Password  [Forgot Password?](#)

**Step 3;** Once on the Dashboard, click on the 'Community Portal tab'.



**Step 4;** 'Welcome to the St Robert's Community Portal'  
To view all upcoming Excursions, click the 'VIEW EXCURSIONS' tab



**Step 5;** Select which child you would like consent for and click on the 'OPEN' tab.

St Robert's Community Portal

Excursion	Date	RSVP	Consent	Payment received	
Geelong North Football Lightning Premiership	13/06/2023	12/06/2023	<input checked="" type="checkbox"/>	N/A	<a href="#">Open</a>
St Robert's Feast Day Mass	07/06/2023	05/06/2023	<input checked="" type="checkbox"/>	N/A	<a href="#">Open</a>

**Step 6;** Once you've read all excursions details, tick all consent boxes and click on the next tab.

Excursion Consent

I have read and understood all the information provided and I provide overall consent for my child to attend and participate in the activities described above. I agree that my child may return home early from the excursion in the event of serious misbehavior and any cost associated with this will be met by me.

I understand that the Teacher in Charge of the excursion may consider necessary in the event of any accident or illness, to seek professional medical or surgical assistance as recommended by a medical Practitioner in the event of any accident or illness.

I agree that all costs incurred in administration of first aid, medical or surgical treatment considered necessary and the responsibility for payment of all expenses incurred in relation to such treatment including emergency transportation required. I have checked our Ambulance cover.

**Congratulations**  
your consent form is now complete.

**\*\* IMPORTANT - Please ensure your student & family information is up to date in the portal.**

For further queries please email; [portalsupport@srnewtown.catholic.edu.au](mailto:portalsupport@srnewtown.catholic.edu.au)