



6 August 2024

Dear parents and carers,

**YEAR 6 BAND COMBINED PRACTICE – ARAWANG PRIMARY SCHOOL**

The following details relate to an educational excursion to Arawang Primary School which is being organised for students in year 6 Band.

<b>Purpose:</b>	Members of the year 6 band will be visiting Arawang Primary School to participate in a combined primary schools year 6 band practice. Parents are welcome to attend the short performance from 10:40 am to 11:15 am at Arawang Primary School.		
<b>Day/Date:</b>	Wednesday 21 August 2024		
<b>Timetable:</b>	Departing Chapman Primary School at <b>9.30 am</b> Returning to Chapman Primary School by <b>11:30 am</b>		
<b>Venue:</b>	Arawang Primary School, Nemarang Crescent, Waramanga ACT 2611		
<b>Transport:</b>	Bus		
<b>Cost:</b>	Cost for this combined band practice is incorporated in your child's annual band fee. If you have not yet made payment for the 2024 Year 6 Band, please contact the school for further information.		
<b>Permission due by</b>	<b>Wednesday 14 August 2024</b>		
<b>Group size</b>	20	<b>Ratio:</b>	1:20
<b>Teacher in charge:</b>	Dan Gatwood		
<b>Accompanying Staff</b>	Dan Gatwood		
<b>Meals</b>	Students will take recess to Arawang Primary School		
<b>What to bring</b>	Recess and water bottle, instruments, music and a sunsmart hat.		
<b>What to wear</b>	Students must wear full school uniform		
<b>Excursion Risk Assessment:</b> Available from the front office			
<b>Emergency Contact for this excursion:</b> Chapman Primary School 02 6142 2400			
<b>Contingency:</b>	Should this excursion not proceed on the date/s listed above, it will be postponed until a later date.		
<b>Behavioural Expectations:</b>	Students are expected to demonstrate Chapman FRIENDS values and the PBL expectations of being safe, responsible and respectful.		

*Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities. Parents should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, wilful, or disobedient behaviour.*

For your child to attend, please return the attached permission for to your child's teacher by **Wednesday 14 August 2024**.

Yours faithfully

**James M. Barnett**  
Principal



**YEAR 6 BAND COMBINED PRACTICE**

**This signed consent form should be returned to your child’s classroom teacher no later than Wednesday 14 August 2024.**

I give permission for my child \_\_\_\_\_ in class \_\_\_\_\_ to attend the year 6 band combined practice at Arawang Primary School on Wednesday 21 August 2024 travelling by bus.

I understand that payment for bus transport for this combined band practice is calculated into the annual cost for Year 6 Band membership. I have made this payment for 2024.

*I agree to my child participating in the activities associated with this excursion mentioned previously. I have discussed with my child the need for expected behaviour on this excursion. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child attending this excursion. I agree that my child will be under the authority of the school for the duration of the excursion and that the school is authorised to return my child to school or home at my expense if the school considers that circumstances warrant such action. I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency.*

I have previously completed and returned the ACT Education Medical Information Consent Form for the current school year. *The Medical Information and consent form only needs to be completed once per calendar year prior to the first excursion unless there are changes to the details on this form.*

Are there any changes to the medical information previously provided for this school year?

No  Yes  *If yes, an updated [Medical Information and Consent Form](#) is required to be completed (available through the front office).*

Will your child require medication to be administered during the excursion? Yes  No

▪ **If yes**, is this medication and accompanying plans held at the school? Yes  No

***Student medications held at the school will be transported to this excursion.***

▪ **If No**, a [Medication Authorisation and Administration Record](#) must be completed and presented to the school front office prior to the departure date for this excursion. *Please contact the school front office on 6142 2400 for further information*

Is there any additional information you need to provide to support your child’s participation in this excursion?

Yes  No  (If yes, please provide these details below.)

Please provide the following information:

Medicare No:		Private Health Fund:		Membership No:	
Ambulance fund: Parents are responsible for ambulance costs outside the ACT					

**Name of Parent/Carer (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (EDU) This information is necessary for us to manage student participation in excursions and support the welfare and safety of your child. If you do not consent to supply us with this information your child will be unable to participate in the excursion. Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose. Normally we only share information with school staff and, where necessary, parents or volunteers assisting with the excursion to appropriately and effectively manage the excursion. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate’s website ([www.det.act.gov.au](http://www.det.act.gov.au)) on the About Us page.