



31 May 2024

Dear parents and carers,

**KINDERGARTEN BIRRIGAI EXCURSION – PASSPORT TO NATURE ADVENTURES**

The following details relate to an educational excursion to Birrigai Outdoor School which is being organised for students in kindergarten.

<b>Purpose:</b>	To connect kindergarten curriculum learning, linking HASS with Indigenous perspectives, and the upcoming Bushkids Program, kindergarten students will visit Birrigai Outdoor School to participate in their 'Passport to Nature Adventures' program.  'Passport to Nature Adventures' is an early childhood program aiming to connect students with nature through fun activities and unstructured play. Birrigai Outdoor School provide opportunities for children to build self-esteem and social skills through hands-on learning in a bush environment. Activities include bush cooking, nature art, building bush shelters, nature scavenger hunts, walks, creek play and aboriginal plant use. Students are empowered to manage their own risk in physical activities.
<b>Day/Date:</b>	Thursday 4 July 2024
<b>Timetable:</b>	<b>Departing</b> Chapman Primary School at 9.15 am <b>Returning</b> to Chapman Primary School by 2.40 pm
<b>Venue:</b>	Birrigai Outdoor School, 164 Tidbinbilla Road, Tharwa
<b>Transport:</b>	Bus
<b>Cost:</b>	<b>\$20.00</b>
<b>Permission due by</b>	<b>Thursday 13 June 2024</b> <i>This date is to meet the numbers and dietary requirements of Birrigai Outdoor School.</i>

*The school has made every effort to keep cost for this excursion to a minimal level. If necessary, parents or students can confidentially discuss support to meet the cost of the excursion with the Principal. Please contact the front office if you would like to speak with the Principal.*

<b>Group size</b>	71	<b>Ratio:</b>	1:10
<b>Teacher in charge:</b>	Libby Emerson		
<b>Accompanying Staff</b>	Belinda Bacon, Libby Emerson, Tanya Duggan, Alicia Norris, Charlotte Miller, Jamila Emerson and Toby Rogers.		
<b>What to bring and Lunch and recess arrangements</b>	<ul style="list-style-type: none"> <li>✓ Lunch and snacks and water bottle.</li> <li>✓ Sunsmart hat. <i>While June and July are hat free due to low UV levels in Canberra, the day will be largely conducted outdoors therefore a Sunsmart Hat is advised.</i></li> <li>✓ Jumper and or warm weather proof jacket.</li> <li>✓ A complete change of clothing – remember socks and shoes if possible.</li> </ul> <p>All items will be transported to Birrigai in your child's school bag. To ensure schoolbags are easily carried by children please avoid packing additional items which are not required for this excursion.</p> <p>Please remember to <b>clearly label</b> all items with your child's name.</p>		

<b>Birrigai Biscuit and fruit</b>	<p>Students will be provided with a Birrigai Biscuit and fruit. The ingredients for the biscuit are:</p> <ul style="list-style-type: none"> <li>• Rolled Oats, self-raising Flour, sugar, golden syrup, coconut, margarine (dairy free), soy.</li> </ul> <p>Please complete the attached Birrigai <b>Allergen and Food Restrictions</b> form if your child has an <b>allergy or food restriction to any of the Birrigai Biscuits ingredients or citrus.</b></p>
<b>What to wear</b>	<p>Full school uniform, and enclosed shoes. – School shoes or runners (waterproof if possible) are best for this excursion. NO Gumboots.</p> <p>The weather will be cooler when we attend this excursion however children will be active and may become warm at times during the day. We suggest your child is dressed in layered clothing that can be quickly removed and put on again as the day demands. A warm jumper or jacket is advisable. Please ensure ALL clothing is clearly labelled with your child's full name.</p>
<b>Excursion Risk Assessment:</b> Available to view at 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 dates listed above, it will be rescheduled where possible or cancelled and a full refund will be offered.
<b>Behavioural Expectations:</b>	Students are expected to demonstrate Chapman FRIENDS values and the PBL expectations of being safe, responsible and respectful.

*Staff members 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 members have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, willful, or disobedient behaviour.*

For your child to attend this excursion, please return the following to your child's classroom teacher no later than Thursday 13 June 2024:

- The attached Chapman Primary School permission and payment form with payment,
- The attached ACT Education Medical Information and Consent form,  
*This form must be completed annually usually to coincide with the first year-level excursion. If you have already completed this form for 2024 and there are no changes to the information, please indicate this on the permission form.*
- And if necessary, the Birrigai Allergen and Food Restrictions Form.

Yours faithfully

James M. Barnett  
Principal

**Chapman Primary School Excursion Permission Form**

**KINDERGARTEN BIRRIGAI OUTDOOR SCHOOL EXCURSION – “PASSPORT TO NATURE ADVENTURES”**

**This signed consent form, payment, medical and Birrigai Allergen and Food Restrictions form must be returned to your child’s classroom teacher by Thursday 13 June 2024**

I give permission for my child \_\_\_\_\_ in class \_\_\_\_\_ to attend the Kindergarten excursion to Birrigai Outdoor School, ‘Passport to Nature Adventures’ program Thursday 4 July 2024 travelling by bus.

*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 completed and returned the ACT Education Medical Information Consent Form with this permission. *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 during the year.*

I have previously completed this form for 2024 and there are no changes to information previously provided.

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

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

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

▪ **If No**, please complete a [Medication Authorisation and Administration Record](#) and present this along with medication 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.*

Does your child have an allergy or food restriction to citrus or any of the Birrigai Biscuits ingredients?  
Yes  The completed Birrigai **Allergen and Food Restrictions** form is returned with this permission.  
No

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					

**Payment Code: KBIRRIGAI**

**Excursion Payment Details**

Quickweb payment of **\$20.00** made on (date) \_\_\_\_\_ receipt number \_\_\_\_\_  
<https://www.chapmanps.act.edu.au/payment>

*Please ensure that this permission form is returned to your child’s teacher*

Enclosed is cash to the value of **\$20.00** to cover the cost of the excursion.

**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 manage the excursion appropriately and effectively. 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.