



30 July 2024

Dear parents and carers,

MINISTERS CONGRESS 2024 STUDENT VOICE WORKING GROUP ACT MEETING

The following details relate to the 2024 Minister's Student Congress which is being organised for selected students in years 2-6.

Purpose:

The ACT Minister's Student Congress (Congress) is an opportunity for ACT public school students from years 2-12 to come together to discuss issues which matter to them and affect their education.

This event is planned by the Student Voice Working Group, who will be leading the event on the day with support from Education Directorate staff. The four topics to be discussed at Congress this year will be:

- Artificial Intelligence in schools;
- mental health;
- strengthening school, community, and extra-curricular connections; and
- individualised student-centered learning.

The purpose of this day will be to provide student voice on two of the four Congress topics. The student voice gathered through Congress on these topics will be shared with the Education Directorate and with the ACT Minister for Education and Youth Affairs to inform planning and decision making.

Day/Date:	Friday 23 August 2024											
Venue:	Headley Bear Centre for Teaching and Learning (HBCTL), 51 Fremantle Drive, Stirling											
Timetable:	9:00 am to 2:30 pm - Arrivals from 8:40 am											
Transport:	Private transport: Parents are responsible for the delivery and collection of their child at HBCTL. Please meet Ms de Ligt outside the building entrance at 8:45 am.											
Cost:	NIL											
Permission due by	Please hand to Jodi de Ligt by Wednesday 7 August 2024 Please note due to student the events registration requirements, students who do return their permission form by this date will not be able to attend the event.											
Group size	12	Ratio:	1:12									
Teacher in charge:	Jodi de Ligt											
Duty of care	Supervision of attending students will be shared with staff from Arawang and Duffy Primary School during the day as outlined below: <table style="margin-left: 40px; border: none;"> <tr> <td>Jodi de Ligt</td> <td>Chapman Primary School</td> <td>8:30-10:30 am</td> </tr> <tr> <td>Sarah Moore</td> <td>Duffy Primary School</td> <td>10:30 am-12:30 pm</td> </tr> <tr> <td>Craig Midgelow</td> <td>Arawang Primary School</td> <td>12:30-2:30 pm</td> </tr> </table> For emergency contact during the day please contact Chapman Primary School on 6142 2400.			Jodi de Ligt	Chapman Primary School	8:30-10:30 am	Sarah Moore	Duffy Primary School	10:30 am-12:30 pm	Craig Midgelow	Arawang Primary School	12:30-2:30 pm
Jodi de Ligt	Chapman Primary School	8:30-10:30 am										
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Craig Midgelow	Arawang Primary School	12:30-2:30 pm										
Student Contact and Medical information sharing	Due to the above shared supervision arrangements, student's emergency contact and medical information will be shared with the listed staff in case of an emergency.											
Medical requirements	If your child has medical requirements or medication held at school, please speak with Jodi de Ligt to discuss your preferred management plan for this event.											

Meals	Lunch and morning tea will be provided at this event. If your child has any special dietary requirements or food allergies/restrictions, please complete the Dietary Requirements portion of the attached permission form.
What to bring	Water bottle
What to wear	Full school uniform
Media Permission	ACT Government may use, store, and publish, student images, photographs and/or videos in publication materials (including written, electronic, multimedia) for distribution, in print, on ACT Government websites, and/or social media channels. Please complete the Confirmation of Media Permission portion of the attached permission form.
Excursion Risk Assessment: Available to view at the front office	
Emergency Contact for this excursion: Chapman Primary School 02 6142 2400	
Contingency:	Should this excursion not proceed on the dates listed above, it will be rescheduled where possible or cancelled.
Behavioural Expectations:	Students are expected to demonstrate Chapman FRIENDS values and the PBL expectations of being safe, responsible and respectful.

Please see the attachment for further information about this event.

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, please return the attached permission form to Jodi de Ligt or the front office staff no later than Wednesday 7 August 2024.

Yours faithfully

James M. Barnett
Principal

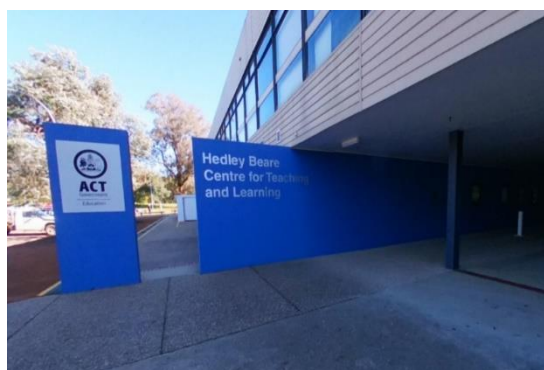
Information about Minister’s Student Congress and HBCTL

Getting to the Hedley Beare Centre for Teaching and Learning (HBCTL)

HBCTL is located at 51 Fremantle Dr, Stirling 2611. The main entrance is on the left side of the building, next to the blue wall (see photo).

For those travelling by public transport, bus number 63 runs between Woden Bus Interchange and Coleman Court Interchange and stops outside the building (Fremantle Drive opposite Bunbury St).

For those travelling by car, there is extensive free parking available at HBCTL and the overflow parking (located on the oval) will also be open on the day.



Arrival Meeting Point

Students are to arrive at the front entrance of HBCTL (see photo). There will staff at the front entrance to greet students as they arrive from 8:40am.

COVID-19 Safety

If a student will not be able to attend the event due to COVID-19 or other illness, please contact the school to let them know.

What to bring

All materials will be provided. Please do not bring Chromebooks or laptops. Students may wish to bring personal items (e.g. hat, water bottle). As security of valuables cannot be guaranteed, students are encouraged to leave valuables at home. The Mobile Phone policy applies to this event.

Morning tea and lunch will be provided.

Agenda for Minister’s Student Congress

Please note this agenda may be subject to change.

8:40am – 9:00am	Student arrivals and registration
9:00am – 9:15am	Student registrations continued and students seated
9:15am – 10:00am	Event open, housekeeping, Minister Berry welcome
10:00am – 11:00am	Session one
11:00am – 11:20am	Morning tea
11:20am – 12:30pm	Session two
12:30pm – 1:15pm	Lunch
1:15pm – 2:15pm	Session three
2:15pm – 2:30pm	Event close

Chapman Primary School Excursion Permission Form

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For your child to attend this event, this signed consent form must be returned to Jodi de Ligt or the front office staff no later than Wednesday 7 August 2024.

I give permission for my child _____ in class _____ to attend the Minister’s Congress 2024 Student Voice Working Group on Friday 23 August 2024.

- I understand it is my responsibility to transport my child to and from this event as the school will not be arranging collective transport.
- I understand that my child’s emergency contact and medical information will be shared with will be shared with the listed supervising staff from other local primary schools in case of an emergency.

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.

Medical Information

- 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**, please speak with Jodi de Ligt to discuss your preferred management plan for this event.

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					

Dietary Requirements

Does your child have any dietary requirements? No Yes Please list below:

Please continue over page:

Confirmation of Media Permission

I consent to the ACT Government using, storing, and publishing, my child/children's images, photographs and/or videos in publication materials (including written, electronic, multimedia) for distribution, in print, on ACT Government websites, and/or social media channels.

Yes, I consent.

No, I do not consent.

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) on the About Us page.