



8 August 2023

Dear parents and carers,

### STEP INTO THE LIMELIGHT 2024 GALA SHOWCASE

The following details relate to the *Step into the Limelight 2024* Gala Showcase which your child has committed to participate in.

**Purpose:**

*Step into the Limelight* is the major annual arts showcase event for ACT public schools with over 1300 student performers from across ACT public schools. Chapman Primary School students will be joining other Southside primary schools to form the Southside Massed Primary Choir and the Massed Primary Dance items.

The program will involve school-based rehearsals, a combined Southside schools' rehearsal at Chapman Primary School and participation in production week rehearsals culminating with an evening performance in front of an audience of up to 1400 people at Llewellyn Hall, ANU School of Music. Details for this event are as follows.

**Days/Dates:**

Date	Event	Location	Time
Wednesday 14 August	Combined Schools Practice	Chapman Primary	9:00 am-1:30 pm
Tuesday 3 September	Technical Rehearsal	Llewellyn Hall	11:20 am-3:00 pm
Wednesday 4 September	Dress Rehearsal	Llewellyn Hall	9:15 am-2:45 pm
Wednesday 4 September	Evening Performance	Llewellyn Hall	6:15 pm for 7:00

**Venue:**

Llewellyn Hall, ANU School of Music, Building # 100  
William Herbert Place, Australian National University, Acton *See attached map*

**Timetable:**

Please see attached event schedule.

**Cost:**

\$20.00 - Bus transport to daytime Technical and Dress Rehearsals.

**Permission due by**

**Tuesday 27 August 2024**

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

<b>Group Size</b>	83	Ratio	1:28
<b>Teacher in Charge</b>	Nicky Dears <a href="mailto:Nicola.Wright@ed.act.edu.au">Nicola.Wright@ed.act.edu.au</a>		
<b>Accompanying staff</b>	Nicky Dears, additional staff to be advised based on school staffing availability.		
<b>What to wear</b>	Students must wear black pants and black or dark coloured shoes and their Royal Blue <i>Step into the Limelight</i> T-Shirt which is the choir uniform. Students may wear shirts purchased in recent years as long as they are not too faded. Please check with Mrs Dears for suitability.		
<b>What to bring</b>	<p><b>Wednesday 14 August - Combined Practice at Chapman Primary School</b> - Lunch, recess and fruit or snacks as usual.</p> <p><b>Tuesday 3 and Wednesday 4 September Day time Rehearsals at Llewellyn Hall</b> As students will be out of the school for most of the school day, please ensure your child has adequate food, lunch and snacks, plus a water bottle to sustain them through the day. It is also recommended that students bring a book or similar quiet</p>		

	<p>activity to occupy them while not rehearsing. We recommend students <b>not</b> bring any bulky, valuable or expensive items. Students will be taking their school bags with them to the daytime rehearsals.</p> <p><b>Evening Performance:</b> Please ensure your child has a small snack and water bottle with them for the evening performance. Although there is a café at the venue, students who are performing as part of the massed choir WILL NOT be able to access this area to purchase food or drinks.</p>
<b>DO NOT bring</b>	Students should not bring money or any other valuable items with them to either the daytime rehearsals or evening performance as these may be lost or misplaced.
<b>Individual student Medical requirements and medications</b>	<p>If your child has any specific medical requirements or will need medication available to them such as for the management of anaphylaxis, asthma or another medical condition please note:</p> <p><b>Day time Rehearsals:</b> Medical plans and medication held at the school on a regular basis will be transported to the theatre for the daytime dress rehearsals.</p> <p><b>Evening Performance:</b> School plans and medications will not be taken to the evening performance, please ensure your child has the necessary requirements with them.</p>
<b>Contact with your child during the show</b>	<p>Although your child will be visible within the venue they will be contributing vocally during the show as a member of the Massed Primary Choir, therefore it will not be possible for parents, carers or friends to make any direct contact with their child. Our accompanying staff will care for your child during the show.</p> <p>Family, friends or audience members are not able to access the backstage areas or performance spaces and will not be able to request that your child leave during the performance. Students are required to remain with our accompanying staff at all times.</p>
<b>Photography</b>	Performances will be photographed and filmed (including video).
<b>Behavioural Expectations</b>	Students must remain with supervising teachers at all times. Students are expected to demonstrate Chapman FRIENDS values and the PBL expectations of being safe, responsible and respectful at both the daytime rehearsals and evening performance.
<b>Audience Tickets for the performance</b>	<p>If you would like to be a member of the audience, order tickets for <b>Step into the Limelight Gala Showcase 2024</b> via this <a href="#">LINK</a></p> <p>Make sure you purchase tickets for the <b>WEDNESDAY night performance on 4 September at 7.00 pm</b>. Student performers will not need a ticket.</p>

*Staff supervising students at this event 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, loss or damage to property which may occur during this activity 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 the Step into the Limelight Gala Showcase, please complete and return the permission form and payment to your child's classroom teacher **by Tuesday 27 August 2024**.

Yours faithfully

James M. Barnett  
Principal

## Step into the Limelight 2023 Full Event Schedule

### Massed Southside Schools Choir combined practice - Wednesday 16 August – nil transport.

Time	Action	Transport
10.00 am	Start time – practice venue Chapman Primary School	Nil transport
1.00 pm	Finish time	
As this combined practice will be held at our school, students should arrive at and leave school as per our usual school timetable and attend class outside practice times.		

### Combined Dance Rehearsal with Monash Primary School Dancers – Monday 19 August – nil transport

Time	Action	Transport
9.30 am	Start time – practice venue Chapman Primary School	Nil transport
11.30 am	Finish time	
As this combined practice will be held at our school, students should arrive at and leave school as per our usual school timetable and attend class outside practice times.		

### Daytime Technical Rehearsal – Tuesday 3 September – transport arranged by the school.



Time	Action	Transport
11:15 am	Departure from Chapman Primary School	Bus
11.50 am	Arrive at Llewellyn Hall, ANU School of Music, Acton	
2.15 pm	Depart Llewellyn Hall, ANU School of Music, Acton	
2:55 pm	Return to Chapman Primary School	Bus

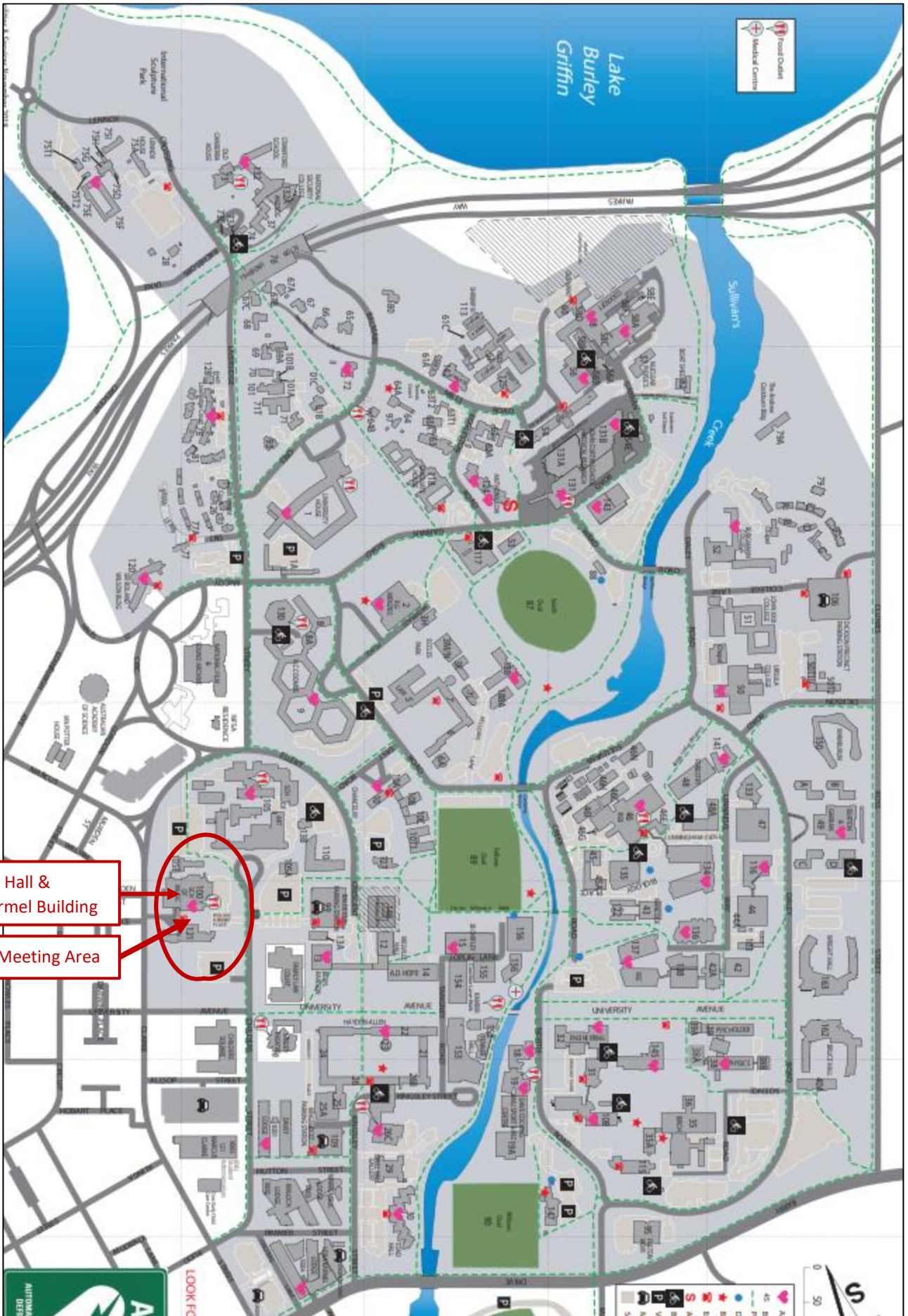
### Daytime Dress Rehearsal – Wednesday 4 September – transport arranged by the school.

Time	Action	Transport
9.15 am	Departure from Chapman Primary School	Bus
9.45 am	Arrive at Llewellyn Hall, ANU School of Music, Acton	
2.15 pm	Depart Llewellyn Hall, ANU School of Music, Acton	
2.45 pm	Return to Chapman Primary School	Bus

### Evening Performance – Wednesday 4 September - Delivery and collection of students

*It is the responsibility of parents or carers to ensure children are delivered to and collected from Nicky Dears at the meeting area for the evening performance – see below.*

Time	Action	Transport
6.15 pm arrival time	Parents must drop off their children to Mrs Dears in the courtyard between ANU Llewellyn Hall and the Peter Karmel Building. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Image 1: Peter Karmel Building</p>  </div> <div style="text-align: center;"> <p>Image 2: Llewellyn Hall</p>  </div> </div> <p style="text-align: center;">Please see attached Map</p>	Parental or carer responsibility
7.00 pm	Performance to commence	
9.30 pm	Approximate time for evening show will finish	
By 9.45 pm	Collection by parent or carer from the meeting area outside the Peter Karmel Building. All students must be collected by 9.45 pm.	Parental or carer responsibility



Lewellyn Hall & Peter Karmel Building

Meeting Area

**Chapman Primary School Excursion Permission Form**  
**STEP INTO THE LIMELIGHT 2024 GALA SHOWCASE**

**This signed permission form and payment should be returned to your child's classroom teacher by Tuesday 27 August 2024.**

Students name: \_\_\_\_\_ Class \_\_\_\_\_

**Event and Transport**

I agree to my child participating in the activities associated with this excursion mentioned previously and listed below.

- I understand this event includes the following events and travel arrangements:
- A Southside Schools Massed Choir Practice on Wednesday 14 August at Chapman Primary School.
  - A combined dance rehearsal with Monash Primary School on Monday 19 August at Chapman Primary School.
  - A daytime technical rehearsal on Tuesday 3 September at Llewellyn Hall, ANU School of Music travelling by bus.
  - A day time dress rehearsal on Wednesday 4 September at Llewellyn Hall, ANU School of Music travelling by bus.
  - An evening performance on Wednesday 4 September.
- I understand that transport to and from Llewellyn Hall, ANU School of Music for the evening performance on Wednesday 4 September will be the responsibility of parents or carers.
- I understand I must deliver my child to the teacher in charge at the designated meeting area at 6.15 pm for the evening performance.
- I understand I must collect my child from the teacher in charge at the designated meeting area by 9.45 pm (or no less than 15 minutes after the conclusion of the performance).
- I understand that I will not be able to have direct contact with my child during this performance for any reason including requesting they leave the group prior to the conclusion of the performance.

**Medical**

- I have previously completed and returned the ACT Education Medical Information Consent Form for the 2024 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](#) must be completed.*

Will your child require medication to be available to them for daytime rehearsals for this event? No  Yes

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

*Medication held at the school will be transported to both daytime rehearsals.*

**If No**, a [Medication Authorisation and Administration Record](#) must be completed and handed to the school front office together with medication at least 1 school day prior to the first scheduled rehearsal date. *Please contact the school front office on 6142 2400 to put these arrangements in place.*

- I understand medication held at the school cannot be transported to the evening performance and will plan for my child to manage their own needs.

### Photography and Filming,

I understand this performance will be photographed and or filmed for the promotion of public education.

### Behaviour

I have discussed with my child the need for expected behaviour on 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 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 give permission for my child to travel by private car, driven by a staff member, in an emergency.

I have discussed behavioural expectations with my child who understands the behavioural expectation at this event.

Is there any additional information you need to provide to support your child's participation in this event?  
(If yes, please provide these details below.)

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### Payment

Code: Llight24

- 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) (Chapman Primary School). This information is necessary for us to manage student participation in this event 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 event. 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, in the case of an emergency. 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 on the About Us page ([https://www.education.act.gov.au/publications\\_and\\_policies/policies](https://www.education.act.gov.au/publications_and_policies/policies)).*