



18 March 2024

Dear parents and carers,

LHQ PARLIAMENT HOUSE AND BOUNDLESS PLAYGROUND EXCURSION

The following details relate to an educational excursion to Parliament House which is being organised for students in LHQ.

Purpose:	To complement our HASS unit of Inquiry on "Civics & Citizenship" investigating rules, laws and decision making, LHQ Students will be visiting new Parliament House.
Day/Date:	Wednesday 10 April 2024
Timetable:	Departing Chapman Primary School at 10:00 am Arriving at Boundless Playground at approximately 10:30 am Picnic recess and playtime. Departing Boundless Playground at approximately 11:45 am. Arriving at Parliament House at approximately 12:00 pm. Picnic lunch on the grounds in front of Parliament House before joining an afternoon tour of Parliament House at 1:00 pm. Departing Parliament House at approximately 2:15 pm. Returning to Chapman Primary School by 3:00 pm
Venue:	Venue 1: Boundless Playground, Kings Park, Wendouree Dr, Parkes Venue 2: Parliament House, Parliament Drive, Canberra
Transport:	Private Transport Children will be driven to and from Boundless Playground and Parliament House by Learning HQ teaching staff, Hannah Vella or Melissa Whitehouse accompanied by Leonie Jenvey. If your child has specific car safety restraint requirements, please check in with Hannah or Melissa to discuss this, or if you prefer to drive your own child to and from the venue, you are welcome to do so and join us for the excursion. Parents and carers joining the excursion will be required to comply with Volunteers and Visitors in Schools policy and procedure. Please speak with Hannah or Melissa who will guide you through this process.
Cost:	Nil
Permission and payment due by	Wednesday 3 April 2024

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.

Group size	5	Ratio:	1:2
Teacher in charge:	Melissa Whitehouse		
Accompanying Staff	Melissa Whitehouse, Hannah Vella and Leonie Jenvey		

Meals	We will be having a picnic recess and lunch at both destinations. Please pack food for your child on this day which is suitable to eat in this fashion, such as sandwiches, fruit, or finger food. We will be transporting foods collectively in cars and refrigeration will not be available. Food such as yoghurts or prepared in thermos containers are not suitable for this excursion.
What to bring	Sunsmart hat, jumper, water bottle, recess, snacks and lunch. Please ensure all items are clearly labelled with your child's name as school bags will be left at school.
What to wear	Full school uniform, and enclosed shoes (usual school shoes are ideal). Please ensure ALL clothing is clearly labelled with your child's full name.
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 and a full refund will be offered.
Behavioural Expectations:	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, please return the attached permission form, and to your child's classroom teacher, no later than **Wednesday 3 April 2024**.

Yours faithfully

James M. Barnett
Principal



This signed consent form and medical form must be returned to your child's classroom teacher by Wednesday 3 April 2024.

I give permission for my child _____ in class LHQ to attend the Parliament House excursion on Wednesday 3 April 2024.

Travel Options:

Private Transport - Parents

- ☐ I will drive my child to and from Parliament House in my own car.
- ☐ I understand I am required to comply with ACT Education Volunteers and Visitors in Schools requirements.

Transport with school Staff

- ☐ I give permission for my child to travel to and from Boundless Playground and Parliament House in the private vehicle of staff members, Hannah Vella or Melissa Whitehouse accompanied by Leonie Jenvey.
- ☐ I understand all requirements have been met for the use of staff vehicles to transport students in accordance with ACT Education Excursion Policy, Travel arrangements.
- ☐ I will discuss the appropriate vehicle safety restraint requirements specific to my child with LHQ teachers, Hannah Vella or Melissa Whitehouse and where appropriate, will provide personalised vehicle safety restraint or further advice in writing.

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 the Medical Information and 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 during the year.*

Are there any changes to the information provided on the Medical Information and Consent form already completed in 2024.

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

- **If yes**, is this medication and the accompanying plans 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.*

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 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.