



Chapman Primary School



Perry Drive Chapman ACT 2611
chapmanps.info@ed.act.edu.au
(02) 6142 2400
ABN: 48 529 566 431

"Achieving Excellence Together"

7 November 2022

Dear Parents/Carers,



The following details relate to the Year 6 Graduation Celebrations which are being organised to commemorate the end of our year 6 cohorts primary school journey. Celebrations are two parts, a Graduation Ceremony for students and families and a dinner and disco for students.

Graduation Ceremony	
Day/Date:	Monday 12 December 2022
Venue:	Chapman Primary School Hall
Timetable:	5.00 pm to 6.15 pm Students are to report to year 6 classrooms by 4.45 pm Families should make their way directly to the hall to be seated for a prompt 5.00 pm start to proceedings. We ask that family members do not come into the classrooms.
Cost:	\$Nil

Year 6 Student Graduation Dinner & Disco	
Day/Date:	Monday 12 December 2022
Venue:	Irish Club, 6 Parkinson St, Weston
Timetable:	6.30 pm to 9.00 pm Parents are asked to drop their children off at the Irish Club after the graduation ceremony and collect them again at the end of the night. Chapman Primary staff will be at the club to meet students and will be in attendance throughout the evening. Parents are welcome to return to enjoy the final song of the night and dance with their child.
Transport	It is the responsibility of the parent to transport children to and from the school and Irish club.
Cost:	\$40.00 Cost includes Room hire, dinner, drinks, and DJ.
Payment Due:	By 10.00 am on Monday 5 December 2022

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	78	Ratio: 1:20
Teacher in charge:	Dean Howell	
Accompanying Staff	Dean Howell, Mark Edmunds, Rheannon Gibbs and Nicki Johannes along with members of our school executive team.	
Meals	Students will have a meal and drinks provided at the Irish club.	
What to wear	Please wear smart casual clothing.	
Excursion Risk Assessment: Available from the front office		
Emergency Contact for this excursion: Chapman Primary School 02 6142 2400		
Contingency:	Every attempt will be made to reschedule the event. In this instance where this is not possible a full refund will be offered to families.	
Behavioural Expectations:	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.

If you are happy for your child to attend, please return:

- Completed RSVP and payment should be returned to your child's classroom teacher no later than 10.00 am on Monday 5 December 2022.

Kind regards

Year 6 Teaching Team



Chapman Primary School Excursion Permission Form YEAR 6 GRADUATION CELEBRATIONS

This signed consent form and payment should be returned to your child's classroom teacher no later than 10:00am on Monday 5 December 2022.

Child's name _____ class _____

Graduation Ceremony

- Yes, my child will be attending the Graduation Ceremony on Monday 12 December.
- Yes, our family will be attending the Graduation Ceremony – Number of family members _____
- I understand that it is my responsibility to transport my child to and from this venue.
- No, my child and family will not be attending the Year 6 Graduation Ceremony

Year 6 Student Graduation Dinner and Disco

- Yes, my child will be attending the Dinner and Disco at the Irish Club, Weston on Monday 12 December.
- I understand that it is my responsibility to transport my child to and from the venue.

Contact information

Please provide your preferred contact details for the duration of the Year 6 Graduation Celebrations.

Contact 1: Name _____ Phone Number: _____

Contact 2: Name _____ Phone Number: _____

I agree to my child participating in the activities associated with this event mentioned previously. I have discussed with my child the need for expected behaviour at this event. 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 event. I agree that my child will be under the authority of the school for the duration of the event and that the school is authorised to request my child be collected 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.

Payment Code: Yr6Grad

Excursion Payment Details

- Enclosed is cash to the value of **\$40.00** to cover the cost of the excursion.
- Quickweb payment of **\$40.00** 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
- Payment by Credit Card as per details on the attached slip.

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 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, parents or volunteers assisting with the event to appropriately and effectively manage the event. 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.



Credit Card Payment Slip

Year 6 Graduation Dinner and Disco

Amount: \$40.00

Credit Card Facility *(Please tick which card applies)*

Master Card Visa Card

Card No.

Expiry Date: /

Name on card: _____

Cardholders Signature: _____ **Date:** _____

Contact Phone Number: _____

This information will be securely disposed of once payment has been processed.