



1 November 2023

Dear parents and carers,

YEAR 4 WEATHERING & EROSION GEOSCIENCE EXCURSION

The following details relate to an educational excursion to Geoscience Australia which is being organised for students in year 4.

Purpose:	To meet curriculum outcomes in Science, year 4 students will be visiting Geoscience Australia to explore the education centre and partake in discussion focused on weathering and erosion facilitated by Geoscience staff.
Day/Date:	Thursday 23 November 2023
Timetable:	Departing Chapman Primary School at 9.15 am Returning to Chapman Primary School by 11.45 am
Venue:	Geoscience Australia, 101 Jerrabomberra Avenue, Symonston.
Transport:	Bus
Cost:	\$10.00
Payment and Permission due by	Thursday 16 November 2023

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	68	Ratio:	1:20
Teacher in charge:	Tina MacDonnell		
Accompanying Staff	Tina MacDonnell, Caitlin Law, Bec Carney and Sue Patterson.		
Meals	Students will be taking their recess to eat at the venue. Please pack a recess snack in a paper bag.		
What to bring	All students should bring a sunsmart hat, water bottle and recess in a paper bag.		
What to wear	Full school uniform.		
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 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.

If you are happy for your child to attend, please return the attached permission and payment to your child's classroom teacher no later than Thursday 16 November 2023.

Yours faithfully

James M. Barnett
Principal

Chapman Primary School Excursion Permission Form

YEAR 4 WEATHERING & EROSION GEOSCIENCE EXCURSION

This signed consent form and payment should be returned to your child's classroom teacher no later than Thursday 16 November 2023

I give permission for my child _____ in class _____ to attend the year 4 Weather and Erosion Excursion to Geoscience Australia on Thursday 23 November 2023 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 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 previous 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, 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					

Payment Code: Yr4GeoSc

Excursion Payment Details

- ☐ Quickweb payment of **\$10.00** 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 **\$10.00** 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) on the About Us page.