



Chapman Primary School



Perry Drive Chapman ACT 2611
chapmanps.info@ed.act.edu.au
 02 61422400
 ABN: 48 529 566 431

“Achieving Excellence Together”

30 August 2022

Dear Parents/Carers,

LEARNING HQ CHAPMAN SHOPS EXCURSION

The following details relate to an educational excursion to the Chapman Shops which is being organised for students in Learning HQ.

Purpose:	As part of Learning HQ’s inquiry into our place in the world, we will walk to the local shops to participate in a community experience. Whilst at the shops, we will purchase some ingredients so that we can cook some delicious treats to share with our families at learning journeys. We will also post a letter to ourselves to engage with the postal system. This excursion will give students the opportunity to learn communication skills, financial literacy, and to explore their local community.
Day/Date:	Tuesday 6 September 2022
Timetable:	Departing Chapman Primary School at 10.00am Returning to Chapman Primary School by 11.00 am
Venue:	Chapman Shops
Transport:	Walking
Cost:	Please send \$5.00 CASH with your child either on the day or in the lead up to the day so they can purchase their list of ingredients at the shop. Students will only be allowed to buy the items on their pre-planned shopping list.
Payment and Permission due by	Tuesday 6 September 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	6	Ratio: 4:6
Teacher in charge:	Hannah Vella and Lily Ang	
Accompanying Staff:	Hannah Vella, Lily Ang, Leonie Jenvey and Liz Needham	
What to bring:	\$5.00 cash as listed above and a shopping bag.	
What to wear:	Students should wear Chapman Primary School Uniform	
Excursion Risk Assessment: Available from the front office		
Emergency Contact for this excursion: Chapman Primary School 02 6142 2400		
Contingency:	In case of heavy rain, we will postpone the excursion until Tuesday 13 September 2022. Parents will be notified of any changes by email.	

Behavioural Expectations:	Students are expected to demonstrate Chapman FRIENDS values and the PBL expectations of being safe, responsible and respectful.
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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 Permission form and payment to your child's classroom teacher no later than:
9.00am on 6 September 2022
- Medical Information and Consent Form

Kind regards

Hannah Vella and Lily Ang
Learning HQ Teachers



Chapman Primary School Excursion Permission Form LEARNING HQ CHAPMAN SHOPS EXCURSION

This signed consent form and payment should be returned to your child’s classroom teacher no later than 9:00am on 6 September 2022.

I give permission for my child _____ in class _____ to attend the Learning HQ excursion walking to the Chapman Shops on Tuesday 6 September 2022.

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 ACT Education Medical Information Consent Form.
The Medical Information and consent form only needs to be completed once/year prior to the first excursion unless there are changes to the details on this form.

Are there any changes to the information on the original form?

Yes No

If yes, an updated [Medical Information and Consent Form](#) is required to be completed (attached)

Will your child require medication to be administered during the excursion (e.g. allergy medication, pain relief)?

Yes No

(If yes, please complete a [Medication Authorisation and Administration Record](#) if the school does not already have up-to-date information about this). **All medications held at the school will be transported to this excursion.**

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 appropriately and effectively manage the excursion. 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.