



12 October 2023

Dear parents and carers,

**LHQ TIDBINBILLA NATURE RESERVE EXCURSION**

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

<b>Purpose:</b>	To complement our unit of work on “Living Things” our Learning HQ students will be visiting Tidbinbilla Nature Reserve to participate in bushwalks to observe the environment and the living things we can see and hear.		
<b>Day/Date:</b>	Tuesday 24 October 2023		
<b>Timetable:</b>	<b>Time</b>	<b>Event</b>	
	9.15 am	Depart Chapman Primary School	
	9.45 am	Arrive at Tidbinbilla Morning Tea at Rock Valley Heritage Site	
	10.30 am	Sanctuary Walk – 2.1km loop – 30 minutes Observe our environment and the living things that we can see and hear in this wetlands ecosystem. See information below.	
	11.45 am	Lunch and play at Nature Discovery Playground	
	1.00 pm	Eucalypt Forest and Koala Path walk – 700m – 20 Minutes See information below.	
	2.00 pm	Depart Tidbinbilla and return to Chapman Primary School, returning approximately 2.30 pm.	
<b>Venue:</b>	Tidbinbilla Nature Reserve, Paddy’s River Road, Paddy’s River.		
<b>Transport:</b>	<p>Private Transport.</p> <p>Children will be driven to and from the reserve, and between destinations within the reserve by Leaning HQ teaching staff, Hannah Vella and Melissa Whitehouse accompanied by Leonie Jenvey and Belinda Bacon.</p> <p>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 reserve, and between destinations within the reserve, 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 Mellissa who will guide you through this process.</p>		
<b>Cost:</b>	Nil		
<b>Payment and Permission due by</b>	<b>Friday 20 October 2023</b>		
<b>Group size</b>	7	<b>Ratio:</b>	<b>1:2</b>
<b>Teacher in charge:</b>	Hannah Vella		
<b>Accompanying Staff</b>	Hannah Vella, Melissa Whitehouse, Leonie Jenvey and Belinda Bacon		


<b>Meals</b>	All meals will be eaten at Tidbinbilla. Please pack snack, recess, lunch and water bottle in a small backpack which will remain in the car when heading off on our walks.
<b>What to bring</b>	All students should bring a sunsmart hat, water bottle, lunch, recess, and snack in a small backpack. As the weather is heating up you may also wish to apply and pack sunscreen.
<b>What to wear</b>	Full school uniform and sturdy walking shoes.
<b>Excursion Risk Assessment:</b> Available to view at the front office. This will be a dynamic risk assessment to allow for review required to meet changes to environmental conditions.	
<b>Emergency Contact for this excursion:</b> Chapman Primary School 02 6142 2400	
<b>Contingency:</b>	If this excursion cannot proceed on Tuesday 24 October due to changes in environmental conditions as noted in the dynamic risk assessment an alternate date of Thursday 2 November 2023 has been selected. If this eventuality occurs, parents will be notified in writing.
<b>Behavioural Expectations:</b>	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 this excursion, please return the attached permission form to your child's classroom teacher no later than Friday 20 October 2023.

Yours faithfully

James M. Barnett  
Principal



**10 Sanctuary Loop**  
2.1km loop - 30 mins



   
Grade 1

The Sanctuary is a wetlands ecosystem, surrounded by bushland and protected by a predator-proof fence. It provides refuge for a range of native species. Wind your way along a mix of wheelchair-friendly walking trails and boardwalks that link the ponds. You may encounter platypus, turtles, bandicoots and a huge variety of birds. No bushwalking experience required. The track is a flat, even surface with no steps or steep sections.

This walk can start at either the Sanctuary carpark or Ribbon Gum carpark.


**Suitable for wheelchair users who have someone to assist them.**

**11 Koala Path**  
700m loop - 20 mins

   
Grade 1

This short walk takes you through the Eucalypt Forest, a predator-proof enclosure that houses our koalas. At the start of the path is a smaller enclosure, where you can see these enchanting marsupials up close. Wander the Koala Path and look for other free-ranging koalas among the gum trees, as well as potoroos and wallabies. No bushwalking experience required. Flat, even surface with no steps.

**Please note: There are some steeper gradients. It is recommended that wheelchair users have someone to assist them.**



**Chapman Primary School Excursion Permission Form****LEARNING HQ TIDBINBILLA EXCURSION**

**Please return this signed consent form to your child's classroom teacher no later than Friday 20 October 2023.**

I give permission for my child \_\_\_\_\_ in class LHQ to attend the Tidbinbilla Excursion on Tuesday 24 October 2023 travelling by private car.

**Travel Options:****Private Transport - Parents**

- ☐ I will drive my child to and from Tidbinbilla and to the destinations being visited within the Tidbinbilla Nature Reserve 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 Tidbinbilla and to destinations being visited within the Tidbinbilla Nature Reserve in the private vehicle of staff members, Hannah Vella or Melissa Whitehouse accompanied by Leonie Jenvey or Belinda Bacon.
- ☐ 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, provide personalised vehicle safety restraint or further advice in writing.

**Contingency - Proposed alternate date for excursion.**

- ☐ I acknowledge that in the event that this excursion does not proceed on the date scheduled due to circumstances beyond the control of the school, including changes in environmental conditions as listed in the risk assessment, an alternate date of Thursday 2 November has been proposed. If this eventuality arises, I will be notified in writing, which will include further permission requirements for the rescheduled dates.

*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.*

**Medical information**

- ☐ 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 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](#) 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					

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](http://www.det.act.gov.au)) on the About Us page.