



# Chapman Primary School



Perry Drive Chapman ACT 2611  
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ABN: 48 529 566 431

*“Achieving Excellence Together”*

1 June 2022

Dear Parents/Carers,

## YEAR 3 CAMP – GREENHILLS CONFERENCE CENTRE

The following details relate to an educational camp to Greenhills Centre which is being organised for students in year 3.

<b>Purpose</b>	The focus for the camp will be on outdoor adventure, team building and resilience through participation in the planned activities outlined below. Further information about Greenhills can be accessed on their website ( <a href="http://www.greenhillscentre.org.au">www.greenhillscentre.org.au</a> ).
<b>Day/Date</b>	Thursday 28 July to Friday 29 July 2022
<b>Timetable</b>	<b>Departing Chapman Primary School at 9.10 am</b> on Thursday 28 July <b>Returning to Chapman Primary School by 2.40 pm</b> on Friday 29 July
<b>Venue</b>	Greenhills Conference Centre 1437 Cotter Road, Stromlo
<b>Transport</b>	Coach with fitted seatbelts
<b>Cost</b>	<b>\$170.00</b> <i>Costs outlined below</i>
<b>Full payment and permission due by</b>	<b>By 10.00am on Thursday 21 July 2022</b>

*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.*

Suggested Payment Plan		
Payment	Cost	Due Date
Payment 1	\$100.00	Thursday 23 June 2022
Final Payment	\$70.00	Thursday 21 July 2022

<b>Group size</b>	78	Ratio	13:1
<b>Teacher in charge:</b>	Bec Carney		
<b>Accompanying Staff</b>	Tanya Duggan (Thursday), Fiona Duncan (Friday), Bec Carney, Vanessa Ackland, Rebecca Van Der Stap, Sue Patterson & James Barnett		
<b>Accommodation</b>	Three blocks with bunk Style 4-6 bed rooms with ensuite, lounge and kitchenette		

<b>Meals</b>	All meals from lunch on 28 July to lunch on 29 July are provided by Greenhills. Special dietary requirements can be catered for on request. Please complete dietary requirements portion of the attached permission form. Parents are required to provide a healthy morning tea for day 1 (Thursday 28 July)
<b>Activities</b>	<b>Crate Climb</b> – Build your way to the top by stacking crates and climbing up your tower. Interactive team building activity for 10 years and over. <b>Bush Cooking</b> – learn about responsible fire use, how to make special damper and perfecting marshmallow toasting technique. <b>Short Loop</b> – 45 minutes bushwalk alongside the Murrumbidgee River. <b>Team Initiatives</b> – to test group teamwork skills involving a series of challenges such as the 3D web, minefield, fire swamp and more.
<b>What to bring</b>	Please see attached packing list. <b>Please ensure all items are clearly labelled with student's full name</b> Healthy morning tea for day 1
<b>What to wear</b>	Active wear (appropriate for weather conditions) and a sunsmart hat
<b>Excursion Risk Assessment:</b> Available at the school front office	
<b>Emergency Contact for this excursion:</b> Chapman Primary School (02) 6142 2400,	
<b>Contingency:</b>	Should the camp not proceed at the scheduled dates it will be postponed until a later date.
<b>Behavioural Expectations:</b>	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 Permission form and full payment to your child's classroom teacher no later than **10.00 am on Thursday 21 July 2022**

Kind regards

**Bec Carney, Fiona Duncan, Vanessa Ackland, Rebecca Van Der Stap, Tanya Duggan and Sue Patterson**  
**Year 3 Teaching Team**

## Camp Recommended Packing List

What to bring	What not to bring
<p><b>Please ensure all items are clearly labelled with student's full name</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 sets of underwear</li> <li><input type="checkbox"/> 2 pairs of socks (woolen are best)</li> <li><input type="checkbox"/> 2 Shirts/tops with sleeves</li> <li><input type="checkbox"/> 1 woolen or polar fleece jumper</li> <li><input type="checkbox"/> 1 waterproof jacket</li> <li><input type="checkbox"/> 1 pair long trousers/trackpants</li> <li><input type="checkbox"/> Pajamas</li> <li><input type="checkbox"/> Towel</li> <li><input type="checkbox"/> Toiletries</li> <li><input type="checkbox"/> Sleeping Bag</li> <li><input type="checkbox"/> 1 pillow</li> <li><input type="checkbox"/> Reusable water bottle</li> </ul>	<ul style="list-style-type: none"> <li>✘ Any food, including snacks, confectionery, soft drink etc.</li> <li>✘ Personal electronic devices/iPods/iPads etc.</li> <li>✘ Expensive cameras</li> <li>✘ Jewellery or other valuables</li> </ul> <p><b>Valuables</b> such as jewellery, iPod or other music players and personal electronic devices, money or cameras must be given to parents before embarking on the bus. Please ensure your child understands this and leaves such items at home.</p> <p>Students will be reminded to leave these items with parents prior to departure.</p>

### Student Medications:

Student requiring medication should bring enough for the duration of their stay. *All personal student medication and medical plans held at the school will be transported by school staff attending camp.*

If your child will need medication available to them that is not held at school (pain, hayfever or allergy relief, overnight or preventative medication) please ensure you follow the instructions below.

Medications must:

- Be in its original packaging, clearly marked with student's full name, dose and times for administered
- Medication must be accompanied by a **Medication Authorisation and Administration Record** which is available either from the school front office or on the Chapman Primary School Website.
- Medications must be handed to First Aid Officer prior to departure. Please do not pack medications with student belongings.

Please do not hesitate to contact the school if you have any further questions or would like assistance regarding medication and medical requirements.

**All students must return:**

- Medical Information and Consent Form annually  
*Year 3 students who attended the Cooleman Ridge Bushwalk early in term 2 this year should have completed this form. Please check with front office staff if you are unsure.*

**Students with a known medical condition which does not require medication must return:**

- Medical Information and Consent Form
- Known Medical Condition Response Plan

**Students with a known medical condition not listed below who require medication must return:**

- Medical Information and Consent Form
- Known Medical Condition Response Plan
- Medication Authorisation and Administration Record

**Students with Asthma must return:**

- Medical Information and Consent Form
- Known Medical Condition Response Plan
- Asthma Management Plan downloaded from [National Asthma Organisation Website](#)
- Medication Authorisation and Administration Record

**Students with Anaphylaxis must return:**

- Medical Information and Consent Form
- Known Medical Condition Response Plan
- Anaphylaxis Management Plan downloaded from [Australian Society of Clinical Immunology and Allergy Website](#)
- Medication Authorisation and Administration Record

**Students with Diabetes must return:**

- Medical Information and Consent Form
- Known Medical Condition Response Plan
- Diabetes Management Plan downloaded from [Diabetes Victoria Website](#) (click on “How we help” and “Schools and early childhood settings”)
- Medication Authorisation and Administration Record

**Students with Epilepsy must return:**

- Medical Information and Consent Form
- Known Medical Condition Response Plan
- Epilepsy Management Plan downloaded from [Epilepsy Action Australia Website](#) (Register and call 1300374537 for free access)
- Medication Authorisation and Administration Record

**NOTE: if your child has an existing Known Medical Condition Response Plan and medication held at the school this will be collected and transported to camp by school first aid staff. If you wish to confirm requirements for your child, please contact the school front office on 6142 2400 or by email at [chapmanps.info@ed.act.edu.au](mailto:chapmanps.info@ed.act.edu.au).**



## Chapman Primary School Camp Permission Form

### YEAR 3 CAMP - GREENHILLS CONFERENCE CENTRE

**This signed consent form and payment should be returned to your child's classroom teacher no later than 10:00am on Thursday 21 July 2022.**

I give permission for my child \_\_\_\_\_ in class \_\_\_\_\_ to attend the year 3 camp to Greenhills Conference Centre from Thursday 28 July to Friday 29 July 2022, travelling by coach with fitted seatbelts.

*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.*

#### Behavioural Expectations

- I have discussed the expected behavioural expectations with my child and understand that failure to follow these expectations may result in me being called to collect my child from Greenhills Conference Centre.

#### Medical

- I have previously completed and returned the ACT Education Medical Information Consent Form The *Medical Information and Consent Form needs to be completed annually prior to the first excursion unless there are changes to the details on this form.*

Are there any changes to the previously completed General Medical Information and Consent form?

Yes  No

If yes, an updated [Medical Information and Consent form](#) is required (or available at the front office).

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 medical plans and medications held at the school will be transported to this excursion. Please contact front office staff on 6142 2400 or at [chapmanps.info@ed.act.edu.au](mailto:chapmanps.info@ed.act.edu.au) if you have any questions about this.**

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.)

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Please provide the following information:

Medicare No:		Private Health Fund:		Membership No:	
Ambulance fund: Parents are responsible for ambulance costs outside the ACT					

**Dietary Requirements**

- My child does not have special dietary requirements
- My child has the following Dietary requirements due to food allergies, cultural and/or religious reasons.

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



Payment Code: Yr3Camp

## Camp Payment Form

### YEAR 3 CAMP – GREENHILLS CONFERENCE CENTRE

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

I have enclosed the full cost of \$170.00 for the camp.

OR

I have enclosed \$100.00 (Deposit 1) **by Thursday 23 June 2022.**

I understand the balance of \$70.00 will be made **no later** than Thursday 21 July 2022.

Suggested Payment Plan		
Payment	Cost	Due Date
Payment 1	\$100.00	Thursday 23 June 2022
Final Payment	\$70.00	Thursday 21 July 2022

Enclosed is cash to the value of \$ \_\_\_\_\_

Quickweb payment of \$ \_\_\_\_\_ 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*

Credit Card as per attached slip– add credit card slip

### Credit Card Payment Slip

Amount: \$ \_\_\_\_\_

**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.**