



# Chapman Primary School



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02 61422400  
ABN: 48 529 566 431

*“Achieving Excellence Together”*

12 August 2022

Dear Parents/Carers,

## RESCHEDULED PRESCHOOL CANBERRA MUSEUM & GALLERY EXCURSION – FROGS & SPOTS

The following details relate to an educational excursion to the Canberra Museum & Gallery (CMAG) which has been rescheduled for students in preschool Frogs and Spots groups.

<b>Purpose:</b>	Due to staff shortages at CMAG, this information and permission refers to the rescheduled excursion from Tuesday 30 August 2022 for students in Frogs and Spots only. To complement our current unit of inquiry into ‘What is art?’ preschool students will be visiting CMAG to explore works of art. They will have the opportunity to experiment with different tools and techniques to create their own artwork in the onsite preschool learning program “What do artists make?”
<b>Day/Date:</b>	Tuesday 20 September 2022
<b>Timetable:</b>	<b>Departing Chapman Primary School at 9.30 am</b> Arrival at Venue at 9.50 am Departing Venue at 12.30 pm <b>Returning to Chapman Primary School by 12.50 pm</b>
<b>Venue:</b>	Canberra Museum & Art Gallery 176 London Circuit, Civic, Canberra
<b>Transport:</b>	Bus
<b>Cost:</b>	<b>\$17.00 for parents who have not previously made payment</b> <b>NIL payment for parents who have already made payment for this excursion</b>
<b>Payment and Permission due by</b>	<b>Tuesday 13 September 2022 – for outstanding payments only</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.*

<b>Group size</b>	Frogs & Spots – 40	<b>Educator to Child Ratio:</b>	1:4
<b>Anticipated number of Adults</b>	10 per group		
<b>Teacher in charge:</b>	Diane Newton		
<b>Accompanying Staff</b>	Diane Newton, Tanya Waters, Bron Leahy, Michelle Abrahamffy		
<b>Expected number of Volunteers &amp; Staff</b>	4 staff & 6 Volunteers per group		
<b>Volunteers</b>	There is the opportunity for some parent volunteers to accompany the preschool groups on this excursion. Due to insurance requirements, siblings who do not attend		

	the Chapman Preschool program cannot attend this excursion with volunteer parents.
<b>Meals</b>	Children will be given the opportunity to eat at CMAG. Water will be provided at the gallery.
<b>Activities</b>	Art activities included in the CMAG program “What do artists make?”
<b>What to bring</b>	<b>Morning tea and lunch in a named paper bag.</b>
<b>What to wear</b>	Usual preschool clothing
<b>Excursion Risk Assessment:</b> A Risk assessment has been developed for this excursion and is available at the front office	
<b>Emergency Contact for this excursion:</b> Chapman Primary School 02 6142 2400	
<b>Contingency:</b>	In case this excursion does not go ahead on this rescheduled date and where there is no possibility of further rescheduling, a full refund will be made.
<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 payment if not previously made) must be handed to your child’s classroom teacher no later than: **Tuesday 13 September 2022**

Kind regards

James M. Barnett  
Principal

Diane Newton, Tanya Waters, Bron Leahy, & Michelle Abrahamffy  
Preschool Teaching Team



## Chapman Primary School Excursion Permission Form RESCHEDULED PRESCHOOL CANBERRA MUSEUM & GALLERY EXCURSION – FROGS & SPOTS

**This signed consent form and payment should be returned to your child's preschool teacher no later than Tuesday 23 August 2022.**

I give permission for my child \_\_\_\_\_ in class \_\_\_\_\_ to attend the rescheduled preschool excursion to the Canberra Museum & Gallery on Tuesday 20 September travelling by bus.

*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.*

*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.*

*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.*

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.

Have there been any changes in your child's medical status since you last provided the school with medical information?

Yes  No

*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 (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 and provide these details to your child's teacher.)

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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					

**Payment Code:**

**Excursion Payment Details**

- I have made payment for this excursion as originally scheduled for Tuesday 30 August 2022
- Enclosed is cash to the value of **\$17.00** to cover the cost of the excursion.
- Quickweb payment of **\$17.00** 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*

*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.*

**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.