



Chapman Primary School



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02 61422400
ABN: 48 529 566 431

“Achieving Excellence Together”

8 September 2022

Dear Parents/Carers,

ENVIRO SQUAD WALK TO COOLEMAN FARM NEIGHBOURHOOD PARK

The following details relate to an educational excursion to the Cooleman Farm Neighbourhood Park which is being organised for students in Chapman Primary Enviro Squad.

Purpose:	The Enviro Squad will be visiting the Cooleman Farm Neighbourhood Park to complement their learning on the community Inquiry Unit they have completed. This excursion will extend on their learning about caring for the environment and build their connection to this park in our school's neighbourhood.	
Day/Date:	Monday 19 September 2022	
Timetable:	Departing Chapman Primary School at 9.30 am Returning to Chapman Primary School by 11.30 am	
Venue:	Cooleman Farm Neighbourhood Park Bertel Crescent, Chapman	
Transport:	Walking	
Cost:	Nil	
Permission due by	Thursday 15 September 2022	
Group size	25	Ratio: 1:13
Teacher in charge:	Bec Carney	
Accompanying Staff	Bec Carney and Sue Patterson	
Activities	Students will meet members of the Cooleman farm Neighbourhood Park committee who will explain their role in forming and caring for the park. Students will work with committee volunteers to plant seedlings for the park.	
What to bring	A sunsmart hat and water bottle. A set of gardening gloves and a small hand trowel can be taken but is not essential.	
What to wear	Full school uniform.	
Excursion Risk Assessment: Available from the front office		
Emergency Contact for this excursion: Chapman Primary School 02 6142 2400		
Contingency:	Rescheduled / cancelled	
Behavioural Expectations:	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 return to your child's classroom teacher no later than:
10.00am on Thursday 15 September 2022

Kind regards

Bec Carney

Year 3 Teacher



Chapman Primary School Excursion Permission Form ENVIRO SQUAD WALK TO COOLEMAN FARM NEIGHBOURHOOD PARK

This signed consent form should be returned to your child's classroom teacher no later than 10:00am on Thursday 15 September 2022

I give permission for my child _____ in class _____ to attend the Enviro Squad excursion walking to the Cooleman Farm Neighbourhood Park on Monday 19 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 completed and attached the ACT Education Medical Information Consent Form with this permission. *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 this form?

- 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.)

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.