



17 November 2023

Dear Parents/Carers,

## Year 6 2023 Graduation

The following details relate to the Year 6 Graduation celebrations which are being organised to commemorate the end of our year 6 cohorts primary school journey. Celebrations are two parts, a Graduation Ceremony for students and families and a dinner and disco for students.

Graduation Ceremony	
<b>Day/Date:</b>	Tuesday 12 December 2023
<b>Venue:</b>	Chapman Primary School Hall
<b>Timetable:</b>	9.30 am to 11.00 am Students are required to wear full school uniform. Families should make their way directly to the Hall to be seated by 9.25 am for a prompt 9.30 am start to proceedings. We ask that family members do not come into the classrooms. Please indicate the number of people attending with your family to help us provide adequate seating.
<b>After Graduation Refreshments</b>	Please join us for cake, tea and coffee at the conclusion of the ceremony.
<b>Afternoon arrangements</b>	Children are welcome to remain at school for the remainder of the day, however if parents would like to take your children with you at the conclusion of the ceremony, please sign them out on the sheets available with the class teachers.

Year 6 Student Graduation Dinner & Disco	
<b>Day/Date:</b>	Tuesday 12 December 2023
<b>Venue:</b>	Irish Club, 6 Parkinson St, Weston
<b>Timetable:</b>	6.30 pm to 9.00 pm Parents are asked to drop their children off at the Irish Club and collect them again at the end of the night. Chapman Primary School staff will be at the club to meet students and will be in attendance throughout the evening. Parents are welcome to return at 8.45 pm to enjoy the final song of the night and dance with their child.
<b>Transport</b>	It is the responsibility of the parent to transport children to and from the school and Irish club.
<b>Cost:</b>	<b>\$45.00</b> Cost includes Room hire, dinner, drinks, and DJ.
<b>Payment Due:</b>	<b>Tuesday 5 December 2023</b>

*The school has made every effort to keep the cost for this excursion to a minimal level. If necessary, parents 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	68	Ratio: 1:17
Teacher in charge:	Jodi de Ligt	
Accompanying Staff	Jodi de Ligt, Dan Gatwood, Angas Quantrill, Kristy Williamson, Emma Pryor and Nicki Johannes along with members of our school executive team.	
Meals	Students have a meal and drinks (soft drink) provided at the Irish club. Please pre-select from the options on the permission form.	
What to wear	Please wear smart casual clothing.	
Excursion Risk Assessment: Available from the front office		
Emergency Contact for this excursion: Chapman Primary School 02 6142 2400		
Contingency:	Every attempt will be made to reschedule the event. In this instance where this is not possible a full refund will be offered to families.	
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 RSVP and payment should be returned to your child's classroom teacher no later than 10.00 am on Tuesday 5 December 2023.

Kind regards

Year 6 Teaching Team

## YEAR 6 GRADUATION CELEBRATIONS RSVP

This signed RSVP form and payment should be returned to your child's classroom teacher no later than Tuesday 5 December 2023.

Child's name \_\_\_\_\_ class \_\_\_\_\_

**Graduation Ceremony**

☐ Yes, our family will be attending the Graduation Ceremony – Number of family members \_\_\_\_\_

**Year 6 Student Graduation Dinner and Disco**

☐ Yes, my child will be attending the Dinner and Disco at the Irish Club, Weston on Tuesday 12 December.

☐ I understand that it is my responsibility to transport my child to and from the venue.

**Meal Selection**

☐ Chicken Schnitzel, Chips and Salad

☐ Fish, Chips and Salad

☐ Vegetarian

☐ Lactose Intolerance

☐ Gluten Free

☐ Halal

☐ Other \_\_\_\_\_

*I agree to my child participating in the activities associated with this event mentioned previously. I have discussed with my child the need for expected behaviour at this event. 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 event. I agree that my child will be under the authority of the school for the duration of the event and that the school is authorised to request my child be collected 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.*

**Payment Code: Yr6Grad****Excursion Payment Details**

☐ Quickweb payment of **\$45.00** 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*

☐ Enclosed is cash to the value of **\$45.00** to cover the cost of the excursion.

☐ Payment by Credit Card as per details on the attached slip.

**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 this event 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 event. 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 event to appropriately and effectively manage the event. 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.



**Chapman**  
Primary School

**Credit Card Payment Slip**  
**Year 6 Graduation Dinner and Disco**



**ACT**  
Government  
Education

**Amount: \$45.00**

**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.**