



24 October 2023

Dear parents and carers,

RESCHEDULED DATE: 1EC & 1DL - YEAR 1 JAMES' DIARY – LANYON HOMESTEAD EXCURSION

Due to staffing shortages at the venue on the upcoming year 1 excursion to Lanyon Homestead the date of the excursion for students in **1EC and 1DL** has been rescheduled. The following details relate to the rescheduled date of this educational excursion.

Purpose:	To complement our history Unit in Inquiry, ‘How has play changed over time?’, year 1 students are participating in the program “James’ Diary” at Lanyon Homestead. Students will complete two programs, spending the day learning about James Cunningham and his time growing up on the homestead and will have the opportunity to explore the Homestead, participate in old time games and experience how life has changed over time, by making comparisons to their own lives.		
Day/Date:	1EC & 1DL – Rescheduled for Wednesday 1 November 2023		
Timetable:	Departing Chapman Primary School at 9.30 am Returning to Chapman Primary School by 2.30 pm		
Venue:	Lanyon Homestead, Tharwa Drive, Tharwa, ACT		
Transport:	Bus		
Cost:	\$28.00 – <i>if you have previously made payment for this excursion no further payment is required.</i>		
Permission due by	Friday 28 October 2023		
Group size	1EC & 1DL - 43	Ratio:	1:12
Teacher in charge:	Emma Clayton		
Accompanying Staff	Emily Clayton, Denby Lovell, Olivia Graham and Amy Jager		
Expected number of Adult Volunteers	Previous volunteer advice will apply.		
What to bring and Lunch and recess arrangements	Students will be at the excursion for the whole school day and will be eating their fruit break, recess and lunch at the Homestead. As students’ food will be transported in class tubs collectively, we ask that you please pack food for each break in separate, clearly labelled, disposable packaging (paper bags are recommended). Children will be taking their water bottle and school sunsmart hat.		
What to wear	Full school uniform, and enclosed shoes. As the weather at this time of year can be changeable, please dress your child for the weather on the day - we suggest you ensure your child has a warm jumper and layered clothing that can be added or removed as the day progresses. Please ensure ALL clothing is clearly labelled with your child’s full name.		
Excursion Risk Assessment: Available to view at the front office			
Emergency Contact for this excursion: Chapman Primary School 02 6142 2400			
Contingency:	Should this excursion not proceed on the rescheduled date listed above, it will be cancelled, and a full refund will be offered.		

Behavioural Expectations:	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, please return the attached permission and medical form to your child's classroom teacher no later than Thursday 26 October 2023.

Yours faithfully

James M. Barnett
Principal



RESCHEDULED DATE: 1EC & 1DL - YEAR 1 JAMES' DIARY – LANYON HOMESTEAD EXCURSION

**This signed consent form should be returned to your child's classroom teacher no later than
Friday 27 October 2023**

I give permission for my child _____ in class _____
to attend the **1EC & 1DL** excursion, James' Diary at Lanyon Homestead, on the **rescheduled date of Wednesday
1 November** travelling by bus.

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 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? 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? 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					

Payment Code: YR1LANYON – Please indicate if you have previously made payment for this excursion. No further payment is required.

- ☐ **Payment previously made to the school.**
- ☐ Quickweb payment of \$28.00 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 \$28.00 to cover the cost of the excursion.

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) on the About Us page.