



Excursion Information – Year 6 Graduation Ceremony, Dinner & Disco (retain note at home)

Dear Parents and Carers,

The following details relate to the Year 6 Graduation Ceremony (school hall) and Dinner & Disco (Lanyon Vikings).

Dates/time	Tuesday 10th December 2024 (Week 9 Term 4)
Purpose of excursion	To mark the occasion and celebrate our Year 6s reaching the end of their primary school journey, we will hold a formal Graduation ceremony, followed by a Year 6 dinner. Year 5 students will be invited to attend the disco part of the evening after dinner
Activities	4.45pm- Year 6 students arrive at school, guests seated in Hall 5.00-6.00pm- Graduation Ceremony in the school Hall (families invited) 6.00-8.30pm- Dinner & Disco at Lanyon Vikings (students and staff only) <i>(parents to transport students to and from Lanyon Vikings)</i>
Clothing	Non-school uniform
Transport	Parent transport required
Group Size	33 Year 6 students, 20 Year 5 students (approx.)
Attending Staff	5/6 teaching staff, school executive
LSA support	N/A
Packing List:	N/A
Return Notes & Money	6 th December 2024
Excursion Risk Assessment	Available at the front office
Contingency Plan	Notice of excursion cancellation will be communicated 24 hrs prior via email & THDP Facebook
Cost	\$ 22.00

The school has made every effort to keep cost for this excursion at a minimum level. If necessary, parents or students confidentially discuss support to meet the cost of the excursion with the principal. Please contact the front office if you would to speak with the Business Manager or principal.

Behavioural expectations- THDP values - *Compassion, Integrity, Personal Best, Respect*

We are SAFE	We are RESPECTFUL	We are LEARNERS
<i>We use equipment appropriately</i>	<i>We use respectful language</i>	<i>We are in the right place at the right time</i>
<i>We keep hands and feet to self</i>	<i>We are aware of others</i>	<i>We follow instructions</i>
<i>We share the space</i>	<i>We accept others</i>	<i>We actively participate in learning</i>
<i>We walk and know where we can run</i>	<i>We put rubbish in the bin</i>	<i>We represent our school with pride</i>

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.

**Kind Regards,
5/6 Team**



ACT Education Excursion Policy

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ACT Education Privacy Information

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education and Training Directorate (ETD) Theodore Primary School. This information is necessary for us to be able 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 in order 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.





14th November 2024

Excursion Information – Year 6 Graduation Ceremony, Dinner & Disco (return note to school)

I give permission for my child _____ in class _____ to attend the **Theodore Primary School** excursion to **Lanyon Vikings** for the Year 6 Graduation Dinner & Disco on **Tuesday 10th December 2024**, travelling by **parent transport** and other details as outlined in the Excursion Information for Parents (including contingency plans).

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.

1.1. The [Medical Information and consent](#) form only needs to be completed once/year 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

Yes No

If yes, please complete a *Medication Authorisation and Administration Record* (available through the front office)

Is there any additional information you need to provide to support your child's participation in this excursion?

Yes No

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:

Signature:

Contact phone on day of Excursion:

Date:

Excursion Payment Details

I am paying the amount of \$22.00

Student Name:

Parent Portal

Quick web www.theops.act.edu.au/payment2

Cash

**Thank you,
5/6 Team**



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