**Torrens Primary School** Ritchie Street TORRENS A.C.T. 2607

6142 0777 admin@torrensps.act.edu.au www.torrensps.act.edu.au

**Excursion: Year 6 2022 End of Year Activities**

 Dear Parents & Carers,

As the end of 2022 approaches, we have organised a range of end of year commemorations and activities to celebrate our amazing Year 6 students and the end of their Primary School journey.

**(1) Graduation Ceremony - Thursday 15 December (Week 10), at 9:30am**

Year 6 will have their graduation ceremony assembly in the Torrens Primary School Old Hall. During the ceremony we will celebrate their achievements, reflect on their time at Primary School and present awards. Please arrive prior to 9:30am to be seated ready for a 9:30am start. Your child will need to be at school by 9:15am so they are ready for their ceremony.

After the ceremony we would love for you to join us in the courtyard for light refreshments and photos with family and friends.

Following the ceremony and refreshments, we encourage you to take your graduate home early at 11:30am to celebrate the rest of their day with family and friends before bringing them back for their Dinner Disco at 5:30pm.

Please RSVP with numbers via the invitation.

**(2) Year 6 Graduation Dinner and Disco - Thursday 15 December, 5:30pm-9pm**

This will be held in the Old Hall (both dinner and disco) at Torrens Primary School. The dinner will be a roast dinner provided by *Coast to Coast Roasters*. The dinner will also include drinks and a choice of dessert at the completion of the main meal. More information is set out in the attached permission note.

**Cost: $ 50** - *separate permission note attached*

**(3) End of Year 6 Excursion to Limelight Cinema & Zone Bowling, Tuggeranong – Wednesday 14 December**

Students will need to bring recess, lunch and a water bottle. Students are to wear full school uniform.

**Cost: $40***- separate permission note attached*

Please take careful note of all details for each activity, in particular the due date for return of permission notes, payments and RSVPs.

If you have any questions, please speak with your class teacher as soon as possible.

***The Year 6 Teaching Team***

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**Year 6 Graduation Dinner & Disco**

**Anticipated group size:** 5 staff; 68 students **Staff/Student ratio:** 1/14

**Date(s) & Time(s):** Thursday 15 December (Week 10)5:30pm – 9:00pm

**Transport arrangements:** Parents (to and from venue)

**Cost: $**  $50

*The school has made every effort to keep cost for this excursion at a minimum level. If necessary, parents or carers 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.*

**Payment and Notes due:** Thursday 8 December 2022 (Week 9)

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Our Year 6 Graduation Dinner & Disco will be a wonderful way to celebrate the culmination of a special year filled with learning, friendships and fun. The students will participate in a two-course sit down dinner at tables with friends of their choosing. The Year 6 teachers will be hosting (supervising) the event and many teachers also choose to attend, including some teachers who have left the school.

If your child has specific dietary requirements, please let us know.

We ask that you please deliver your child to the entrance of the Old Hall (near the All-Purpose Court) at 5.30pm where a teacher will meet them. Please collect from the same area at 9pm sharp. Teachers will send students out once a parent has arrived.

**Staff who will be in attendance:** Sam Hancox, Lynette Eddowes, Sophie Hedditch, Bethany Hooper, Louise Zeitlhofer

**Behavioural expectations:** *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 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.*

**Excursion Risk Assessment:** available to view at front office on request.

If you have any questions regarding this event, please contact your class teacher via the front office. Please return the completed permission form and make payment by the due date shown above.

Kind regards,

***Year 6 Teaching Team***

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**Permission – Year 6 2022 Graduation dinner & disco event**

I give permission for my child to attend the **Year 6 2022 Graduation Dinner & Disco event on 15 December 2022 5.30pm to 9pm.** I understand I am responsible for my child’s transport to and from the venue.

*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.*

You have previously completed a 2022 *Medical Information and Consent Form*. This form only needs to be completed once annually 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 from the front office or from our website).

Does your child have any **special dietary/other requirements for this event**?

Yes [ ]  No [ ]  If yes, please provide these details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Will your child require medication to be administered during the event (e.g., antihistamine, pain relief)?

Yes [ ]  No [ ]  If yes, please complete a *Medication Authorisation and Administration Record* (available through the front office or from the website).

Please provide the following information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Medicare No: |  | Private Health Fund No: |  | Membership No: |  |
| Ambulance Fund: NOTE, Parents are responsible for ambulance costs outside the ACT. |  |

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class: \_\_\_\_\_\_\_\_\_\_**

**Name of Parent /Carer (Please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: *\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_***

**Payment details:**

**□ On-line (**[**www.torrensps.act.edu.au/payment**](http://www.torrensps.act.edu.au/payment)**) Receipt No. \_\_\_\_\_\_\_\_ or □ EFTPOS - Date paid\_\_\_/\_\_/\_\_**

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.

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**End of Year 6 Excursion to Limelight Cinema & Zone Bowling**

**Anticipated group size:** 5 staff; 68 students **Staff/Student ratio:** 1/14

**Date(s) & Time(s):** Wednesday 14 December (Week 10)9:30am – 2:30pm

**Transport arrangements:** Bus (to and from venue)

**Cost: $**  $40

*The school has made every effort to keep cost for this excursion at a minimum level. If necessary, parents or carers 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.*

**Payment and Permission due: Thursday 8 December (Week 9)**

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At the end of this year, our graduating students, are invited to view a PG rated movie at Limelight Cinemas in Tuggeranong followed by lunch and two games of bowling at Zone Bowling, Tuggeranong.

Students are required to bring their own water bottle, recess and lunch.

We will be travelling by bus and the students will be supervised by Mr Hancox, Miss Eddowes, Miss Hedditch, Miss Hooper and Mrs Zeitlhofer. We will return to school by 2.30pm.

Students are required to wear full school uniform on the day. Students will need to take a small bag in which to carry their recess and lunch, a jumper and water bottle. Students wishing to take cameras etc, will be solely responsible for these items.

**Staff who will be in attendance:** Sam Hancox, Lynette Eddowes, Sophie Hedditch, Bethany Hooper, Louise Zeitlhofer

**Behavioural expectations:** *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 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.*

**Excursion Risk Assessment:** available to view at front office on request.

If you have any questions regarding this excursion, please contact your class teacher via the front office. Please return the completed forms and make payment by the due date shown above.

Kind regards,

***Year 6 Teaching Team***

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**Permission – End of Year 6 Outing to bowling and movies**

I give permission for my child to attend the end of year 6 excursion on the Wednesday, 14 December 2022. I understand that my child:

*Please tick (√) :*

□ is solely responsible for additional items such as a camera they choose to take with them on this excursion; and

□will be viewing a PG Rated film.

*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.*

You have previously completed a 2022 *Medical Information and Consent Form*. This form only needs to be completed once annually 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 from the front office or from our website).

Will your child require medication to be administered during the excursion (e.g., antihistamine, pain relief)?

Yes [ ]  No [ ]  If yes, please complete a *Medication Authorisation and Administration Record* (available through the front office or from the website).

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please provide the following information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Medicare No: |  | Private Health Fund No: |  | Membership No: |  |
| Ambulance Fund: NOTE, Parents are responsible for ambulance costs outside the ACT. |  |

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class: \_\_\_\_\_\_\_\_\_\_\_**

**Name of Parent /Carer (Please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: *\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_***

*Turn over for payment details and privacy policy*

**Payment details: End of Year 6 2022 outing to movies and bowling**

□ On-line ([www.torrensps.act.edu.au/payment](http://www.torrensps.act.edu.au/payment)) Receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, or

□ EFTPOS , date paid \_\_/\_\_/\_\_

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