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

6142 0777 [admin@torrensps.act.edu.au](mailto:admin@torrensps.act.edu.au) www.torrensps.act.edu.au

**Excursion: Wakakirri 2022 Rehearsal at Canberra Theatre**

**Anticipated group size:** 4 staff; 83 students **Staff/Student ratio:** 1:21

**When?** Wednesday 3 August (Week 3) 11:30am-2:30pm

**Transport arrangements:** Students will travel by bus to and from school for the rehearsal. Students must have their own transport to and from the Canberra Theatre for the evening performance.

**Cost: nil**

**Notes due back to Front Office by:** Wednesday 27 July 2022 (Week 2)

**Evening Performance:** this is on the same day from 5.45pm until approx. 8.45pm.

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**Purpose of excursion:** This excursion is to the Canberra Theatre where the students will attend a rehearsal for their Wakakirri performance later that evening. Students will catch a bus to and from the theatre during the day.

**Evening Performance Information:** Students MUST be at the Canberra Theatre at **5.45pm** for the evening performance. Parents/carers are responsible for transporting their child to and from the theatre for the evening performance. The performance will finish at approximately 8.45pm and all students MUST be picked up by a parent/carer from the theatre. IF ANY CHILD IS BEING TRANSPORTED BY ANOTHER PARENT, WE REQUIRE A NOTE INFORMING US OF ARRANGEMENTS AS WE ARE NOT ABLE TO RELEASE A CHILD WITHOUT WRITTEN PERMISSION. We would greatly appreciate it if we were not kept waiting at the end of the evening for children to be collected. We are sure you can appreciate, it is a long day with 80+ excited children.

**What to pack, bring, wear:** Students will need to wear their school uniform during the day. They can wear comfortable clothes in the evening. You will also have received additional information regarding hair and make up for the performance.

Students will need to bring their usual lunch and recess and a water bottle to school on the day.

**Staff who will be in attendance:** Emma Thomas, Yasmin Edgerley, Kat Taylor and Marg Hallen.

**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

If you have any questions regarding this excursion, please contact Emma Thomas via the front office. Please return the completed permission form for the rehearsal excursion to the class teacher by Wednesday 27 July (Week 2).

***The Wakakirri Team***

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**Excursion Permission – 2022 Wakakirri Heat Rehearsal at Canberra Theatre**

I give permission for my child (named below) to attend the Wakakirri heat rehearsal excursion to Canberra Theatre on Wednesday 3 August travelling by bus to and from the school. I understand I am required to make the transport arrangements for my child to the Canberra Theatre for the evening performance, including their pickup from the Canberra Theatre after the performance.

*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.*

Tick (√) or Cross (x) and complete all that apply:

□ You have previously completed the **2022 Medical Information and Consent Form** for your child.

□ Ifyour child’s medical information has changed since completing this Medical Information and Consent Form, please **update this with the Front Office prior to the excursion**.

□ If your child requires medication to be administered during the excursion (e.g antihistamine, pain relief) please complete a **Medication Authorisation and Administration Record** available from the Front Office.

**□ In case of an emergency during the excursion:**

Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best daytime contact phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please also provide the following Directorate-required 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: *\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_***

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.