

## Year 6 Graduation Dinner and Disco

Dear Parents and Carers

As part of the 2020 Year 6 Graduation farewell activities, we are pleased to announce that the Year 6 Graduation Dinner and Disco will be held in the Macgregor Primary School Hall on Tuesday 15 December 2020.

### Details of the excursion are as follows:

<b>Location</b>	Macgregor Primary School Hall 25 Hirschfeld Crescent Macgregor ACT 2615				
<b>Year Group Participating</b>	Year 6				
<b>Date</b>	Tuesday 15 December 2020				
<b>Time</b>	5:15 pm - students arrive at school through the drive through Yerrabi Yumma 5:30-6:30 pm - Year 6 students move into the hall with their teachers for dinner 6:30 -8:00 pm - disco with Year 5 students joining Year 6 8:00pm – Students to be collected by parents via the drive through Yerrabi Yumma				
<b>Cost</b>	<b>NIL – The cost has been generously been covered by the P&amp;C and OSHC</b>				
<b>Notes Due</b>	Monday 07 December 2020				
<b>Anticipated number of students attending</b>	57	<b>Anticipated number of teachers attending</b>	6		

There has been a risk assessment prepared for this excursion and is available for viewing at the school.

Year 5 students will be invited to attend the disco at 6:30pm.

If you have any questions, please feel free to contact us.

Kind regards

James Orr, Michelle Sochacki and Brooke Estreich  
24 November 2020

## Year 6 Graduation Dinner and Disco

I give permission for my child \_\_\_\_\_ in class \_\_\_\_\_ to attend the Year 6 Graduation Dinner and Disco at Macgregor Primary School on Tuesday 15 December 2020. I understand that he/she will be in the care of Macgregor Primary School staff for the day and I have read and understood the information below and overleaf.

Full name of Parent/Guardian		
Emergency contact name and phone number at the time of excursion	Name:	Number:
Signature of Parent/Guardian:		
Date:		

### Student Wellbeing

- 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. A risk assessment for this activity has been completed and is available to view upon request.
- 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 are advised to warn children of the risk to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.
- The school has made every effort to keep costs for this activity at a reasonable level. Financial assistance may be available to assist families who are not able to make the requested contribution. Please contact the Business Manager. If, however there is insufficient total funding available to meet the cost of the excursion, regrettably we may not be able to proceed.
- **NOTE: Excursions are an optional enrichment activity and parents are asked to make a voluntary contribution.**
- The teacher in charge will make arrangements for the welfare of the student (including medical or surgical treatment) in an emergency. The costs associated with any emergency arrangement made by the teacher in charge will be met by the parents/guardians (free ambulance transportation only applies in the ACT).
- The student will be under the authority of the school for the duration of the excursion and that the teacher in charge is authorised to return the student to the school at the expense of the parent/guardian if the teacher in charge considers that circumstances warrant such action and after contacting the parent.

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### **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 Directorate (ED) (Macgregor 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.education.act.gov.au](http://www.education.act.gov.au)) on the About Us page.

### **Additional Medical Information**

We have a copy of your child's Medical Information Form lodged in our records. Please complete the section below only if your child's medical circumstances have changed since lodging the form with the school.

**NAME:** \_\_\_\_\_ **CLASS:** \_\_\_\_\_

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**SIGNED:** \_\_\_\_\_ **DATE** \_\_\_\_\_

*Is there anything else you would like us to know?*