

## **Kaleen Primary School Choirs - Christmas at Parliament House**

Dear Families,

Kaleen Primary Junior School and Japanese Choirs are performing at *Christmas at Parliament House* this year, which will be held on Monday 3<sup>rd</sup> of December 2018. We will arrive at Parliament House at 11:00am and have a spot to perform at 11.30am for approximately 20 minutes. The choirs will be performing their favourite songs from this year as well as some traditional Christmas Carols. Light refreshments will be provided by the staff at Parliament House, including a piece of fruit, water bottle and muesli bar for each student. If your child has dietary requirements, please let us know and we can arrange for them to bring their own packed recess on the day. Parents and friends are also invited to attend the performance as audience members. Please be aware that all students and parents will be required to pass through security to enter the building.

Details of the excursion are as follows:

<b>Date:</b>	<b>Monday 3<sup>rd</sup> December 2018</b>
<b>Time:</b>	<b>10:30am to approximately 1:00pm</b>
<b>Destination:</b>	<b>Parliament House, Canberra</b>
<b>Cost:</b>	<b>\$3.50 (bus travel)</b>
<b>Travel:</b>	<b>Chartered Bus</b>
<b>Clothing:</b>	<b>School uniform</b>
<b>Recess:</b>	<b>Students will be provided recess at the venue</b>

The staff accompanying students on this excursion will be Miss Sarah Crawford, Ms Mari Kitasaka, Ms Sarah Milligan.

The staff will be carrying a mobile phone to be used if needed for contact with the group, or for calling assistance in an emergency. The staff will also carry the First Aid Kit.

Unacceptable behaviour will be treated as it is normally treated at school (time out at a designated spot, exclusion from an activity). 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. Parents should also be aware that no automatic insurance is provided by the ACT Government in respect of injuries to students, non-enrolled children or yourselves should an injury occur on an excursion. You may wish to consider taking out personal insurance cover for yourself and/or for students and non-enrolled children accompanying the excursion.

**Please complete the attached permission slip, media permission slip  
and return, with payment, to the front office by  
Monday 19<sup>th</sup> of November**

Kindest regards,

Mari Kitasaka & Sarah Crawford

**PERMISSION SLIP**

**Kaleen Primary School Choirs - Christmas at Parliament House**

**Date:** Monday 3<sup>rd</sup> December 2018  
**Time:** 10:30 am to approximately 1:00pm  
**Destination:** Parliament House, Canberra

- I have discussed with my child the need for sensible 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 costs associated with any emergency arrangements made by the school.
- I agree to provide to the school any medical information relevant to this excursion.
- I agree that my child will be under the authority of the school for the duration of the excursion.
- I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency.
- I have read the attached information regarding this excursion and understand what it contains.
- I understand that the school is providing this excursion as an optional activity to enrich curriculum outcomes and payment is required to cover the costs. If the school is unable to cover the costs, the school may not be able to provide this activity.
- I understand that individual records of contributions are confidential.

I hereby give permission for my child \_\_\_\_\_ of class \_\_\_\_\_ to attend the excursion to *Christmas at Parliament House* on Monday 3<sup>rd</sup> December 2018 leaving Kaleen Primary School at 10:30am and returning by approximately 1:00pm, travelling by bus. I enclose \$3.50 as payment for this excursion.

- I have read the above information regarding this excursion and understand what it contains
- I enclose \$3.50 as payment for this excursion

**Does your child suffer from or experience any known medical conditions? If so, please elaborate.**

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**Does your child have any dietary requirements? Please write NIL if there are none.**

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SIGNED: \_\_\_\_\_  
(Parent/Guardian)

DATE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

PHONE CONTACT: \_\_\_\_\_  
(on day of excursion)

This form requests information about students which will be held by the school. This information may be disclosed to government or private medical or para-medical staff and other relevant officers in the event of an accident or emergency. The information is collected as a lawful administrative function of the ACT Department of Education & Training and Children's, Youth & Family Services Bureau.



PARLIAMENT OF AUSTRALIA

DEPARTMENT OF PARLIAMENTARY SERVICES

## Photography/Filming Consent

Event: [insert choir name], Marble Foyer [insert performance confirmed date and time]  
Photographer: David Foote/Department of Parliamentary Services Auspic

The Department of Parliamentary Services would like to use images taken of visitors during [insert choir name], Marble Foyer [insert confirmed performance date and time] in marketing materials and commercial publications, including online and by third parties.

By signing this form you

- give permission for the Department of Parliamentary Services to reproduce in any form, whether in whole or part, images of you and any minors identified as being under your guardianship (collectively, “the Images”) in commercial publications and marketing materials, including online, free of payment, and in perpetuity;
- give permission for the Department of Parliamentary Services to licence the Images to third parties free of royalty or other payment to you;
- acknowledge you and any minors identified as being under your guardianship will not be identified by name in any publication of the Images; and
- acknowledge the Images may not necessarily be published.

NAME

ADDRESS

Street

City

Country

PHONE NUMBER

EMAIL ADDRESS

SIGNATURE

**IF YOU ARE UNDER 18, please have a parent or guardian complete the following:**

NAME

ADDRESS (if different to that listed above)

Street

City

Country

SIGNATURE

**Thank you for your generous assistance.**

**Please direct queries to DPS Auspic at [auspic@aph.gov.au](mailto:auspic@aph.gov.au)**

Department of Parliamentary Services

Form ST020

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