

Excursion Information for Parents

Step into the Limelight: Massed Primary Choir

Dear Parents and Carers,

The following details relate to an educational excursion for the Duffy Senior Choir to participate in the *Step into the Limelight* 2024 Gala performance as part of the Massed Primary Choir.

Step into the Limelight is an ACT Public Education initiative that brings together students from public schools across the ACT, giving them the opportunity to develop and grow their skills in the performing arts. Students in the Massed Primary Choir will learn 4 songs during weekly Senior Choir sessions at Duffy, and perform these songs on the **night of Wednesday 4th September**. The rehearsal process includes an excursion to Chapman Primary on **Wednesday 14th August**, a technical rehearsal at Llewellyn Hall on **Monday 2nd September**, and a full-day dress rehearsal on the day of the performance, **Wednesday 4th September**.

Costume

Students are expected to wear **black pants and black closed-toe shoes and socks** for the performance. All performers will be expected to wear a royal blue *Step into the Limelight* T-Shirt which will form part of the choir uniform that the children keep.

Cost for the 2024 T-Shirt is \$17, which can be ordered [here](#). (Please note when ordering, please ensure you choose “Massed Primary Choir” as their Step into the Limelight Group, to ensure the correct T-shirt colour). These shirts must be ordered online by **Wednesday 3rd July**.

Students may wear a Royal Blue Limelight Logo T-Shirt from 2015-2023 (if it is not too faded).

If families do not wish to purchase a T-Shirt, a Limelight T-Shirt from a previous year can be loaned to your child from Duffy Primary, to be returned upon completion of the performance.

Tickets

If you would like to be a member of the audience, tickets for the *Step into the Limelight* Gala Showcase will be on sale closer to the show date. Ticket purchase details will be provided to families in Term 3. Student performers will not need a ticket.

Southside Schools Combined Choir Rehearsal: Chapman Primary School

Dates/time: Wednesday, 14 August 2024 9:15-1:20pm

Purpose of excursion: To rehearse the Massed Primary Choir songs with the southside schools.

Activities: Students will catch a chartered bus from Duffy Primary to Chapman Primary School and will spend the day rehearsing songs for the Massed Primary Choir. They will have a lunch break while there and will depart to return to Duffy Primary School on a chartered bus at 1:10pm.

Clothing and Equipment: Royal Blue Limelight Logo T-shirt, Black pants, Black closed-toe shoes and socks, small bag or backpack, packed lunch, drink bottle, a book or other quiet activity (NO ELECTRONICS).

Transport: Bus

Excursion Organiser/Leader: Bridie Morrell

Technical Rehearsal: Llewellyn Hall, ANU School of Music

Dates/time: Monday, 2 September 2024, Time to be confirmed early Term 3.

Purpose of excursion: For the Massed Primary Choir to rehearse on stage, and for stage directors to instruct the students in how to enter and exit the stage area safely.

Activities: Students will catch a chartered bus from Duffy Primary to Llewellyn Hall. They will be inducted into the performance space and given instructions on how to enter and exit the stage for their performance. The Massed Primary Choir will rehearse on stage one or two times, and will then return to Duffy Primary school on a chartered bus. The exact timings of this excursion will be confirmed in early Term 3 by note, however it will occur during normal school hours.

Clothing and Equipment: school uniform, small bag or backpack, packed lunch, drink bottle, and a book or other quiet activity (NO ELECTRONICS).

Transport: Bus

Excursion Organiser/Leader: Bridie Morrell

Dress Rehearsal: Llewellyn Hall, ANU School of Music

Dates/time: Wednesday, 4 September 2024 9:10 AM-2:30 PM

Purpose of excursion: For Students to have a final run through of the show before the performance

Activities: Students will catch a chartered bus from Duffy Primary to Llewellyn Hall at 9:10am. They will spend the day rehearsing the show, perfecting entrances and exits, and the finale item. There will be a lot of waiting around on this day. It is important that students bring a few quiet activities that they can do to keep themselves entertained, these may include books to read, colouring in, card games, activity books – NO ELECTRONICS. At 2:15 Students will catch a chartered bus back to Duffy Primary school.

Clothing and Equipment: Blue Step into the Limelight T-Shirt, Black Pants, Black closed-toe shoes and socks, small backpack or over-the-shoulder bag, packed lunch, drink bottle, a few books/games/other quiet activities (NO ELECTRONICS).

Transport: Bus

Excursion Organiser/Leader: Bridie Morrell

Step into the Limelight Performance: Llewellyn Hall, ANU School of Music

Dates/time: Wednesday, 4 September 2024, Nighttime, Timings to be confirmed early Term 3

Purpose of excursion: This is the culmination of all the rehearsals and work that students have put in over the preceding 3 months.

Activities: Parents and carers will drop students off at the ANU School of Music in the early evening. Students will perform on stage. Parents may purchase tickets to watch the show in early Term 3. After the performance, parents and carers will collect their child/ren from the drop off point. Further details about specific location and times of drop-off/Pick-up will be provided closer to the event.

Clothing and Equipment: Blue Step into the Limelight T-Shirt, Black Pants, Black closed-toe shoes, small bag or backpack, small snack, drink bottle, a book/game/other quiet activity (NO ELECTRONICS).

Transport: Parent/carer private transport

Excursion Organiser/Leader: Bridie Morrell

Cost (NOT INCLUDING T-SHIRT): \$15

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

Notes and money to Duffy Primary School front office by: Wednesday, 24 July 2024

Excursion Risk Assessment: Available at the front office

Contingency: If any aspect of these excursions is cancelled, every effort will be made to provide other opportunities to perform these songs, including at school assembly and end of year concert. Duffy Primary’s participation in this event is contingent on staffing allowing adequate supervision for students both on the excursion and at school, if this becomes problematic, participation in *Step into the Limelight* may be reconsidered.

Behavioural expectations: Students are expected to demonstrate our school values of being **Respectful**, **Responsible** and **Inclusive** at all times during this excursion. All students participating in *Step into the Limelight* are required to sign a Statement of Understanding about the event’s code of conduct.

Photographic Images form: As the evening performances will be photographed, it is **essential** that permission is given for photographic images.

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,

Bridie Morrell
Duffy Primary School Senior Choir Coordinator

Code of Conduct - Statement of Understanding

I will represent myself, my school and the ACT Department of Education to the best of my ability by:

- cooperating with teachers and the event organisers at all times
- displaying respect and courtesy to all participants and their work
- dressing appropriately i.e. wearing the assigned costume or attire for my performance.
- displaying patience and remaining quiet while in backstage areas
- keeping noise below that of normal conversation (i.e. no yelling) in and around Llewellyn Hall and the ANU School of Music – students are encouraged to bring something to occupy their time (i.e. book, cards etc)
- adequately preparing for my performance and attending all scheduled rehearsals

I will refrain from:

- loud, inappropriate or bad language in any area (stage, back stage, main auditorium, foyer)
- inappropriate clothing
- non-cooperation with any member of staff (stage, back stage, main auditorium, foyer)
- any form of bullying, name calling or denigration (of individuals or their work)

Also I acknowledge if such an incident should arise a teacher would contact my parents and I would be removed from the venue or relocated to a separate location in Llewellyn Hall.

Student name: _____

Parent name: _____

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

AUTHORITY TO USE PHOTOGRAPHS (INCLUDING VIDEO) OF CHILDREN FOR THE PROMOTION OF PUBLIC EDUCATION.

Dear Parents and Carers,

The ACT Education Directorate seeks to use photographic (including video) images of students to promote public education. The photographs are used for the Directorate and school promotional purposes including corporate publications such as the Annual Reports. This may include illustrations for printed materials as well as Directorate and school websites.

Photographs of students may also be taken by the media to illustrate a newspaper or television story about public education. The Directorate at times also provides copies of photographs of students to the media for this purpose. The media is only ever invited into a school when they have sought and gained Directorate approval. The media includes local and national television and radio stations, newspapers, and other publications.

The Directorate is subject to the Commonwealth Privacy Act 1988. The Privacy Act requires that we comply with the Information Privacy Principles (IPPs), which are set out in the Act, and which govern the collection, use, storage and disclosure of personal information. Both photographs and names of students may be personal information within the meaning of the Privacy Act.

As required by the Privacy Act, we are seeking your permission for your child’s name, and photographs of your child, to be collected, used and disclosed for the purposes outlined in this letter. You are not required to grant permission. However, by granting permission you will greatly assist in the promotion to the community of the educational opportunities provided by ACT public schools. If you wish to grant permission, can you please provide the necessary details and sign your permission below.

I give permission for Step into the Limelight, the ACT Education Directorate and the media to take and use photographs of my child(ren) for the purposes of promoting the school and ACT Government schools. I understand that photographs taken by the school and the Directorate may be stored and used for promotion purposes from time to time.

Student’s full name: _____ (Please print)

Name of school: _____

Full Name of parent or carer: _____

Photographs: Please tick

- Yes, I agree to photographs and video recordings being taken and used by the Education Directorate.
- No, I do not agree.
- Yes, I agree to photographs and video recordings being taken and used by the media.
- No, I do not agree.

Newsletters and websites: Please tick

- Yes, I agree that my child’s name may be included in Step into the Limelight publicity and websites and media where it relates to an article or story that recognises their student work and success.
- No, I do not agree.

Date: _____ Signature _____