Singleton Heights Public School

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 **Principal: Shaun Graham**

# Annual Permission Notes [Yrs K-2] 2020

# 1. Walking out of the school

At various times during the year, students leave the school grounds to walk to other areas local to the school. Alroy Oval is used by the school as a convenient facility for sport and fitness activities. Similarly, the Singleton Heights Sports Centre is also utilised by the school. At times, students leave the school to walk to Alroy House to visit the Senior Citizens. At the end of the year students will travel by bus to Singleton Civic Centre for Presentation Day. If you would like your child to be able to visit these premises out of the school, please complete the permission note below. At all times, students will be supervised by a teacher.

**2. Permission to Publish**

When a child enrols at school, the parent/carer ticks a box on the enrolment form to indicate if they are happy for their child to be photographed at school. This information is then used to create a list of students of which, currently, 550 of 580 students enrolled at our school have permission to be photographed for school purposes.

Each year, the school consults, with parents/carers to seek permission to publish photographs or other information, including the child’s name, age and class or copies of the child’s artwork or other classwork. This information, including photographs, may be published in the school newsletter, school magazine, annual school report, the Singleton Argus or other print material. On some occasions, images and information is used for class PowerPoint presentations, school videos, promotional material, or for publication on the school website, which is publicly accessible.

**3. Online Services**

The school also seeks permission for students to access the internet, utilise a customized Gmail account and work with online applications such as Google Apps. These resources enable students to complete research tasks, collaborate with peers, publish online and create personalized research portals. Students receive training in the safe and effective use of the internet using their student portal. A separate document outlining the Department of Education’s Use of Digital Devices and Online Services Policy will be sent home shortly. Parents are expected to read this with their child to understand the school’s current procedures in relation to this policy.

**4. Professional Learning Partnerships**

At times, visiting staff from other schools and universities attend the school for professional learning and research purposes. This may include taking part in class lessons or engaging in learning projects with teachers. At all times, the confidentiality of students is maintained.

**Medical Update**

Each year, parents/carers are required to provide medical updates for their child’s health care needs. Even if the child has no specific health needs, students are not allowed to attend excursions if their medical note has not been completed.

**Shaun Graham, Principal**

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**School Permission**

I give permission for my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of class, \_\_\_\_\_\_\_\_\_\_\_, to:

 (*Circle as appropriate*)

1. Leave the school to walk to nearby premises with a teacher, including Alroy Oval, Alroy House, Singleton Heights Sport Centre/Tennis Courts and travel by bus to Singleton Civic Centre for Presentation day.

2. Have their photograph, class work, name, age and class published by the school, as noted above.

3. Access the internet using their student portal and being responsible in the use of online services

4. Participate in lessons that may be used for observation or research purposes.

I have attached my child’s medical note for 2020 which includes up-to-date contact information.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [parent/carer] Date \_\_\_\_\_\_\_\_\_\_\_