



# Heidelberg Primary School

Est 1854

Dear Parents,

During the upcoming year there are a number of important activities that we may need to conduct at school for which we need to seek your permission. Again this year all of the permission notes we require are consolidated into one form.

Please take a few moments to read the attached information sheet, discuss it as appropriate with your family, then sign and return only the reply sheet no later than the Friday of the first week of school. You should keep the Information Sheet in a safe place for future reference.

The Information Sheet contains details about:

1. **Local Excursions**
2. **Sunsmart – permission to apply sunscreen**
3. **Media Photos –Filming at School**
4. **PG Rated Videos**
5. **Casual Swim Notice**
6. **Approved School Blog Notice**
7. **Religious Education Notice**

If you require any further information about any of these activities, please contact your child's class teacher.

Please note: One of the attached 'Notices for Approval – Return Slip' should be completed **for each student**, and returned to their class teacher no later than Friday.

Thanking you,

*Graham Jackson*  
*Assistant Principal*

## **Notices for Approval – Information Sheet**

### **1. Local Excursions**

On some occasions it is an advantage for classes to leave the school grounds for short periods of time to carry out activities associated with the class work, e.g. a walk around local streets to collect leaves in autumn or a visit to Warringal Shopping Centre to support a mathematics lesson. On other occasions, children need to walk to Heidelberg Park for sporting activities.

In order that these local excursions can be carried out, we seek your permission at this time for your child to participate in these activities as they occur. Class teachers will inform parents in advance when they intend to leave the school.

### **2. Sunsmart – permission to apply sunscreen**

In terms one and four sunscreen will be available in the classrooms, on excursions and during sporting events for the children to use when outside. We require your consent for your child to apply sunscreen.

If your child has an allergic reaction to the sunscreen, please notify the class teacher, in writing, immediately.

### **3. Media Photos –Filming at School**

Occasionally we are approached by the media for students to appear in photos or on film for a variety of purposes. Alternatively, we may take photographs and videos of students to promote our school in various ways, including the internet, Ultraset, local or state newspapers, etc, or for them to be used for classroom viewing. We seek your permission for your child to be photographed for such purposes. Surnames are not used when photos are published. Photos would be used without acknowledgement and without parents being entitled to remuneration or compensation. Ownership of any photographic, video, audio or any other form of electronic recording will be retained by the school.

### **4. PG Rated Videos**

The reading strand of the English Curriculum states that students should be presented with opportunities to construct meaning from a variety of print and non-print texts. This not only includes magazines, posters, charts, CD-ROMs and Internet sites, but also viewing texts such as films, videos and television programs.

In the vast majority of instances, the videos that are shown at school will be rated G. There may be some occasions however when a selected text/video may be rated PG. It is school policy in these cases to seek parental permission to allow children to watch PG videos that are deemed suitable by staff.

Class teachers will inform you of movie/documentary titles prior to them being shown.

We seek your permission for your child to view PG rated video/DVD texts related to the curriculum AT THE TEACHER'S DISCRETION from time to time during 2013.

### **5. Casual Swim**

Please read and complete the attached Casual Swim notice.

### **6. Blogs**

Please read and complete the attached Approved School Blog notice.

### **7. Religious Education**

Please read and complete the attached Religious Education notice.

*Please now read and sign the appropriate permission acknowledgement slips on the attached "Notices for Approval – Return Slip."*

*Keep this "Information Sheet" in a safe place for future reference.*

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## Notices for Approval - Return Slip

Student's name ..... Room .....

All sections of this page must be completed if you agree to the conditions as written on the attached information sheet. If you do not wish to provide permission for any item below, please state that you DO NOT PROVIDE CONSENT where the signature is requested.

Please return this page to school no later than Friday of the first week of school.

One page must be completed for each student.

### 1. Local Excursions

I give permission for my child to be involved in excursions of a local nature.

Where the teacher in charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher in charge to:

- Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner
- Administer such first aid as the teacher in charge may judge to be reasonably necessary

Signed .....Parent/Guardian Date .....

### 2. Sunsmart – permission to apply sunscreen

I give permission for my child to apply the School's 30+ Sunscreen (for sensitive skin) as required.

Signed .....Parent/Guardian Date .....

### 3. Media Photos –Filming at School

- I give permission for my child to be photographed, filmed or recorded at school for any reasonable purpose without acknowledgement and without being entitled to remuneration or compensation.
- I understand that his/her full name will not be used without my prior permission.
- I understand that ownership of any photographic, video, audio or any other form of electronic recording will be retained by the school.

Signed .....Parent/Guardian Date .....

### 4. PG Rated Videos

I give permission for my child to view PG rated videos/DVDs that are directly related to the curriculum and are deemed suitable by the classroom teacher

Signed .....Parent/Guardian Date .....

**Note:**  
Please inform the school if guardianship/custody changes for your child, as this form will need to be resigned to reflect these changes.

If at any time you wish to withdraw consent for the school to conduct any of the above activities, please notify the school in writing.