



WAHROONGA PUBLIC SCHOOL

71 Burns Road, Wahroonga NSW 2076

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Education

PERMISSION NOTES

Each year we seek the permission of parents/carers to involve their children in a range of curriculum activities. Rather than seeking your permission several times throughout the year, we have combined all the permission pro-formas on a single page. Please read the enclosed information and sign the consent forms attached if you agree to your child participating in the activities and/or school programs. Only those children whose parents have signed and returned the consent forms will be permitted to undertake the activities. Explanations are below.

PERMISSION TO PUBLISH AND DISPLAY STUDENT WORK SAMPLES, NAMES AND IMAGES

This permission was sought from parents last year and remains effective until parents advise the school otherwise. Any student who is new to the school will receive a separate Department of Education 'General Permission to Publish and Disclose Information' form to complete shortly.

ICT USER'S AGREEMENT

Teachers encourage their students to access the internet for information during the course of their lessons. To ensure a safe environment for the students, the school has developed an *Internet User's Agreement*.

The Education Department has developed a number of guidelines for using the internet in schools. Students are not permitted to use the internet unless permission to do so is obtained from parents or carers. Please explain the contents of the following agreement to your child prior to signing the permission note. The school's server filters all sites prior to allowing student access to them. This will include video-conferencing via the internet.

Internet Code of Behaviour Agreement

When using the internet at school I:

- will not reveal or publish personal information;*
- will not send a person a picture of myself without permission;*
- will not engage in cyber bullying;*
- will not access sites containing unacceptable material and will inform the teacher if I encounter anything that makes me feel uncomfortable.*

THIRD PARTY WEBSITES

Schools require the permission of parents/carers before sharing first and surnames with third party educational websites that are used frequently in the primary classroom or for home tasks. We typically use services such as Reading Eggs, Maths Seeds, Study Ladder, Code.org, Class Dojo, Mathletics and Wushka, though some individual class teachers also select websites as appropriate to the class' learning.

VIEWING PG MOVIES

Teachers may wish to show their class a DVD of a novel they have been studying (e.g. *Charlotte's Web*) or show parts of a film, (eg *Walking With Dinosaurs*), that may have a PG classification. All films will be previewed by the teachers to assess suitability.

VIDEO CONFERENCING

The NSW DEC have provided every NSW public school with a Connected Classroom where video conferencing equipment allows teachers and their students to communicate with other schools and educational organisations in real time. Teachers may wish to involve their classes in projects with teachers from other schools through these video conference facilities. Parent permission is sought for students to participate where applicable.

LOCAL WALKING EXCURSIONS

Occasionally the need arises for teachers to leave school grounds either for educational purposes or for emergency evacuation. It may be to explore the local environment, learn about the local community or similar. Parent permission is sought for students to leave school grounds under the direct supervision of a teacher within a 1km radius where educational gain is identified or for emergency procedures to occur. Risk management practices are adhered to on all occasions.

PARENT VOLUNTEERS WORKING IN NSW PUBLIC SCHOOLS

We highly value the assistance parents provide in helping the teachers and working with small groups of children.

All volunteers at school are required to fill out a **Working With Children Check “Appendix 5 Declaration for volunteers and non child related contractors”**.

This Appendix 5 is available from the school office, or you can download it online.

Please **ALSO** bring 100 points of identification with you. This must include ONE Category 1 document; OR at least ONE Category 2 document containing a photograph. Collectively these must show evidence of the person’s date of birth and signature:

Category 1 (70 points. Only ONE accepted from this category)	Category 2 (40 points for initial document in this category; additional documents awarded 25 points each)	Category 3 (25 points. More than one of the following documents may be counted; each will score 25 points)
<ul style="list-style-type: none">• Birth Certificate (original)• Australian Passport• Australian Citizenship Certificate• International Passport• Other identity document such as diplomatic/refugee documentation with photo or signature	<ul style="list-style-type: none">• Current Government-issued Licence or Permit• Working with Children/Teachers Registration Card• ASIC/MSIC Card• Public Employee Photo ID Card• Dept of Veterans’ Affairs Card• Centrelink Pensioner Concession Card or Health Care Card• Current Tertiary Education Institution Photo ID	<ul style="list-style-type: none">• Foreign/International Driver’s Licence• Proof of Age card (Govt. issued)• Medicare Card/Private Health Care Card• Council Rates Notice• Property Lease/Rental Agreement• Seniors Card• Credit Card/Debit Card• Utility Bills (eg telephone, gas, water, electricity)

For example, a simple combination of the above would be Passport (70 points) + Driver’s Licence (25 points) + Medicare Card (25 points) = 120 points.

Our friendly office team will make a photocopy of your 100 points.

Please note that volunteers only need to complete this process once over your child’s time at school. So if you’ve already filled out an Appendix 5 AND provided 100 points of ID to Wahroonga Public School in the past, you will not be required to do it again. Thank you for your assistance.

**Alison Filipic
Principal
Wahroonga Public School**



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Education

STUDENT PERMISSION NOTES

The following permission notes are for: Student Name: _____ Class _____

ICT USER'S AGREEMENT

I have discussed the Internet Code of Behaviour with my child and give permission for him/her to access the internet under teacher supervision.

Signature: _____ (Parent) Date: _____

THIRD PARTY WEBSITES

I give permission for my child's first and surname to be provided to any carefully selected third party educational website where the Principal has evaluated the benefit and trustworthiness of the site. For example, Mathletics, Reading Eggs, ACER testing.

OR

I would like to provide permission on an individual basis for each website used by the class teacher.

Signature: _____ (Parent)

Date: _____

VIEWING PG FILMS

I give permission for my child to view films with a PG classification under the guidance of a teacher.

Signature: _____ (Parent) Date: _____

PERMISSION TO PARTICIPATE IN VIDEO CONFERENCES

I give permission for my child to participate in video conferences with other schools and educational organisations where applicable.

Signature: _____ (Parent) Date: _____

PERMISSION FOR LOCAL WALKING EXCURSIONS

I give permission for my child to participate in local walking excursions which may involve leaving the school grounds under the direct supervision of a teacher within a 1km radius where educational gain is identified or for emergency procedures to occur.

Signature: _____ (Parent) Date: _____

Kindly return this signed form to your child's class teacher. Thank you.