



Wollongbar Public School

P.O Box 3455 Wollongbar NSW 2477
Phone (02) 6628 1302 Fax (02) 6628 1976
Email: Wollongbar-p.school@det.nsw.edu.au
Principal: Jennifer Thomas



Thursday 4 February 2023

General Permission Note 2023

Dear Parents & Carers,

Attached is the General Permission Note for 2023. There are **9 places for you to sign and email addresses for you to include.**

This General Permission note only covers excursions and events which take place in the village of Wollongbar; you will still need to sign a Permission Note and complete a **Student Medical Information form** for excursions involving car or bus travel away from Wollongbar.

A **General Permission to Publish** on our school website is included. By giving your permission you enable us to publish general things like student work, feedback and photos from school excursions and carnivals, who our school leaders are and our weekly Newsletter. You will always be asked individual permission where we may wish to record and publish specific activities.

The forms that you complete will be filed in your child's Student File and will remain current for 2023. If you wish to change any of these permissions I would ask that you notify the school in writing.

Please note: all students are required to attend the Special Religious Education program (SRE) run by authorised volunteers each Tuesday, unless we receive a letter from their parent/carer stating that they wish their child to be excluded from SRE or that wish has already been stated on their Enrolment Form. If you have already written a letter requesting exclusion, there is no need to update that information. Newly enrolled Kindergarten families have already completed a separate SRE note as part of enrolment.

It is important that you complete an individual General Permission Note for each child that attends Wollongbar PS. If you have questions with regard to this matter, please do not hesitate to contact the Office.

Regards,
Jennifer Thomas
Principal



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Education
Public Schools

General Permission Note 2023

Dear Parents and Carers,

This General Permission Note will be filed securely in your child's Student File and will remain current for 2023. Please complete the note and return it to the Office as soon as possible. **Please sign alongside YES or NO in the box.**

Please make sure that you complete all sections. If you have more than one child you will need to complete a separate note for each child.

Student Name: _____ Class: _____ Year: _____

	Please sign or initial YES or NO	
GENERAL EXCURSION CONSENT K - 6 I give permission for my child to participate in walking or sporting excursions within the village of Wollongbar, as organised by his/her teacher and as approved by the Principal. Parents and Carers will be informed of any incidental activities, where possible, prior to their occurring, via notes home or the newsletter. Separate permission notes, together with full details, will be issued for any excursion away from the school which involves travel by bus or car.		YES
		NO
SUPERVISION OF STUDENTS Supervision at Wollongbar PS commences each school day at 8:45am. Students should not be on school grounds before 8.45am. From 8.45am a staff member is on duty. Students are supervised during lunch and play breaks. Students should leave the school grounds promptly at 3:15 pm. Children (including children of preschool age or not attending this school), are not to play on the fixed equipment once they are released from class. (PLEASE NOTE: The staff car park is not to be used to walk through or drop off or collect children. Parking restrictions are in effect in certain places and that a 40 km/hr zone exists around our school.) <i>I understand the supervision times of our school. I understand that the school's fixed equipment is for during school hours by students attending Wollongbar PS and supervised by a staff member. I understand that the Staff Carpark is for Department of Education employees only and is not to be used to walk through, drop off or collect students.</i>		YES
		NO
PERMISSION TO PUBLISH STUDENT IMAGE K – 6 I give permission for my child and his/her work to be photographed, filmed, digitally imaged or recorded for publication in the media, within classrooms and local business houses, including competitions, sporting events etc.		YES
		NO

<p>EMAIL AND INTERNET USE</p> <p>Email is a method of communicating on the Internet by sending and receiving written messages. Use of the internet through Department of Education (DoE) resources is filtered for online safety. Your child/children will be provided with an individual username and password to access filtered Internet browsing and email at school. Students need to Log On and accept the <i>User Agreement</i> to be able to access their user account. Their user name and password will ensure that they receive Internet filtering and that no one else can access their email.</p> <p>All students who use the Internet at school are taught that they must follow the <i>Code of Conduct</i> outlined in each school's <i>Student Access to the Internet Policy</i>. This policy includes the action that may be taken by a school if students do not follow this <i>Code of Conduct</i>. Contact the school if you would like a full copy of the procedure.</p> <p>Students will be able to access their personal email from computers at home and other locations through private internet service providers. All internet browsing at home will be directed through your own Internet Service Provider and is not protected by DoE filtering. We recommend that you install filtering software at home and be aware of filtering software at other locations.</p> <p>The School does not use social media sites, e.g. TikTok. Parents and Carers who allow their child/children to use social media sites are responsible for ensuring that their child is able to use such sites safely and lawfully and are responsible for managing any issues that arise from the irresponsible, unsafe or harmful use of Social Media. Issues arising from the use of social media sites are a parent or carer responsibility.</p> <p><i>I understand that my child will be using email and the internet at school. I understand that if I allow my child to use social media I am responsible for dealing with any issues arising from the use of those sites.</i></p>		YES
		NO
<p>NEWSLETTER IDENTIFICATION</p> <p>Your permission is required for us to identify students by name in our weekly newsletter. We will only be able to identify students (eg awards, our monthly achievement page, birthday list) who have returned this signed permission form.</p> <p><i>I give permission for my child to be identified by name in the weekly newsletter.</i></p>		YES
		NO
<p>PG RATED MOVIES</p> <p>DoE regulations mean that school students are only able to watch G rated movies at school without parental permission. At times we may want to watch a PG rated video, e.g hot weather/wet weather breaks in the Hall. If your child's class watches a PG rated video the teacher will have viewed the video and deemed it suitable for the class.</p> <p><i>I give permission for my child to watch PG rated movies that have the approval of the Principal.</i></p>		YES
		NO
<p>CHILD PROTECTION LESSONS YEARS K - 6</p> <p>As part of the Personal Development/Health/Physical Education syllabus all children will participate in Child Protection lessons. These lessons help children to identify dangerous or uncomfortable situations and to seek help from trustworthy adults. Some lessons involve the naming of parts of the body. Child Protection lessons have been developed by the NSW Department of Education and they are mandatory part of the NSW NESA Syllabus that schools must teach.</p> <p><i>I understand that my child will be participating in Child Protection lessons.</i></p>		YES
		NO

General Permission to Publish

We need your permission to publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service.

This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media.

The communications in which your child's information may be published include but are not limited to:

- Public websites of the Department of Education, including the school website, the Department of Education intranet (staff only), blogs and wikis.
- Department of Education publications including the school newsletter, Annual School Report, promotional material published in print and electronically including on the Department's websites.

Parents and Carers should be aware that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked to by third parties.

I have read this permission to publish and (tick the appropriate box):

☐

I give permission

☐

I do not give permission

to the School/Department of Education to publish information about my child as described above, including in publicly accessible communications, e.g. school website, Premier's Spelling Challenge etc.

The WPS Newsletter

The WPS Newsletter is shared via email. Please let us know if you would like a copy of the newsletter to be sent to multiple email addresses.

The above permissions will remain current while your child is enrolled at Wollongbar Public School during 2023. If you wish to change any of these permissions, please notify the school in writing.

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____

Home Reading Agreement

The Home Reading Program encourages daily reading at home to enhance a child's reading skills, strategies and fluency. Students are encouraged to borrow levelled books from classroom Home Reading boxes to support reading appropriate to their needs. The Home Reading books are a valuable resource and are expected to go home and return each day in a Home Reading folder.

I understand that I am responsible for ensuring that the Home Reading books my child has borrowed travel to and from school in a Home Reading folder.

I agree to pay \$20.00 for a replacement book if the one borrowed out is lost, damaged or not returned.

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____

Please complete only if your details have changed. It is important that we have up to date information on file. If you are unsure, please complete and we will verify and update where necessary.

CHANGE OF DETAILS

Student's Name: _____ Class: _____

Parents/Guardian 1 Name: _____

Parents/Guardian 2 Name: _____

Address: _____

Email Address: _____

I have provided proof of my new address with the following documentation:

☐ Licence ☐ Council Rates ☐ Electricity Acc. ☐ Other: _____

Home Phone: _____

Parent/Guardian 1 Mobile and Name: _____

Parent/Guardian 2 Mobile and Name: _____

Emergency Contact 1 Name and Phone Number: _____

Emergency Contact 2 Name and Phone Number: _____

Medical Details/ Conditions: _____

Signature: _____ Date: _____