School Permission Notes

Dear Parents/Caregivers,

Included in the following pages are a number of school based permission notes for various activities undertaken at our school. Please read each note carefully and mark accordingly. This information is entered onto the student’s record.

NOTE: if at any time you choose to alter the information provided simply complete a new note and submit to the office, your child’s records will then be updated. Copies of these notes are available from the office.

Permission/Information required notes attached include:

- Scripture Group Chosen
- Use of Students Image and Name
- Child Protection Permission
- Student use of Internet at School
- Stingoes permission
- Bicycle Policy and Agreement

Date: _____/_____/__________

Student Name:___________________________________ Students Year: ___________

Date of Birth: _____/_____/__________
Dear Parents / Caregivers,

To assist in the organisation of Scripture classes, we would appreciate you complete the slip below. Please note that supervision will be available for students not attending Scripture classes. Scripture classes will commence depending on the availability of Scripture Teachers.

Thank you for your co-operation.

Mrs Kerry Gostelow
Scripture Co-ordinator

Mrs Joan Kahl
Principal

Scripture Groups

Please tick the appropriate group that the student should attend:

☐ Catholic Scripture
☐ Combined Protestant Scripture (including: Anglican, Baptist, Uniting, Presbyterian, ETC)
☐ Jehovah Witness Scripture
☐ Non Scripture

Students Name: _____________________ Students Class: _______________

Parent/Caregiver signature: ________________________________________

The information provided is being obtained for the purpose of the addition/update of the school administration and academic files for students and family. It will be used by the Department of Education and Training for general administration, communication, academic and other matters relating to the education and welfare of the student. This information will be stored securely. You may access or correct any personal information provided by contacting the school.
Use of Student’s Image and Name

Note: for all families to complete – 1 note per child

The Privacy and Personal Information Protection Act 1998 deems the taking of photographs or videoing of school events as the collection of Personal Information. (e.g. at concerts, sports carnivals, for printing in news bulletin, uploading to website, external publication such as the local newspaper, etc)

Therefore, before the school can photograph or video students at school events during the year, we need to seek parental/caregiver consent for their child/children to be able to appear in a photograph or video.

Some examples of different activities are:

1) As a picture display within the school,
2) As images in the fortnightly School Newsletter,
3) As images on the School’s Internet web page,
4) As displayed on individual medical/healthcare plans or as
5) A DVD recording of school events, eg. The Year 6 Farewell powerpoint presentation.

Information provided as to individual permission will be recorded on the students file as a permanent record during their time at Windsor Park Public School. This information is confidential and can be changed at any time by the Parent or Caregiver.

If you require any further information please contact me at the school on 45743070.

Joan Kahl
Principal

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Use of Student’s Image and Name
(Please complete a note for each child in the family)

Students Name: ________________________________________________
Students Class: ________________________________________________
Students Year: _______________

Please read carefully and mark a “Y” or an “N” in the corresponding box with your preferred permission.

Y = Yes          N = No

NOTE: A written response is required. Please DO NOT tick and DO NOT leave blank. Thank you.

FOR: IN-SCHOOL USE
(EG: Photo Displays - classroom/library/foyers, PowerPoint presentations, Event CDs etc.)

_______ My child may be photographed or videoed at school events or activities.

_______ My child’s image may be used for in school use.

_______ My child’s first name may appear with the image.

_______ My child’s surname may appear with the image.

FOR: INTERNET USE
(EG: Publications of students written/art work, group/individual photos, fortnightly bulletin,
PowerPoint presentations etc.)

_______ My child’s image may appear on the schools INTERNET website.

_______ My child’s first name may appear with the image on the schools INTERNET website.

_______ My child’s surname may appear with the image on the schools INTERNET website.

FOR: EXTERNAL PUBLICATION
(EG: Newspapers, Departmental Publications, etc.)

_______ My child’s image may appear in an External publication

_______ My child’s first name may appear in an External publication

_______ My child’s surname may appear with the image in an External publication

Signed: __________________________________ Date: ___/___/______

(Parent/Caregiver)
Dear Parents / Caregivers,

As part of the Personal Development, Health and Physical Education curriculum students will participate in Child Protection lessons.

These lessons will help children to identify dangerous or uncomfortable situations and to seek help from trustworthy adults. Some lessons may involve naming parts of the body.

The Child Protection lessons have been developed by the Department of School Education and they are an important priority for schools.

We trust that you will support your child’s participation in the program. Please contact the school if you have any questions.

Please complete the slip below; this form gives your child permission to participate in Child Protection lessons during their schooling at Windsor Park Public School.

Yours Sincerely,

Joan Kahl
Principal

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**Child Protection Lessons**

☐ **YES**  I give permission for my child to participate in Child Protection Lessons.

☐ **NO**  I do not give permission for my child to participate in Child Protection Lessons.

Students Name: _____________________  Students Class: _______________

Parent/Caregiver signature: _________________________________________

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Student use of Internet at School

Dear Parents/Caregivers,

In the NSW Public Education system, internet access is now provided through a secure departmental portal. This allows inappropriate sites to be blocked at a state-wide level. Below are a variety of levels at which your child may be introduced to or have access to the internet during Computer Skills lessons and follow up lesson activities in the classroom. Children who are not permitted to view the internet even when demonstrated by the teacher will have alternative work provided and be placed in a different room if a lesson involves the internet.

I understand I may use computers under the direction of a teacher if I follow these rules:

- I am responsible for using computers in the right way. I may use computers to research set classroom projects and access software provided by my class teachers.
- I will not alter computers or destroy the work of another student in our school.

When using the school computers I will always:

- USE CORRECT LANGUAGE – I will never use rude language, bully or embarrass others;
- RESPECT PRIVACY – I will not give my home address, phone numbers or names and addresses of any other person;
- AVOID DISRUPTIONS – I will not use the computers in any way that would stop the use of them by other students;
- PROTECT THE SYSTEM – I will always protect the computer system by only putting in disks/CD-Roms that have been approved by the teacher. I will also report to the teacher any behaviour that may lead to the system being damaged;
- REPORT INAPPROPRIATE MATERIAL – I will always report immediately any bad materials I come across to the supervising teacher;
- REQUEST PERMISSION – I will always ask for the teacher's permission before I print or save any materials on the computer.

Your child’s teacher has read these rules to the class and explained the importance of using computer resources appropriately. We want to make you familiar with these rules as well. Please review them with your child. Any child breaking the above rules will be dealt with according to the school's Discipline Policy.

Please complete following form according to your preferences.

Thank you

Jodie Bickley
Computer Skills Teacher

Joan Kahl
Principal
Student use of Internet at School  
(Please complete a note for each child in the family)

Students Name: ____________________________________________________  
Students Class: ____________________________________  
Students Year: _______________

Please read carefully and mark a “Y” or an “N” in the corresponding box with your preferred permission.  
Y = Yes        N = No

NOTE: A written response is required. Please DO NOT tick and DO NOT leave blank. Thank you.

I give permission for my child to:-

_____ Operate a Department of Education and Training email account via the secure portal.

_____ Participate in lessons during which the teacher demonstrates internet usage.

_____ Observe a student partner access the internet but not access the internet themselves under teacher supervision.

_____ Access the internet independently under teacher supervision.

Signed: ____________________________ Date: ____/____/_______  
(Parent/Caregiver)

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Dear Parents / Caregivers,

Often students report a bite or a sting from an insect and request Stingoes to reduce the pain or itch. Stingoes is a spray which helps minimise the pain, inflammation and itching associated with stings and bites of most insects and plants, including ants, bee, wasps, mosquitoes, sandflies, sea lice, vines and nettles. Teachers and Administration Staff are not allowed to administer Stingoes to a child without prior permission from parents or caregivers. Please complete the below permission slip.

Thank you for your cooperation
Administration Staff

_______________________________________________________________________

____ YES
I do give permission for STINGOES spray to be administered in cases of an insect bite or a reaction to plants.

____ NO
I do not give permission for STINGOES spray to be administered in cases of an insect bite or a reaction to plants.

Students Name: _____________________  Students Class: _______________

Parent/Caregiver signature: _________________________________________
Dear Parents/Caregivers,

To ensure the safety of students travelling to and from school by bicycle, a school policy has been developed in this area. Issues relating to rules for cyclists, equipment, code of behaviour etc. have been discussed extensively at school and in P&C meetings. The outcome of these discussions is the attached “Cyclist’s Code of Behaviour” which has been adopted as our school’s “Bicycle Safety Policy” (please see policy on the following two pages).

As a parent/caregiver your support is sought in relation to:
1. Formal permission for your child to cycle to school and
2. Ensuring the student’s knowledge of his or her role/responsibility as a cyclist.

As a follow-up communicate will aim to define the most appropriate cycling route to and from school.

To assist in this matter, would you please complete form below:

Mrs Joan Kahl
Principal

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**Bicycle Safety**

**Windsor Park Public School – Registration of Student Cyclist**

Students Name: ____________________________ Students Class: ____________________________

Students Date of Birth: __/__/_______ Students Year: ________________

Students Address: _________________________________________________________________

________________________________________________________________________________

Postcode: ____________________

I hereby give permission for my child to ride a bicycle to and from school. I have received a copy of the “Bicycle Safety Policy” and will help to ensure the understanding of my child’s role/responsibility as a cyclist.

Parent / Caregiver Signature: __________________________________ Date: __/__/_______

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Bike Safety Policy

Dear Parents / Caregivers,

The school policy states: a rider must be ten (10) years old before riding to school without adult supervision. This is a safety concern as below this age children are still developing their road skills and peripheral vision (needed to ride safely).

Below is a copy of the Windsor Park Public School Bike Safety Policy to help answer any questions you might have.

BICYCLE SAFETY POLICY

Cyclists Code of Behaviour
To ensure the safety of students travelling to and from school by bicycle, the following rules and conditions are expected to be observed:

Bicycles
The bicycle must be of an appropriate size for the student and equipped as required by the General Traffic Regulation (Traffic Act).
All bicycles being ridden to school must have a warning device (eg. A bell) and at least one working brake.
Any attachments likely to endanger the safety of cyclists are not to be fitted.
Handlebar ends must be covered.
Students are encouraged to attach a bicycle flag to help make the bicycle more visible.

Cyclists
Students below the age of 10 years should only ride to school with appropriate parental supervision.
Cyclists must obey all road rules and traffic signals.

Clothing
An approved safety helmet must be worn. The helmet must be of appropriate size, securely strapped (not loose) under the chin and squarely centred on the head, resting from the middle part of the forehead (not pushed back up off the forehead).
Any clothing that has the potential to “catch” in a bicycle should be avoided. Girls are encouraged to wear school shorts in preference to school tunics or dresses.
Closed shoes must be worn.
Students are encourage to wear an additional brightly coloured or reflective vest whilst cycling.

Access for Cyclists
Cyclists should enter the school grounds either via the gateway on Perkins St (side gate) or via the gateway on Rifle Range Road which is closest to the roundabout and should also use these same gates when leaving the school grounds.
Cyclists must not enter or leave via the car parking area or via the main pedestrian gateway directly in front of the school office.
Bicycles must not be ridden within the school grounds. Bicycles must be “walked” to and from the bicycle parking area within the school grounds and on all pathways between the school grounds and the roadway.
**Security of Bicycles**
Students are to park bicycles in the designated bicycle parking area during the school day. Students are encouraged to utilise the fixtures provided for safe locking of bicycles and helmets. In general, students will be expected to keep away from the bicycle parking area during the day. Responsibility for the security of the bicycle and bicycle safety helmet on the school grounds rests with the student cyclist.
Please note that no responsibility will be taken by the school in the case of theft or damage on bicycles and equipment whilst on school grounds.

**Staff Assistance**
The school will assist with arrangement of programs integrating Road Safety Education with the school curriculum.
Staff will assist with implementation of the “Code of Behaviour for Cyclists”.

**Parental Support**
The school will seek the support of parents in relation to:-
Provision of a permission note for cycling to school
Maintenance of student’s bicycle
Definition of the student’s route to and from school
Ensuring the student’s knowledge of his or her role/responsibility as a cyclist.