

THE BASIN PRIMARY SCHOOL

MOUNTAIN HIGHWAY, THE BASIN 3154

February 20th 2018

Dear Parents/Guardians,

The Basin Primary School offers a range of activities that require the written consent of parents or guardians. To save extensive paperwork several of these activities can be covered by gaining your written consent only once each year. Please read and keep these explanatory notes for your personal reference. Please sign and return the attached consent page to your child's teacher.

LOCAL EXCURSIONS

The Basin Primary School is well situated, enabling our students to visit a wide area of our community, without the necessity for a bus or other transport. Within easy walking distance we have - parks, sporting venues, shops and places of interest. As we wish to involve the students in enriching experiences while at school, teachers would occasionally like to utilise these facilities. Parents will receive advanced notice that the children are leaving school on a short walking excursion.

(Note: A separate form will be issued for signing with regard to all excursions, swimming and camps that require students to cross a main road or to travel in vehicles.)

STUDENT PHOTOS FOR DISPLAY, MEDIA & WEBSITE

The school learning environment should be stimulating and motivate the student to learn. Children are inspired when they see that their efforts are truly valued. At The Basin PS, we want our school environment to reflect the students' learning.

Photographs are often taken during the school day of students involved in a range of curriculum programs and school activities. These may be taken by school personnel, or by a professional photographer. Sometimes these photographs are selected for external publications such as magazines, displays in and out of the school, or in the local media.

If the occasion arises that your child is included in photographs taken at school, and the photos are selected for public display, I am seeking your permission that these photos may be used to publicise our programs and promote our school. Student surnames are not published with photographs.

STUDENT USE OF INTERNET

Students regularly use the Internet at The Basin Primary School in a responsible manner for purposes organised by their teacher. All students agree to work within the following rules:

1. I will only use the Internet as my teacher instructs me. The internet is a tool to help me learn and not a toy.
2. I will abide by generally accepted rules of 'net etiquette': be polite, use appropriate language and respect other people's work and their privacy.
3. I will not give out any personal information about other people, my school or myself over the Internet. This includes full name, address, phone number or other identifying information.
4. I will only use first names.
5. I will never try to access inappropriate material over the Internet.
6. I will IMMEDIATELY click on HOME or turn off the monitor if an unsuitable/inappropriate website is accessed. I will call the teacher for assistance.
7. I will not respond to any messages that are unkind, inappropriate or in any way make me feel uncomfortable. The student will call the teacher for assistance.
8. I will agree to take care of the equipment I use.

Breaches of the rules will see students lose Internet access rights for a period of time determined by their teacher and the Principal.

VIEWING OF 'PG' RATED MEDIA

There are specific occasions when teachers may wish to screen videos/DVDs that support and enhance the classroom program. Videos/DVDs, which are 'G' rated, may be shown without parent consent, however 'PG' rated videos/DVDs require written authority from parents for students to view them. The teacher would carefully choose any such film and the staff would preview the film before presenting it to the students. Consent to your child viewing videos in this category will assist with classroom programs and planning across the school.

SUNSCREEN

Our SUNSMART POLICY recommends that parents apply sunscreen to their children each morning during the months from September through to the end of April due to the high levels of UV light. Another strategy suggested is that parents supply their child with SPF 30+ sunscreen so that their child can reapply sunscreen during the day. To assist families we have purchased some sunscreen pump packs from the Cancer Council of Victoria for each classroom so all children can have access to sunscreen. Our concern is with children who are allergic to sunscreen, hence the reason for this permission note.

HEAD LICE

Head lice continue to cause concern and frustration for some parents, guardians, teachers and children. Head lice are transmitted by having head-to-head contact with someone. Whilst parents have the primary responsibility for the detection and treatment of head lice, the control and management of head lice infections is a shared responsibility between parents, the school and the Department of Human Services.

The school is seeking your permission for trained people (the school administration staff) who have been approved by the Principal and School Council, to check your child's hair for lice and/or eggs. If an outbreak is widespread, we will arrange for a screening through the Knox Council. The school is aware that this is a sensitive issue and is committed to maintaining student confidentiality. In cases where head lice are found the Principal or Office Manager will notify the parents/guardians. Please note that it is the best interest of the child and other children in the school that your child should not return to school until appropriate treatment has commenced.

MEDICATIONS REMINDER

In compliance with Department of Education requirements, parents of students requiring medication to be taken during school hours need to supply a letter of authorisation with guidelines for administration. All medications must be brought to school in their original packaging. Where medication has been prescribed for a student, the student's name should be visible on the dispenser's label. All medications will be located in a secure container in the school office. Children requiring ongoing medication may like to bring several weeks' supply of their medication at one time. If medication requires refrigeration, please note this in the letter. Medications must be handed in at the school office by 9.00am. Please help us to make this a safe environment for all children by complying with the above procedures.

PLEASE SIGN EACH SECTION OF THE ATTACHED CONSENT PAGE AND RETURN IT TO YOUR CHILD'S TEACHER AS SOON AS POSSIBLE.

Graeme Russell
Principal

THE BASIN PRIMARY SCHOOL – CONSENT PAGE

STUDENTS NAME: _____ GRADE: _____

LOCAL EXCURSIONS

I give permission for my child to take part in any local walking excursion in our neighbourhood.

Where it is impractical to communicate with me, I authorise the teacher-in-charge of the excursion to consent, to my child receiving such medical or surgical treatment as may be deemed necessary.

Signature of Parent / Guardian Date: / / 2018

STUDENT PHOTOS FOR DISPLAY, MEDIA & WEBSITE

I give permission for my child, named above, to have their image / work samples used in displays by the school. I understand that this may include our school newsletter, local newspapers, brochures, displays, pamphlets, handbooks, Internet web pages and DVDs.

I give my permission for the school to use photographs of my child for (delete what is not applicable):

| | |
|---|----------|
| Display Purposes | YES / NO |
| Newspapers / Brochure | YES / NO |
| School Web Site | YES / NO |
| School Newsletter | YES / NO |
| External Publications such as magazines | YES / NO |

Signature of Parent / Guardian Date: / / 2018

STUDENT USE OF INTERNET

I give permission for my child, named above, to use the Internet at school for educational purposes in accordance with the school's rules and guidelines. I understand the school will provide adequate supervision and that steps have been taken to minimize risk of exposure to unsuitable material.

I **do / do not** consent to my child using the Internet at school for the Year of 2013

Signature of Parent / Guardian Date: / / 2018

VIEWING OF 'PG' RATED MEDIA

I **do / do not** consent for my child to view selected videos/DVDs related to classroom programs, which are rated 'PG'.

Signature of Parent / Guardian Date: / / 2018

SUNSCREEN

My child is not allergic / allergic to sunscreen and can use the schools pump packs. **YES / NO**

My child is allergic to sunscreen and is not to use the schools pump packs. **YES / NO**

Signature of Parent / Guardian Date: / / 2018

HEAD LICE CHECKS

I **do / do not** consent to my child being **screened for head lice** by trained school staff or a local council nurse.

Signature of Parent / Guardian Date: / / 2018

