



2018 Year 3 & 4 Administration Notices for Parents

TO BE COMPLETED AND RETURNED BY FRIDAY 16TH FEBRUARY
LEANNE TINGWELL (PRINCIPAL)

Friday 2nd February 2018,

Dear Parents/Guardians,

Within this pack you will find a range of permission slips that we ask you to read and sign. These permission slips come home at the beginning of each school year so our administration system can be updated. This process aims to limit the need for repeat notices being sent out throughout the year.

We are currently in the process of implementing an online Parent Portal which will include online access to permission forms however until this is up and running, we rely on these paper versions.

This is an outline of notices you can expect in this pack, depending on the year level of your child (any siblings may have additional notices included):

- General Excursion Consent
- Local Walking Excursion
- General Photo Permission
- SeeSaw (Digital Portfolio) Consent
- PFA – email distribution and possible ‘volunteer’ notification
- Mobile Communication Device (Mobile Phones) Notification of use (To be completed only if your child will be bringing a mobile phone to school with them)
- GK Kitchen Medical/Allergy Notification (Year 3 and Year 4 Students only)

Could I please ask that you return these to school by **Friday 16th February** as a whole document (do not cut up slips). If you have further questions regarding any of these sections please do not hesitate to contact your child’s teacher or the office.

Kind regards
Leanne Tingwell

2018 EXCURSION and GENERAL PERMISSION INFORMATION

This form and any relevant year level consent forms need to be completed and returned to your child's teacher by **FRIDAY 16th FEBRUARY, 2018.**

STUDENT'S NAME: _____ **Grade** _____ **Date** _____

GENERAL EXCURSION CONSENT

I give my permission for my daughter/son (name and year level listed above) to participate in planned excursions during the 2018 school year under the supervision of GK staff. (Parents will be notified of these excursions before they occur, outlining specific information and seeking parent assistance if needed). If for any reason the need arises to remove consent for any excursion, this can be communicated to the classroom teacher.

LOCAL WALKING EXCURSIONS CONSENT

I give my permission for my daughter / son (name and year level listed above) to participate in local excursions during the 2018 school year. This means they have my consent to walk to local areas around the school (parks, top based venues) under the supervision of GK staff. (Parents will be notified of these walks before they occur)

In the event of illness or injury to my child whilst on a local walking excursion, travelling to or from school or on an excursion further away from school; I authorise the Principal or teacher-in-charge of my child, where the Principal or teacher-in-charge is unable to contact me, or it is otherwise impracticable to contact me:

- 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 Principal or staff member may judge to be reasonably necessary

Parent/Guardian Name: _____

Signature of Parent/Guardian: _____

Emergency Contact 1 Name: _____ **Contact Number:** _____

Emergency Contact 2 Name: _____ **Contact Number:** _____

GENERAL PHOTO CONSENT

STUDENT'S NAME: _____ **Grade** _____

I give permission for my child's photograph to be taken during school activities.

I give permission for the school to publish my child's photograph in educationally sound promotion.

This may include, but is not limited to, the Linkletter, school website and student work samples/SeeSaw digital portfolio.

I do not give permission for my child's photo to be published in any form.

Parent Name: _____

Signature of Parent: _____ **Date** _____



Friday 2nd February, 2018

Dear Parents,

We are delighted to share with you that this year the entire school will be using Seesaw (<http://seesaw.me>), a secure online journal where students can document what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on.

In order for your child to use Seesaw, certain personally identifiable information – like the student's name, photos, videos or voice recordings – may be collected. Seesaw has a robust privacy policy (<https://app.seesaw.me/about/privacy>) and is committed to never share or sell your child's personal information or journal content.

Parents can only access their own child's SeeSaw posts however, as learning is often done collaboratively, posts may include photos and movies of students working with other students.

Any content featuring other children **MUST NOT** be downloaded from SeeSaw and uploaded to any social media or other websites by children or parents without first gaining the permission of the other child's or children's parent/s. This must be done through the school. **Any parent or student who fails to comply with this process will have all access to their child's SeeSaw account suspended.**

We hope that your child will enjoy using Seesaw to document and share their learning this term. Please sign below and return this permission slip so that your child can use Seesaw.

We are looking forward to sharing your child's learning with you,

GK Staff.

Please sign below and return the form.

I give consent for my child to use Seesaw for class activities. I understand that SeeSaw is a secure online environment and I will not re-post any content that includes other children to any social media or other websites without the written consent of the relevant parents.

Student Name: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____



Hi Parents, Seesaw is a new way we're trying to share what your child is doing and learning at school.



Seesaw gives your child a safe space to **document their learning**, be creative, and learn how to use technology.



Your child gets their own **multimedia journal**, and we will periodically add items like photos, videos, or drawings.



When your child adds new items, **you can get notified**. You can access your child's journal via iOS or Android app or on the web.



All of your **child's data is safe** and secure. Seesaw never shares anything with third parties.

Subscribe to Your Child's Journal!

iPhone, iPad or Android Phones

1. Search for Seesaw Parent App in the iTunes App Store or Google Play Store
2. Scan the QR code on the handout from your child's teacher
3. Create an account. Allow push notifications to start getting updates

Other Smartphones or Computers

1. Go to the website provided by your child's teacher on the handout or email
2. Create an account with your email address. Choose text/email notifications
3. You'll start getting updates when your child's teacher approves your account

Seesaw Privacy Principles

An essential part of our mission is providing a service that keeps students safe, and puts teachers and parents in control of how student information is shared. We've adopted the following Privacy Principles to summarize our privacy commitments to you.

We don't own the content you provide – students and their schools do.

Anything you add to Seesaw is yours. If you'd ever like to save it elsewhere or use a different product, you can download what you've added to Seesaw to your computer or mobile device.

Student work is private to the classroom by default.

Unless you choose to share, no student work is visible outside of the classroom. Teachers can choose to invite family members to see the work their child has added to Seesaw or post some items more publicly (such as to a Seesaw blog).

We will never advertise to students, create profiles, or sell any user data.

Our business model is straightforward: we charge for optional, additional features on top of our free product. We will never sell or rent profiles of Seesaw users for any reason, and will never advertise to students.

We use security industry best practices and routinely monitor our systems to protect your information.

This means doing things like providing secure communication with our servers at all times and running routine security checks to make sure your information is secure. Read more about how we protect your privacy and security.

We are transparent about our practices, and will notify you if things change.

We write our policies in language that teachers and parents can understand. If anything substantial changes with our privacy practices, we'll let you know. The privacy policy and terms you agreed to will still apply unless you accept the new terms.

We are COPPA and FERPA compliant.

These two laws in the United States govern the collection of information about students at school and people under 13. Seesaw is fully compliant with these important laws so it's safe to use Seesaw in the classroom.

Read our full Privacy Policy on our website at seesaw.me/privacy.

8.50 x 11.00 in



FROM PFA

Dear Parents/Guardians,

Could you please complete the sections below and return to school by **FRIDAY 16th FEBRUARY** so updated classroom communication details can be collated.

Leanne Tingwell (Principal), on behalf of Catherine Borstelj (2018 Grade Communicator Coordinator)

2018 EMAIL DISTRIBUTION CONSENT

I **give permission** for my email to be included on the 2018 CLASS CONTACT LIST/S for my child/ren's class.

I **do not give permission** for my email to be included on the 2018 CLASS CONTACT LIST

Email to include: _____

2018 'POSSIBLE' VOLUNTEER LIST CONSENT

An additional volunteer list is being created in 2018. By agreeing to have your email on this list, you are simply **agreeing to being alerted** that the SCHOOL, CLASSROOM LEVEL or PFA require assistance with tasks, if you are able to assist. **THIS DOES NOT COMMIT YOU TO ANYTHING** – just allows us to seek assistance from people who may be able to help via an email distribution alert. Examples of assistance could be excursion attendance, library book covering, assisting with PFA events (Mother's Day/Father's Day stall etc), home reading sorts, use of trailers/utes for pick up etc. Often parents let us know they would have helped with tasks/events if they knew about it. We hope this helps alerting them to this need.

I **give permission** for my email to be included on the 2018 POSSIBLE VOLUNTEER lists.

I **do not give permission** for my email to be included on the 2018 POSSIBLE VOLUNTEER lists.

Email to include: _____

Children, Teachers, Parents: A partnership for the future

MOBILE COMMUNICATION DEVICES (MCD) POLICY

PHILOSOPHICAL BASIS

Mobile communication devices (MCD) are an important modern day communication tool. However, they can be used inappropriately, lost or damaged and must therefore be effectively managed.

GUIDELINES:

This policy will be viewed in conjunction with the Child Safety Policy and Code of Conduct.

1. For teachers and staff:

- a. Teachers in charge of all excursions and camps involving students must ensure a MCD, for teachers' own use, accompanies them on each trip.
- b. Staff mobile phone numbers will have restricted access as per the School Privacy Policy.
- c. Staff mobile phones must be on silent and not used during teaching sessions, however, consideration may be made in exceptional circumstances with prior approval of the principal.

2. For students:

- a. Students are not to bring personal MCD to school or any other school activity unless permission from the principal has been sought by parents in writing.
- b. The school does not accept responsibility for storage, loss or damage to student MCDs. Students are required to mark their MCDs clearly with their names and it is strongly advised that students use passwords/PIN numbers to ensure unauthorised use.
- c. Student's MCD must not be used whilst on school property or during any school activity.
- d. MCDs must remain switched off and kept in students' bags during school hours.
- e. MCDs must not be used to take, show or distribute photographs or videos.
- f. Students misusing a device at school or causing a nuisance, including using mobile phones to bully, harass or cause offence, will be brought to the attention of the principal. In this event, the principal may revoke a student's permission to bring a MCD to school. In this event parents will be notified.
- g. Students who bring a MCD to school without prior approval, will have their device stored at the office until the end of the day and their parents/guardians will be notified.



Glen Katherine PS Mobile Phone Permission Form

To be signed by both
Parent/Guardian and child

I give permission for my child _____ of Year _____ to bring a mobile phone to school.

I understand that the mobile phone is for emergencies only and must be switched off on school property and during any school activity and kept in my child's bag.

I understand that the school does not accept responsibility for lost or damaged student mobile phones.

I understand the guidelines for appropriate and acceptable usage of mobile phones and will ensure that my child works within the school guidelines.

Name: _____ Date: _____ Signature: _____
Parent/ Guardian

Name: _____ Date: _____ Signature: _____

Student

GK KITCHEN INFORMATION – TO BE COMPLETED FOR STUDENTS IN YEAR 3 & 4

All students in Year 3-4 will be participating in a cooking program this year. Students will be cooking a range of foods throughout the year and be encouraged to sample these together.

We are aware of the growing list of allergies and reactions these may cause. For this reason we ask you to provide any necessary information about your child we need to be aware of for when they participate in our Kitchen Program.

**We are aware of our anaphylactic, asthma and diabetic students but are still requiring this information about all students

GK KITCHEN NOTIFICATION of needs

STUDENT'S NAME: _____ Grade _____

My child has **NO ALLERGIES or MEDICAL CONCERNS** in relation to participating in the Kitchen Program.

My child has **ALLERGIES and/or MEDICAL CONCERNS** that will impact on their participation in the Kitchen Program. (Please tick relevant boxes below and add additional information if required).

Anaphylaxis – allergic to _____

Diabetes Asthma Coeliac Lactose Intolerant

**Additional Information may include halal, vegetarian/vegan lifestyle preferences
OR**

Allergies/irritation to cleaning goods/chemicals.

We are aiming to clean with chemical free and sustainable goods however knowledge of any additional needs is preferred.

Parent Name: _____

Signature of Parent: _____ Date _____