



# DALMENY PUBLIC SCHOOL

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## GENERAL STUDENT PERMISSIONS

We are currently reviewing permissions held for all students at Dalmeny Public School. The information contained in this booklet explains the permission that we seek from parents/guardians for the day to day activities that your child may participate in during the entirety of their enrolment at Dalmeny Public School.

**We request that you complete the page at the rear of this booklet by ticking all boxes, filling in all details that are applicable to your child, then signing the form.** Only return the signed page to the office. This information will be updated on your child's personal file for access by teaching and administration staff. Retain the cover pages at home for future reference.

Permissions requested include:

- **Local Area Walking Permission (including to and from Ash Road Sporting Complex)**
- **Publication of Photographs / Names**
- **Secure Internet Browsing And Email**
- **Use of school issue Sunscreen**
- **Seesaw App access**

The booklet also offers you the opportunity to list the details of a non-residential parent to whom you wish a second Student Progress report to be sent. Reports are issued at the end of Semester 1 & Semester 2.

### WALKING PERMISSION

Throughout the school year, students may be required to use the playing fields located near the school at the Ash Road Sporting Complex for sporting activities. Also, there may be times when some classes will conduct walking excursions within the local area and school surrounds. On all these occasions children will be under direct teacher supervision whilst walking to and from the reserve or within the local area.

To remove the need for a separate, signed permission note to be requested each time we use the facility or walk within the local area, we are asking that the permission be given, allowing your child to take part in all activities at this location throughout their enrolment at Dalmeny PS.

**Please note:** *In the event that students are required to be moved off-site as part of an emergency evacuation, ALL students will be escorted to the Ash Road Sporting Complex **irrespective** of consent.*

### PUBLICATION OF PHOTOGRAPHS/NAMES

To assist in the promotion of our school we like to publicise the great things children do at Dalmeny PS in the school newsletter or through media releases and stories.

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

- The Department of Education intranet and websites, blogs and wikis
- Department of Education publications by Dalmeny Public School including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Departmental websites
- Official Department and school social media accounts on networks such as YouTube, Facebook, SeeSaw and Twitter
- Local and metropolitan newspapers and magazines and other media outlets

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

### **Surnames will NOT be used in publications**

**We acknowledge parental rights and understand that parents/guardians may choose to NOT give permission for the publication of your child's photo in any circumstances. Please indicate this if applicable. If you have reason to request a change to this authorisation at any time, please advise the school in writing.**

## **SECURE INTERNET BROWSING AND EMAIL FOR STUDENTS**

The NSW Department of Education is committed to providing a secure e-Learning environment to enrich learning opportunities for all students in NSW public schools. During the year your child will be provided with access to secure Internet browsing and email.



Email is a method of communicating on the Internet by sending and receiving written messages. Your child's email account is protected by software to block out inappropriate messages. Your child will be provided with an individual username and password to access filtered internet browsing and email at school. Their username and password will ensure that they receive Internet filtering and that no one else can access their email.

All students who use internet at school are taught that they must follow the code of conduct outlined in each School's Student Access to the Internet Policy. This policy includes action that may be taken by a school if students do not follow this code. This policy also follows specific privacy guidelines which make it clear that personal information is not to be revealed and that personal account details remain confidential. Please contact the school if you would like to receive a full copy of this policy.

Students are able to access their personal email from computers at home and other locations through private internet service providers. We recommend that you install filtering software at home and be aware of filtering software if accessing email from other locations.

Whilst your child is enrolled at a public school or TAFE in NSW, they will have access to secure internet browsing and email. **The NSW Department of Education respects your right as a parent to refuse your child permission to access this facility.**

Further information about secure Internet browsing and email is available on the NSW Department of Education website at [www.det.nsw.edu.au](http://www.det.nsw.edu.au) or by telephoning or emailing the school.

## **SUNSCREEN**



As a sun safe school students may be given the opportunity to apply sunscreen prior to any outdoor activities, examples sport / fitness or playtime The brand we purchase and make available for student use is:

**[Cancer Council Everyday SPF30 broad spectrum UVA + UVB protection.](#)**

As some students may suffer from allergies we request that you advise us if **you do not give permission** for your child to use the sunscreen.

Students will be supervised while applying the sunscreen to ensure they do not get it in their eyes.

If you have any questions regarding our Sun Safe procedures please contact the classroom teacher or our school administration team. We request that you only indicate on the General Permission note if your child is **NOT ALLOWED** to use school issue sunscreen.



## **USING THE SEESAW APP TO COMMUNICATE PROGRESS**

At various points across your child's learning, class teachers may choose to use the Seesaw App to support enhanced communication and involvement of parents regarding student's learning at school.

Seesaw is a student-driven digital portfolio that empowers students to independently document what they are learning at school. Seesaw is a highly regarded education tool used extensively in schools in Australia and across the world. Both students and teachers will be using a school iPad to document learning when using this App.

Who can access my child's portfolio? Your child's information is stored on an individual digital portfolio that can only be accessed at the school level by the teachers of each child and school administrators of Seesaw. When student work is approved by teachers, only parents of the child can view the work. Note: no other parent/student can view another child's folder. All information remains private and is not published for public viewing.

Information about data storage and privacy: through the use of the Seesaw App, data is stored by Seesaw for use and access by the school. Data constitutes student name, class, work samples and/or photos with work samples. Seesaw has a comprehensive security and privacy system, settings and policy, and its mission is "to provide a service that keeps students safe, and puts teachers and parents in control of how student information is shared". Information on Seesaw's privacy policy can be found on the Seesaw website <http://web.seesaw.me/privacy>.

To support you and your child benefitting from this educational opportunity if it is offered during the time of your child's enrolment at Dalmeny PS, please complete the consent form on the general permission note. Information regarding how parents can access student portfolios will be sent home by class teachers who choose to utilise this technology in their classroom.



## **SEMESTER STUDENT PROGRESS REPORTS**

In some households there is a need for a second report to be sent to another parent who does not reside permanently with the student.

Student Assessment Reports go home at the end of Semester One and Semester Two.

If you require a second report, please provide us with the appropriate details on the General Permission Note.



## **CHANGE OF STUDENT INFORMATION**

In order to keep accurate records at all times, we must ensure that regular updates are performed on our student information files. If we are not notified of changes promptly it may mean we are unable to contact families in cases of an emergency. Please notify the school office of any changes to:

- **Address**
- **Mother/Father/Guardian** Details – Mobile, work and home telephone numbers
- **Emergency Contacts** – We need to have the name and phone number of someone close to the family who can be contacted in case of an emergency if we cannot contact parents. The emergency contact need to be able to collect your child from school if necessary.
- **Home Structure** – It is vital that we be advised immediately if the structure at home has changed. Please also provide a copy of any new or updated Court Orders / AVO's to the school office as soon as possible.

*An information update form is available from the office. Please complete this, giving us advice in writing when changes occur. Alternately, changes can be submitted via the Skoolbag App.*



## **SKOOLBAG APP**

The Skoolbag App is used to keep parents up to date with school events, to view our fortnightly newsletter and to give access to permission notes for excursions and other activities.

Skoolbag also allows you to submit an online absentee form, subscribe to our email list and update your personal details.

This App can be downloaded for free through the APP Store or Google Store. Once the App is downloaded and you have completed the setup, alerts will be sent to you as updates are listed.

If you require further information or assistance in downloading the App, please feel free to contact the office staff.

## **SPECIAL RELIGIOUS EDUCATION (SRE)**

Special Religious Education classes are offered at Dalmeny PS. The religions offered may change from year to year, dependent upon availability of volunteers to deliver the lessons. You will have already been asked to complete a note to indicate your class preference for lessons that take place each Monday afternoon. If you wish to change this, please advise the office in writing.

**Any personal information requested is being obtained for the purpose of updating the student's enrolment. It will be used by the Department of Education for general student administration and communication 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.**

## DALMENY PUBLIC SCHOOL GENERAL PERMISSION NOTE - 2020

Please complete this form by ticking the relevant boxes and filling in all details applicable to your child and your current family circumstances. Please return this signed form to the administration office (cover pages should be removed and filed at home for future reference)

NAME OF STUDENT: \_\_\_\_\_ CLASS: \_\_\_\_\_

### WALKING PERMISSION

I give permission for my child to:

walk to and from the playing fields at the Ash Road Sporting Complex, without the need for a specific permission note to participate in events such as (but not limited to) Cross Country Carnival, Athletics Carnival, sport team training and other events relevant to school life and activities.

take part in any walking excursion within the local area/school surrounds. I understand that children will be under direct teacher supervision whilst walking on these occasions.

### PUBLICATION OF PHOTOGRAPHS/NAMES

I give permission for my child to be photographed or videoed for the purpose of promoting the successes of our students in:

the school newsletter

the school website / Skoolbag App / SeeSaw App

**OR**

**I DO NOT** give permission for the publication of my child's photo in any circumstance.

I understand that this authorisation will remain current for the duration of my child's enrolment at Dalmeny Public School.

**PLEASE NOTE: If you have reason to request a change to this authorisation, at any time, this should be advised to the school in writing.**

## INTERNET PERMISSION

Your child will use the computer network to support their learning within the classroom and in the library. If permission is granted, this will include access to the Internet while at school.

**YES**, I give permission for my child to access the school computer network, including internet, under supervision. I understand that a username and password will be created that will give them access to the NSW DoE Portal, either at school or from home.

**OR**

**NO, I do not give permission** for my child to access computer services at Dalmeny Public School. I understand that by not giving permission, a username and password, giving access to the NSW DoE Portal, will not be created for my child.

## SUNSCREEN PERMISSION

**(Only tick if you do NOT give permission. Otherwise please leave blank)**

I **DO NOT** give permission for my child to use the school issue sunscreen.

## SECOND REPORT REQUEST

I am requesting that a second copy of my child's Student Assessment Report to be sent to:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I understand that this authorisation will remain current for the duration of my child's enrolment at Dalmeny Public School.

I understand that if I have reason to change this authorisation at any time, I will advise the school in writing.

Parent/Carer Name: \_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Any personal information requested is being obtained for the purpose of updating the student's enrolment. It will be used by the Department of Education for general student administration and communication 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.**