



ST KILDA PARK PRIMARY SCHOOL

68 FITZROY STREET, ST KILDA
MELBOURNE VIC 3182

PHONE:

(03) 8598 6444

FAX:

(03) 8598 6455

School email:

st.kilda.park.ps@edumail.vic.gov.au

Principal email:

scott.neil.n@edumail.vic.gov.au

Permission Form for Students

Dear Parent and Guardians,

Please complete the following permission requirements for our school. This form will be placed in a folder in the office as authorisation for the following consents to be given whilst your child/ren attends St Kilda Park Primary School. Please notify the school immediately if at any time these circumstances change. If you wish to discuss any of the following please contact the school to discuss your options.

Child's First Name: _____ Surname: _____ Year Level: _____ Teacher: _____

Child's First Name: _____ Surname: _____ Year Level: _____ Teacher: _____

Child's First Name: _____ Surname: _____ Year Level: _____ Teacher: _____

Child's First Name: _____ Surname: _____ Year Level: _____ Teacher: _____

SKiPPA Contact List

St Kilda Park Parents Association & Fundraising

I give permission for my/our name(s) and my child(ren)'s name(s) and the following contact telephone number and email address to be included on a school distribution list that is accessible by all members of the SKiPPS School Community.

YES

NO

Parent/Guardian Name: _____

Phone Number: _____ Email: _____

Parent/Guardian Name: _____

Phone Number: _____ Email: _____

I understand that I will use this information appropriately and respect the values that St Kilda Park Primary School is based on. I will not use bulk distribution lists for disseminating advertising or non related school emails or for the purposes of discussing concerns I may have with the school's policies and procedures.

Head Lice

I agree for my child to be inspected for head lice as the need arises by designated staff at the school and outside healthcare employees.

YES

NO

Please turn over to complete the form...

Acknowledgement for School Approved Excursions (Within 1km Radius)

This form will be placed in a folder at the office as authorisation/prior consent for your child/ren to attend excursions within a 1km radius whilst your child/ren attends St Kilda Park Primary School. Please notify the school immediately if at any time these circumstances change.

I acknowledge my child/ren may attend school excursions and activities within a 1 kilometre radius of the school whilst they attend St Kilda Park Primary School.

Consent to Medical Attention

Where the teacher in charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher in charge to:

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 teacher in charge may judge to be reasonably necessary.

Signature of Parent/Guardian: _____ Date: _____

Family Statements

This school emails family/debtor statements.

STATEMENT OF INTENDED PURPOSE: statements issued via email, the email and any attachments will be confidential and will be intended solely for the information of the individual to whom it is addressed.

Signature of Parent/Guardian: _____ Date: _____

Photographing, Filming and Recording Students Consent Form and Collection Notice

See attached, complete and sign.

ST KILDA PARK PRIMARY SCHOOL



Photographing, Filming and Recording Students Annual Consent Form and Collection Notice

During the school year, there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including for example: classroom activities, sports events, concerts, excursions and incursions, school camps. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camp experience/excursions/sports events, communicate with our parents/carers and school community in newsletters and on classroom blogs.

St. Kilda Park Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our Statement of Commitment to Child Safety.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. concerts, sports events etc.) do so in a respectful and safe manner and that any photos, video or recordings ("images" of students are not publicly posted (e.g. to any social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on 03 8598 6444 or email st.kilda.park.ps@edumail.vic.gov.au

A. Use or disclosure within the school community

Unless you tell us otherwise below, images of your child may be used by our school within the school community, as described below.

Photographs, video or recordings of students may be used within the school community in any of the following ways:

- in the school's communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords e.g. Compass, Konnective and SeeSaw)
- displays in school classrooms, on noticeboards etc.
- in the school's newsletter

B. Use or disclosure in publications/locations that are publicly accessible

Unless you tell us otherwise below, photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website including in the school newsletter which is publicly available on the website
- on the school's social media accounts

Your child may be identified by their first name only in these images (or not named at all).

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

Privacy

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (**the Department**). The Department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information see [Schools' Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

Ownership and Reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Opt Out

St.Kilda Park Primary understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent – see our *Photographing, Filming and Recording Students Policy* on the school website).

If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, you do not need to take any further action.

However, if you have decided that you **do not** want images of your child to be collected or used by our school, **please complete the form below** and return it to your child's classroom teacher. Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

I have read this form and I **do not consent** to St. Kilda Park Primary School using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the school community** (e.g. in the school's communication, learning and teaching tools, on display around the school)
- Use in publications/locations that are publicly accessible** (eg on the school's website, in the school's newsletter on the school's social media accounts, in promotional material for the school)

Note:

- You may choose to opt out of both or only one type of use.
- It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.
- Further information is available in the [Example School] *Photographing, Filming and Recording Students*

Name of Student		Year level
Name of parent/carer		
Signature		
Date	___ / ___ / _____	