



October 2016

Dear Parents

In readiness for a smooth start to 2017 we are streamlining our processes and are collecting permissions prior to the end of this year.

Each year we require:

1. Permission for your child / children to participate in local excursions.
2. Permission to use photographs, video or audio recordings made of your child / children in our newsletter, class blog, wiki, Facebook or website.

1. LOCAL EXCURSIONS

There may be times during the year when it will be desirable to undertake 'local' excursions. These are of short duration to visit or study points of interest in our local community and do not necessitate the use of transport, e.g. visit to local park, shopping centre, etc.

In order to avoid the inconvenience of multiple permission forms, please complete the form to give your consent for your child to undertake these local excursions. An explanatory notice will be sent home advising you of the arrangements. You will not need to return such notices as the form attached will give permission for these excursions. On those rare occasions when a note is not sent home, the Principal's permission will be sought for such 'local' excursions. Please sign a form for each child and return to the school office.

2. PHOTO/VIDEO/AUDIO PERMISSION FORM

As part of our school program, staff members take many photographs of students participating in class and special activities. These photos are used for in school displays and may also be used to promote our school on our school website.

Many of our students also create and contribute to blogs, wikis, digital stories and podcasts. We need to obtain permission to use any photos, video or audio recordings for your child.

Please complete and return the following permissions slips to the Classroom Teacher no later than Friday 25th November 2016.

Many thanks

Glenys Williamson
Principal

RETURN SLIP

LOCAL EXCURSIONS PERMISSION SLIP FOR 2017

I give permission for my child _____
in Grade _____ in 2017 to participate in all local excursions, including sporting activities
at St James Park, during 2017, which do not involve transport.

In an emergency, in case of illness or accident, I authorise the teacher in charge of the
excursion to consent, where it is impracticable to communicate with me, to the child receiving
such medical or surgical treatment as may be deemed necessary.

Signed _____
Parent/Guardian

PHOTO/VIDEO/AUDIO PERMISSION FORM FOR 2017

I authorise the use of any photos, video or audio recordings of my child

in Grade _____ in 2017 by Hawthorn West Primary School for the purpose of the
HWPS newsletter, class blog, wiki, Facebook or the school website without acknowledgement
and without being entitled to remuneration or compensation.

I understand that if I wish to withdraw this authorisation, it will be my responsibility to inform the
Principal of Hawthorn West Primary School in writing.

Signed _____
Parent/Guardian