



HAWTHORN WEST PRIMARY SCHOOL  
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Dear Parents

In readiness for a smooth start to 2018 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 to participate in local excursions.
2. Permission to use photographs, video or audio recordings made of your child in our newsletter, 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.

## **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 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 for each child in your family to the Classroom Teacher no later than Friday 24<sup>th</sup> November 2017.**

Many thanks

Glenys Williamson  
Principal

**CURIOUS, CONFIDENT, CONNECTED,  
ACHIEVING EXCELLENCE**

## RETURN SLIP

### LOCAL EXCURSIONS PERMISSION SLIP FOR 2018

I give permission for my child \_\_\_\_\_  
in Grade \_\_\_\_\_ in 2018 to participate in all local excursions, including sporting activities at St James  
Park, during 2018, 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 2018

I authorise the use of any photos, video or audio recordings of my child  
\_\_\_\_\_  
in Grade \_\_\_\_\_ in 2018 by Hawthorn West Primary School for the purpose of the HWPS  
newsletter, 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