



Derby District High School

10 Anderson Street
PMB 958 ~ Derby WA 6728
Derby.DHS@education.wa.edu.au
Ph: 9193 3000

Primary Permission Pack

Dear Parents/Caregivers,

In this Permission Pack you will find various permission slips that will allow your child to experience a variety of educational activities throughout the year. Forms include:

1. Parent/Student/Teacher expectations - A document that states the expectations of all people involved with your child's education.
2. Land-based Permission Slip - This will give your child permission to attend all land-based activities in and around the township of Derby. Events may include Star of the Week, activities at Town Oval and local excursions.
3. Water-based Permission Slip - This will give your child permission to attend all water-based activities in the township of Derby. This includes the Swimming Carnival and Derby Jetty excursions.
4. Update Contact and Health Form - For you to provide the school with up-to-date information about your contact details and your child's health needs. You only need to complete this if there have been any changes since your child's enrolment.
5. Media Release Form - This will give the school permission to photograph your child and place in school media like the newsletter, the Co-ee and the school Facebook page.
6. Paperless Correspondence - This will allow Derby DHS to send the newsletter and other correspondence via email, saving on the amount of printing required.

Please return these forms to your child's classroom to ensure that all documents are fully completed with the correct information including parent contact details in case of an emergency.

These permission slips will then be kept on each child's file for future reference. If at any time you wish to withdraw this consent, please advise us in writing.

If you have any queries, please contact the school on 9193 3000.

Yours sincerely,

Eliot Money
Principal
Derby District High School



Derby District High School

Expectations at Derby District High School

Dear Parents/Caregivers,

Thank you for enrolling your child/ren at Derby District High School. We understand the critical importance of working in partnership with parents/caregivers to enable children to have the greatest success at school. The goal of this cooperation is ensuring that all students succeed at school.

The below school expectations enable parents, students and staff to have a consistent understanding of the expectations and responsibilities of each other while at this school.

School staff at Derby District High School will:

- Promote a positive school culture. We believe that success continues to breed success;
- Develop understandings of Cultural Awareness, including Aboriginal history, culture, languages, traditions and ways of learning;
- Respect and value all students and acknowledge their cultural background and language;
- Have high expectations of students and their ability to learn and succeed;
- Ensure that the teaching and learning program is relevant to their students' lives and aspirations;
- Develop individualised plans (IEPs, BSPs) for students where appropriate;
- Provide duty of care for all students while they are at school, creating a safe and inclusive school that is free from discrimination, harassment and bullying;
- Carry out positive home visits to parents/caregivers/families to show examples of their child's work and give positive feedback;
- Investigate concerns of students, parents/caregivers and families provide feedback to them;
- Continue to welcome parents/caregivers/families into the school and encourage them to connect with their child's learning.

Parents/caregivers/families at Derby District High School will:

- Ensure their child attends school every day and contact the school if their child will be absent;
- Ensure their child comes to school in a school uniform and shoes, and brings a hat;
- Ensure their child has recess and lunch provided for them, or a canteen account;
- Ensure their child has the necessary school stationary requirements to participate in class activities;
- Expect school staff to provide quality teaching and learning programs for their children;
- Have high expectations of their child's ability to learn and succeed;
- Support their child's learning by asking about their school work, supporting them to complete any homework, reading with them and talking to them about good school behaviour;
- Encourage their child's interest in learning and discuss the importance and value of education;
- Praise their child's achievements and success;
- Endeavour to attend school assemblies when their child receives an award;
- Meet with school staff to discuss their child's progress at school at parent meetings;
- Be encouraged to contribute financially to their child's learning through contributing to school fees and camp charges.

Student attending Derby District High School are expected to fulfil the following responsibilities:

- Show Respect and Responsibility for themselves and to others at all times;
- Wear a uniform and shoes to school each day, and a hat at recess and lunch;
- Come to school prepared for class;
- Go to all classes on time during the school day;
- Stay in class unless you have your teacher's permission to leave and carry a pass;
- Use computers and all ICT responsibly;
- Not use mobile phones or personal electronic devices during class time;
- Not ride bikes, skate boards and scooters on school grounds at any time of the day;
- Not bring any personal sporting equipment to school;
- Not leave school grounds without permission.

Staff at Derby District High School appreciate your support in reinforcing the expectations outlined above with your child and ask that you sign the below slip acknowledging that you have read and discussed these school expectations with your child to enable the smooth orderly processes to take place in this school.

Yours sincerely,

Eliot Money
Principal
Derby District High School



I acknowledge receipt of the School Expectations and have discussed the contents with my child.

Student Name: _____

Student signature: _____

Parent Name: _____

Parent Signature: _____

Date: _____



Derby District High School

Derby Area Excursions Permission Note

Dear Parents/Caregivers

Throughout the course of your child's education at DDHS they will be involved in a variety of excursions within the Shire of Derby/West Kimberley. The majority of these excursions will occur within the township and the risks associated with each location are indicated below. Derby District High School wishes to acknowledge all predictable risks and gain your permission to take students to these locations with this in mind.

Derby Town Oval

Students may be exposed to injuries such as broken limbs, strained muscles, heatstroke and sunburn as an unintentional result of the activities undertaken at this location. All effort to eliminate and reduce any harm to students will be taken.

Derby Jetty

It must be noted that all activity on or around the jetty involves walking over or near tidal waters. All effort will be made to ensure students do not enter the water at any time. Teachers supervising will strive to ensure all environmental and incidental risks to students are removed.

Derby Recreation Centre

External providers are required to have a certificate of currency which ensures that all facilities are maintained and insurance policies are up to date. Derby DHS has obtained these documents and will continue to do so. All foreseeable risks will be assessed on site both prior to the excursion as well as on the day of.

A note will be sent home closer to each activity's date giving detailed information of the activity, staff attending and the mode of transport used. Events that will be held outside of Derby will require a separate permission slip for that excursion only. They will be sent out closer to the date of the event.

Please read this form, sign your consent at the bottom of the page and complete the medical component. If your child's medical information changes throughout the year, you **must** notify Derby DHS as soon as possible.

Yours sincerely,

Eliot Money
Principal
Derby District High School



I, _____ give permission for my child
_____ to attend all school activities within the Derby township over the duration of their enrolment at DDHS. I understand that my child may be driven to the location using a school vehicle, or by walking under the supervision of school staff. I understand that some of the locations may include the Derby Town Oval, the Derby Recreation Centre, the Prison Boab Tree and Jila Café & Gallery. I also give permission for the staff at Derby District High School to take my child to the hospital in the case of an emergency. I am aware that normal school rules apply and the Education Department insurance does not cover loss or damage of personal belongings.

Signed:
[Parent/Guardian]

Date:



Derby District High School

Water-based Excursions Permission Note

Dear Parents/Caregivers

Throughout the course of your child's education at DDHS they will be attending multiple events at the Derby Memorial Swimming Pool and other water-based areas of Derby. Events scheduled include the Primary Swim-offs, Faction Swimming Carnival, swimming lessons in Term 4 as well as various reward events and excursions. Please be aware that these events are likely to involve your child entering water, diving off the blocks at the pool, swimming the length of the pool and/or walking near water.

The students will be transported to and from the events in a school bus and supervised by at least 2 staff who hold a current bronze medallion as well as other staff in attendance. During each event all pool rules, as well as school rules, will apply.

When attending an event at the Derby Memorial Swimming Pool your child is required to bring the following items:

- Bathers
- Towel
- Hat
- Sunscreen (optional, supplied by Derby DHS)
- Water Bottle (optional, water fountain located at Derby Memorial Pool)

Please read this form, sign your consent at the bottom of the page and complete the swimming capability and medical component to indicate your child's current health and ability levels so that we can ensure their safety at all times within our care. By signing all components of this document, you will be giving your permission to allow Derby District High School to take your child to all the events previously listed.

A note will be sent home closer to each activity's date giving detailed information of the event, staff attending and the mode of transport used to and from the event's location.

If you require any further any information or have any questions, please contact the school on 9193 3000.

Yours sincerely,

Eliot Money
Principal
Derby District High School



I _____ give permission for my child _____
to attend school activities over the duration of their enrolment at DDHS at the Derby Memorial Swimming Pool and other water-based areas in the Derby township over the duration of their enrolment at DDHS. I understand that some events include the Primary Swim-offs, Primary Faction Swimming Carnival, reward days/events and swimming lessons. I understand that my child will be transported by the school bus to the Derby Memorial Swimming Pool for the events and be supervised by qualified Bronze Medallion holders at all times.

Swimming Ability (please circle): Weak | OK | Strong | I am unsure. Please assess my child.

Signed:
[Parent/Guardian]

Date:

UPDATE OF CONTACT INFORMATION

If you think any of your contact details, or your emergency contact's details, may have changed since you enrolled your child, please add them below.

Student's name: _____

Parent or guardian's full name: _____

Address: _____

Telephone number: HOME _____

WORK _____ MOBILE _____

Emergency contact name: _____

Telephone number: HOME _____

WORK _____ MOBILE _____

No change since enrolment (please mark with a cross). ☐

UPDATE OF MEDICAL INFORMATION

Medical details

Is your child subject to asthma, seizures, fainting, epilepsy, diabetes or any other condition that may affect his or her safety during school or excursion activities?

(Please circle): YES | NO

If "yes", give details:

NB: Staff cannot take responsibility for medical conditions of which they are unaware.

Is your child allergic to any medicine, food or other substance? (Please circle): YES | NO

If "yes", give details.

Health Care Plan

If your child has any condition which may affect his or her safety during the school day (like asthma, anaphylaxis etc.), it is a good idea to have a Health Care Plan with the school.

Does your child currently have a Health Care Plan at school? (Please circle): YES | NO

If yes, is their Health Care Plan up to date? (Please circle): YES | NO

If you think you should have a Health Care Plan for your child, please speak with the front office, the teacher or a deputy.

Medication

Parents/Guardians are required to make an arrangement with the school for the administration and/or safekeeping of any prescribed or over-the-counter medications your child needs to take during the school day. Please see the front office or teacher if your child needs to take any medication during the school day.



Derby District High School

Permission to Use Images of Student

The Department of Education & Training's Privacy and Security Policy and Procedures cover the use of personal information.

The procedures state that parents are to be advised as to the use to which photographs or digital images will be put and that written consent is to be obtained prior to publication.

Derby District High School uses student photographs in a number of publications. We use images as part of our teaching and learning program and as part of assessment and reporting processes. We also use them in public print such as newsletters and newspapers and digital forums such as our school Facebook page. All images and footage of school activities to be submitted onto public forums will be assessed by the Principal or a Deputy before being uploaded. We believe it is important for the achievements of students and the school to be acknowledged and celebrated but it is each parent's decision whether they would like their child's image to be included.

Please read this form and sign your permission at the bottom of the page to give or deny your consent. **These permissions will then be kept on each child's file for future reference. If at any time you wish to withdraw this consent, please advise us in writing.**

If you have concerns or queries, please contact school administration.

Yours sincerely,

Eliot Money
Principal
Derby District High School



I give permission for my child's photograph or image to be used in the following mediums throughout the course of their education at DDHS:

- Printed publications, e.g. newsletter, newspaper, brochures
- Online publications, e.g. school Facebook page
- Television footage

(Please circle): YES | NO

Signed:
[Parent/Guardian]

Date:



Derby District High School

Paperless Correspondence

Many parents now opt to receive newsletters and other correspondence via email. This has successfully reduced the amount of paper the school sends out and therefore our environmental impact.

In addition to email, we also use Facebook and Skoolbag to provide information and reminders to families.

Opting to go paperless will ensure that you receive up to date information from the school allowing you to know what events are upcoming.

If you wish to receive correspondence via email, please complete the slip below and ensure that the information is correct.

- To find us on Facebook, search DerbyDHS.
- To connect via Skoolbag, download the FREE app by searching Derby District High School in your App Store.

If you have any questions, please contact Administration on 9193 3000.

Yours sincerely,

Eliot Money
Principal
Derby District High School



I, _____ parent of _____

would like the school to send the school newsletter and other relevant correspondence to me using my email address. My email address is:

_____.

Signed:
[Parent/Guardian]

Date:

Derby District High School

Acceptable Use Policy ICT

It is the intention of DDHS to improve student's communication skills, ethics and values with relation to collecting, gathering and using electronic data. An overall focus of this program is to enhance our students' ICT competence to encourage lifelong learning skills.

Students will be encouraged and educated on how to be 'Critical Users' of Internet materials and how to locate, process and utilise information. All students will now have access to the Internet and some will also have electronic mail facilities.

The use of computer and the Internet at Derby DHS is a PRIVILEGE, not a right. Failure to adhere to this policy will lead to disciplinary action. Wilful damage of any computer hardware may result in police involvement.

DIGITAL TECHNOLOGY USAGE

I agree to follow the rules set out below when using the Digital Technology at school:

- I will ask the teacher before I use any Digital Technology.
- I will follow all of the teacher's instructions when using any Digital Technology.
- I will not give out my password to other people.
- I will not let other people log on to my account.
- I will tell the teacher if I think someone is using my account.
- I am responsible for anything that happens when my account is used.
- I will tell the teacher if I see something that makes me feel uncomfortable.
- I will only use work from the Internet if I have asked the teacher.
- I will not access sites that I have been told not to access (e.g. YouTube, Facebook, MySpace etc.) unless the teacher gives permission.
- If I download pictures or work I will state the source.
- I will not give out my name, phone number, address, name of the school or photographs without checking with my teacher.
- I will take care with all of the equipment.
- I will not change the settings on any Digital Technology.
- I will not use the school's Digital Technology to be mean, rude or unkind to other people.
- I will ensure any email I send or work that I publish is polite, carefully written and well presented.

I understand if I break the rules:

- I will be held responsible for any breaches caused by myself or another person using my account.
- I may not be allowed to use any form of the school's Digital Technology.
- The police may be contacted and I may be held legally liable for any offences committed.



I agree to abide by the Derby D.H.S. Acceptable Use Policy ICT.

I understand that if I break any of the rules stated above it may result in disciplinary action determined by the principal in accordance with the Department's Behaviour Management in School's policy.

Student Name:

Signed:

[Student/Parent/Guardian]

Date:

