



Derby District High School

PMB 958 ~ Derby WA 6728
Email: derby.dhs@education.wa.edu.au
Ph: 9193 3000

Year 7, 8 & 9 Permission Note Pack

Legal Surname: _____ First Name: _____

Update Emergency Contact Details

Emergency Contact #1 Surname: _____ First Name: _____

Telephone Contact #1: _____ Work Ph. Contact #2: _____

Emergency Contact #2 Surname: _____ First Name: _____

Telephone Contact #1: _____ Work Ph. Contact #2: _____

Update Student Medical & Health Details

Please indicate any changes to Health or Medical details for your child here at DDHS that the school may not have on file:

Water-based Excursions

Your child 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 and sign the attached permission slip along with the swimming capability and medical forms 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 attached forms, you will be giving your permission to allow Derby District High School to take your child 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.

CONSENT FOR WATER-BASED EXCURSIONS

STRICTLY CONFIDENTIAL

This form is intended to assist the school and supervising teachers in the event of an emergency involving your child. It is required for all children attending educational excursions.

Student details

Student's name: _____ Date of birth: _____

Parent or guardian's full name: _____

Address: _____ Postcode: _____

Telephone no. – home: _____ Telephone no. – work: _____

Telephone no. – mobile: _____

Name of doctor: _____ Telephone no: _____

Swimming ability (refer to the Education Department Swimming and Water Safety Continuum — attached)

- | | | | |
|---------------------|------------------------------|--------------------------------------|----------------------|
| 1. Beginner | 7. Intermediate | My child has achieved Stage number: | <input type="text"/> |
| 2. Water Discovery* | 8. Water Wise* | Date achieved: _____ | |
| 3. Preliminary | 9. Senior | I am unsure. Please assess my child: | <input type="text"/> |
| 4. Water Awareness* | 10. Junior Swim and Survive* | | |
| 5. Water Sense* | 11. Swim and Survive* | Other comments: | |
| 6. Junior | 12. Senior Swim and Survive* | | |

* Royal Life Saving Society of Australia awards. Stage 10 focuses on safety and survival abilities, including clothed survival and personal fitness for survival, and extends the student's range of swimming skills. Stages 11 and 12 involve further development of survival and swimming skills and endurance. Stage 12 provides a foundation for rescue awards.

Signature: _____ Date: _____

MEDICAL DETAILS

STRICTLY CONFIDENTIAL

Is your child subject to asthma, seizures, fainting, epilepsy, diabetes or any other condition that may affect his or her safety during aquatic activities? (Staff cannot take responsibility for medical conditions of which they are unaware.)

Yes ☐ No ☐ If "yes", give details: _____

Is your child allergic to:

| | | | |
|----------------|--------------------------|--------------|-------|
| Penicillin | <input type="checkbox"/> | Give details | _____ |
| Any other drug | <input type="checkbox"/> | Give details | _____ |
| Any food | <input type="checkbox"/> | Give details | _____ |
| Other | <input type="checkbox"/> | Give details | _____ |

Is any special care required?

Yes ☐ No ☐ If "yes", give details: _____

Tetanus vaccination:

Yes ☐

No ☐

I don't know ☐

Medications:

Arrangements for the safekeeping and handling of medications must be made prior to the excursion.

Is your child presently taking tablets and/or other forms of medication? Yes

Yes ☐

No ☐

Does your child self-administer the medication?

Yes ☐

No ☐

If 'yes', give details (dosage, frequency, name of medication and reason for use):

I agree to inform the organisers before the scheduled excursion departure of any change to my child's health and fitness so that appropriate supervision may be arranged. I acknowledge that, in the event of an accident, school staff will arrange medical assessment as soon as possible.

CONSENT FOR TOWNSHIP EXCURSIONS

Your child 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. DDHS 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 and the mode of transport used. Events that will be held outside of Derby throughout the year will require a separate, individual permission slip for legal reasons. They will be sent out closer to the date of the event.

Once you have completed the permission slip you must also complete the attached medical form. If your child's medical information changes throughout the year, you **must** notify Derby DHS as soon as possible. Please return these forms to your child's classroom teacher.

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

I _____ give permission for

my child _____ to attend all school activities within the Derby town site 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 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.

Signature: _____ Date: _____

MEDIA AUTHORISATION

Permission to use photographs/video footage/digital images of students.

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 a public forum such as newsletters, newspapers and as part of our web page on public and internal forums. We believe it is important for the achievements of students and the school to be acknowledged and celebrated but we need your permission to do this. All images and footage of school activities submitted onto public forums will be assessed by the Principal or representing administration before being uploaded.

To comply with the policy, we would ask that you complete the slip below and return it to the school office. 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 concerns or queries, please contact me at the school. Thank you for your assistance with this matter.

I give permission for my child's/children's photograph or image to be used in the following mediums:

| | Yes | No |
|--|--------------------------|--------------------------|
| School information brochures and newsletter [distributed locally] | <input type="checkbox"/> | <input type="checkbox"/> |
| Online [eg School web page, Facebook page, YouTube channel] | <input type="checkbox"/> | <input type="checkbox"/> |
| Department of Education publications [which go to the staff of government schools] | <input type="checkbox"/> | <input type="checkbox"/> |
| Newspapers [eg Broome Advertiser, The West Australian, Sunday Times] | <input type="checkbox"/> | <input type="checkbox"/> |
| Television footage | <input type="checkbox"/> | <input type="checkbox"/> |

Signature: _____ Date: _____

I give permission for Registered Training Organisations to use:

| | Yes | No |
|---|--------------------------|--------------------------|
| Photographs | <input type="checkbox"/> | <input type="checkbox"/> |
| Video footage | <input type="checkbox"/> | <input type="checkbox"/> |
| Art | <input type="checkbox"/> | <input type="checkbox"/> |
| RTO brochures/Web page/Posters/Newsletters | <input type="checkbox"/> | <input type="checkbox"/> |
| Print and Electronic teaching, learning and assessment materials. (including use for state-wide publications coordinated and published by Westone) | <input type="checkbox"/> | <input type="checkbox"/> |
| Public Training Providers Handbook (State-wide) | <input type="checkbox"/> | <input type="checkbox"/> |
| Newspaper Articles | <input type="checkbox"/> | <input type="checkbox"/> |
| Television/Cinema Advertising | <input type="checkbox"/> | <input type="checkbox"/> |

I understand the item/s as indicated above shall not be made available for any third party use (except in the case of Westone as mentioned above), and that I will be consulted before the item/s is used for any publications outside of the specific criteria.

Signature: _____ Date: _____

EMAIL CONSENT

In an attempt to save paper, Derby District High School is providing the option of receiving newsletters and other correspondence via email. This will ensure that you will receive up to date information from the school newsletter, 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.

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

I, _____ parent/guardian of _____
would like the school to send the school newsletter and other relevant correspondence to me using my email address.
My email address is _____.

ACCEPTABLE USE POLICY ICT

It is the schools intention 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 that 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.

Name of student: _____

Signature: _____ Date: _____

MOVIE AUTHORISATION

Throughout the school year/s, students are required to study feature film and documentary texts that are essential for English and Humanities studies at Derby District High School. According to the Australian Government's *Australian Classification Guidelines*, the film or documentary texts may have a classification of Parental Guidance (PG) or Mature (M). These ratings require parent and/or guardian permission to allow our students under 15 years to view these film texts in class whilst under the supervision of a staff member.

If you agree to allow your child to view 'PG' or 'M' classified film or documentary texts, please fill out the permission form below.

I _____ give permission for my child _____ to view material with 'PG' or 'M' classification for education purposes in the English or Humanities subject. I understand that notes informing movie titles and classification will be forwarded to me before viewing, and I will have an option to withdraw my permission by indicating this on future permission notes.

Signature: _____ Date: _____