



Dear Parents/Carers,

Please read the following notices and respond according to your personal wishes. Please be clear on whether you DO or DO NOT give permission for each of the following by signing the correct section. Also please speak to your child/children's teacher/s and the school office about any medical condition you feel they need to be aware of.

Please return these forms to your class teacher when signed.

Thank you,

Maria Shearn - Principal

FIRST AID TREATMENT – 2024

At first aid courses staff have been consistently advised to only treat grazes and cuts by cleaning them thoroughly with water. The application of antiseptic lotions and bandaids has been strongly discouraged due to the possible allergies and reactions by children.

The staff at East Bentleigh Primary School, have been following the procedures recommended at their first aid training courses. Several parents have spoken to us about the procedures we have adopted and suggested that they would like to give us permission to treat their children as we have in the past with antiseptic spray and /or bandaids. Please fill in the form below to advise us about your preferences in this matter.

I DO give permission for my child to be treated for minor cuts/abrasions by applying antiseptic and/or bandaids (strike out those which do not apply).

Name..... Grade Signed Parent/Guardian Date
(One form per child please)

I DO NOT give permission for my child to be treated for minor cuts/abrasions by applying antiseptic and/or bandaids (strike out those which do not apply).

Name..... Grade Signed Parent/Guardian Date
(One form per child please)

SUNSCREEN PERMISSION – 2024

I DO give permission for my child to apply Anti-Cancer Council SPF 30+ sunscreen to exposed areas of skin before they go outside during the warmer weather in Term 1 and from the beginning of September.

Name..... Grade Signed Parent/Guardian Date
(One form per child please)

I DO NOT give permission for my child to apply Anti-Cancer Council SPF 30+ sunscreen to exposed areas of skin before they go outside during the warmer weather in Term 1 and from the beginning of September.

Name..... Grade Signed Parent/Guardian Date
(One form per child please)

Please turn over page for more forms to read and sign



East Bentleigh
Primary School

GENERAL ON FOOT EXCURSION – 2024

Occasionally, throughout the year, we would like to take the children on “on foot excursions”. Naturally these excursions would be in the local area only.

We would like your permission to do this, so could you please fill in the permission form below and return it to the school as soon as possible.

I DO give permission for my child to attend general on foot excursions in the year of 2024.

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.

Name..... Grade.....
(One form per child please)

Signed Parent / Guardian..... Date.....

I DO NOT give permission for my child to attend general on foot excursions in the year of 2024.

Name..... Grade.....
(One form per child please)

Signed Parent / Guardian..... Date.....

Please turn over page for more forms to read and sign



CONSENT FORM TO CONDUCT HEAD LICE INSPECTIONS

During the year, the school may need to arrange head lice inspections of its students. The management of head lice infestation works best when all children are involved in our screening program.

The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation.

Before any inspections are conducted staff will explain to all students what is being done and why. Emphasis will be placed to students that the presence of head lice in their hair does not mean that their hair is less clean or well-kept than anyone else's. It will also be pointed out that head lice can be itchy and annoying and if you know you have got them, you can do something about it.

The inspection of students will be conducted either by a trained head lice nurse, trained teachers or trained volunteer parents, approved by the Principal.

The person conducting the inspections will physically search through each student's hair to see if any lice or eggs are present.

Persons authorised by the school Principal may also visually check your child's hair for the presence of head lice, when it is suspected that head lice may be present. They do not physically touch the child's head during a visual check.

In cases where head lice are found, the person inspecting the student will inform the student's teacher and the Principal. The school will make appropriate contact with the parents / guardians.

Parents will be provided comprehensive advice about the use or safe treatment practices which do not place the children's health at risk.

I DO give permission for my child to participate in the school's head lice inspection program.

Name of child..... Current Grade.....
Signed Parent / Guardian..... Date.....

I DO NOT give permission for my child to participate in the school's head lice inspection program.

Name of child..... Current Grade.....
Signed Parent / Guardian..... Date.....

Please inform the school if guardianship / custody changes for your child, as this form will need to be re-signed to reflect these changes. Please also inform the school in writing if you no longer wish to provide consent for the school to undertake head lice inspections for your child.

Please read, sign and return the Head Lice Management Agreement over the page

HEAD LICE MANAGEMENT AGREEMENT - BETWEEN SCHOOL AND PARENT/GUARDIANS
EAST BENTLEIGH PRIMARY SCHOOL

Head lice continues to cause concern and frustration for some parents / guardians, teachers and children. Head lice do not transmit infectious diseases – they are transmitted by having head to head contact with someone who has head lice. Whilst parents have primary responsibility for the detection and treatment of head lice, the control and management of head lice infection is a shared responsibility amongst a number of agencies including the Department of Education and Training, schools and parents / guardians. The Department of Education and Training is responsible for providing advice and support to schools regarding head lice management.

This agreement outlines the:

- Responsibilities of both the school and the parent / guardian;
- Importance of an all-inclusive health approach to ensure an appropriate and efficient solution to the problem of head lice.

RESPONSIBILITIES

Parent / Guardian – responsibilities include:

- Regularly (preferably one a week) inspecting their child's hair to look for lice or lice eggs and regularly inspecting all household members and then treating them if necessary;
- Ensuring their child does not attend school with untreated head lice;
- Using safe treatment practices which do not place their child's health at risk;
- Notifying the school if their child is affected and advising the school when the treatment has started via a note to the teacher.
- Notifying parents / guardians of your child's friends so they too have the opportunity to detect and treat their children if necessary;

I have read and agree to the above responsibilities:

Signature of parent / guardian: **Date:**.....

School – responsibilities include:

- Distributing policies and information on the detection, treatment and control of head lice to parents / guardians and staff and having accessible clear protocols for the inspection program that the school implements;
- Developing a school policy on head lice which reinforces an accurate, consistent approach to the management of head lice infections, which is approved by the school council;
- Obtaining written parental consent to conduct head lice inspections, upon the enrolment of a student to cover the duration of their schooling at a particular school and to nominate a trained person/s to conduct the head lice inspections, who is approved by the Principal and school council;
- Encouraging those person's authorised by the Principal e.g. teacher to visually check student's hair, i.e. with no physical contact with the child, if the presence of head lice is suspected;
- Encouraging parents / guardians to continue to regularly (preferably once per week) check their child for head lice and providing a sympathetic attitude and practical advice to those parents experiencing difficulty with the control measures;
- Encouraging students to learn about head lice so as to help remove any stigma or bullying associated with the issue;
- Being aware that the responsibility to exclude a child from school rests with the Principal and being aware that exclusion only refers to those children who have live head lice and does not refer to head lice eggs; and being aware of the recommendation that students should be provided with a note to take home to inform the parent that their child may have head lice;
- Being aware that there is no requirement in the *Health (Infectious Diseases) Regulations 2001* for a child treated for head lice to obtain a clearance certificate to be issued either by a general practitioner or a municipal council, on the return to school.
- Where appropriate and at the Principal's discretion, providing an alert notice to the school community, when head lice has been detected in the school;
- Encouraging parents / guardians to identify treatment used and commencement date via a note to the class teacher.

East Bentleigh P.S. is committed to managing head lice in a sensitive and confidential manner. We are committed to the above responsibilities.

Signature of Principal..... **Date**.....

Please turn over page for more forms to read and sign



MEDIA RELEASE – EXTERNAL USE - 2024

East Bentleigh Primary School regularly prepares publications for publicity and promotional reasons. These publications may appear in a variety of media, either print or audio and may be distributed in a local area or wider networks. This includes publications on our school website.

East Bentleigh Primary School requests that you sign a release for the use of your child's photographs, video, audio, written and recorded work for use in any publication throughout 2024.

I, DO GIVE PERMISSION (parent's name, please print)....., and understand that in all cases the confidentiality of my child will be protected and that all evidence of his/her surname has been removed. I, authorise East Bentleigh Primary School to use from the following: Photographs, Newsletter/Bulletins, Website, Video / DVD (eg School performances), Audio Recordings.

I, DO NOT GIVE PERMISSION (parent's name, please print)....., for any external use media, even though I understand that in all cases the confidentiality of my child will be protected and that all evidence of his/her surname has been removed.

I DO / I DO NOT (please circle) GIVE PERMISSION (parent's name,), for my child's image to appear on the school's social media pages on Facebook and Instagram.

Name of student..... Grade.....

Signature Parent / Guardian..... Date.....

MEDIA RELEASE – IN SCHOOL & TAKE HOME PUBLICATIONS - 2024

East Bentleigh Primary School regularly prepares publications of student work for them to take home in the form of booklets or displays or to be shared within the school. This is an important part of the curriculum and allows students to share their work with each other and at home with their families.

East Bentleigh Primary School requests that you sign a release for use of your child's photographs, written and recorded work for use in these publications. I understand that in all cases confidentiality of my child will be protected and that evidence of his / her surname has been removed.

I, (parent's name, please print)....., **authorise** East Bentleigh Primary School to use photographs of my child, as well as written descriptions of my child and their school projects for use in publications that will be sent home or distributed amongst other classrooms.

I, (parent's name, please print)....., **do not authorise** East Bentleigh Primary School to use photographs of my child, as well as written descriptions of my child and their school projects for use in publications that will be sent home or distributed amongst other classrooms.

I understand that East Bentleigh Primary School owns all copyright to these materials. I hereby release East Bentleigh Primary School and its employees from any and all claims of any nature whatsoever which now or may hereafter have in connection with these recorded materials, including but not limited to claims based on defamation, copyright infringement, trademark infringement, or infringement of my right of privacy or my right to publicity.

Name of student..... Grade.....

Signature Parent Guardian..... Date.....



Student Computer Use Agreement 2024

- **This agreement is to be completed by all students using the school's network – (where applicable).**
- **Breaking any terms of this agreement outlined below will result in the immediate removal of computer privileges, including Internet usage for a period of time determined by my teacher or the IT Coordinator.**

East Bentleigh P.S. recognises that teaching and learning will change as information and telecommunication technologies alter the ways in which information is accessed, communicated and transferred. Consequently, electronic information research skills are now essential for students as members of our society and as future employees. In responding to these changes, the School actively supports access by students to the widest variety of information resources, together with the development by staff of appropriate skills to analyse and evaluate such resources.

East Bentleigh P.S. uses networked computers. Students use these computers as a learning tool across the Key Learning Areas. Uses may include accessing information from the Internet, the school's intranet, using educational software or using email to communicate with others. While every effort has been made to prevent access to objectionable material on the Internet, this cannot be guaranteed. (N.B. software preventing access to these kinds of sites is installed on each computer.) Students access the World Wide Web through secure sites protected by the Department of Education and Training. Students using the school's network are able to access and store information in their own files, however staff are able to check information stored.

Parents and guardians should share with the school the responsibility for setting and conveying the standards that students should follow when using media and information sources. When students are at school, it is expected that these standards will be consistent with the School Strategic Plan, Student Code of Conduct and other school policies.

Conditions of use:

1. Computers on the school computer network may only be used by students when under the direct supervision of a teacher.
2. Students must act responsibly at all times and not act in a way that may offend other users. Any inappropriate use will result in the implementation of consequences as set out in the Student Code of Conduct.
3. Students must use correct ID and passwords when logging on to the computers and must log off at the conclusion of each session. Students using computers in the last session of the day are to log off and shut down all computers and ensure that all chairs are back and the room left tidy.
4. Games that are not part of the curriculum are not to be played at school (nor be downloaded to the network, or brought from home on USB).
5. No software is to be loaded by students.
6. Only work on the web for purposes specified by my teacher.
7. Outside email (e.g. Hotmail) is not allowed. Use School email only. Accounts are not to be established.
8. If a student finds material that is inappropriate or offensive on a monitor screen, she/he is to switch off the monitor immediately and tell the supervising teacher at once.
9. No food or drink is allowed near computers.

I, _____ (print STUDENTS' name & sign) understand and accept the conditions provided above. Should I break any of these conditions, I understand that I may be denied access to the computers for a time and may face other disciplinary consequences, as set out in the Student Code of Conduct.

I, _____ (print PARENT/GUARDIAN'S name & sign) have read the computer usage conditions and will accept any actions taken as a result of my child breaching these conditions of use.