ANNUAL PHOTOGRAPH/VIDEO PERMISSION FORM

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school’s newsletter or website and social media, or to promote the school in newspapers and other media.

The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child’s photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

- I give permission for my child’s photograph/video and name to be published in:
  - the school website
  - social media
  - promotional materials
  - newspapers and other media.

- I authorise the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV’s promotional, marketing, media and educational purposes.

- I give permission for a photograph/video of my child to be used by the CEOM/CECV in the agreed publications without acknowledgment, remuneration or compensation.

- I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

LICENSED UNDER NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).
## STANDARD COLLECTION NOTICE

### SCHOOL FEES
That Parents consider the prompt payment of school fees to be a high priority within the family’s budget, and that problems with fees will be discussed with the Principal.

### CONTACT BETWEEN ST PETER’S SCHOOL AND KINDERGARTENS, PARISH AND SECONDARY COLLEGES & OSHC
You authorise the Principal of St Peter’s (or a nominee of the Principal) to make enquires of your child’s educational needs. (Naturally, any information gathered will be treated confidentially).

### COLLECTION OF CHILDREN
Children not collected by 3.30pm on a normal school day will be escorted to the After School Care Program in the Hall by the teacher on duty. This will also occur if the school has an earlier finishing time, such as end of term, and your child is not collected within 15 minutes of the dismissal bell. Any information required by the program to attend to the needs of your child will be given to the program via the office.

### CLASS LISTS TO ST PETER’ S SCHOOL ASSOCIATED BODIES
From time to time it is necessary to give a class list to associated bodies including the Parents and Friends, After school Care etc. I/We give permission for the above information to be used where necessary while my child is a student at St. Peter’s.

### EVACUATION
In the event of a major disaster it may be necessary to evacuate to the Mossfiel Evacuation Centre, Mossfiel Reserve.

### SPORTS PRACTICE
From time to time teachers may need to supervise the children in sports practice for up coming events, such as football, athletics etc. The teachers will do their utmost to inform you that they wish to take the children to the Mossfiel Oval for practice.

### SUNSCREEN
I/We give permission for my child to use school supplied sunscreen when appropriate.

### HEAD LICE
It is an expectation parents/guardians will check their children’s hair on a regular basis. Children suspected of having head lice will be removed from the class-room and parents/guardians will be notified. At the same time NHLTC will be permitted to assess the remaining children’s hair at no additional cost. Effective treatment of this condition will be required before re-admittance to school.

### SCHOOL POLICIES
There is an expectation parents/guardians will support school policy including Excursion, Homework, Healthy Eating, Mobile Phone and Behaviour Management Policies.
**BREAKFAST CLUB**
The Breakfast club is a resource for all children who have missed breakfast for a variety of reasons. It is a requirement that Parental permission is received prior to your child receiving breakfast.

**COOKING**
Throughout the year your child may be involved in cooking lessons. I give my child permission to be involved in these activities.

**CAREMONKEY**
It is an expectation that all information is kept up to date (eg. Contact details, medical information etc) and it be used for consent for excursions.

**SMS MESSAGING**
Throughout the year you may receive SMS messaging for emergency or reminder purposes.

**SCHOOL APP**
I/We agree to download the smartphone School App so as to receive any important message and/or reminders.

I understand that this permission is valid for the period of my child's primary school years at the school and will only need to be renewed if the school's policy changes.

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