

PARENTS HANDBOOK
YEARS 1 to 6
2019



'The School is committed to safeguarding and promoting safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment.'

"Through the teaching of God's Word we will bring people to Christ and help them to grow in Him"

Matthew 28:19-20

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WELCOME

Welcome to the new school year.

Our School is affiliated with Christian Schools Australia, and you, as a parent, are a member of the ministry of the School. You are a very important part of that community of believers in Jesus Christ, which fulfils the Biblical commandments to train children so that all of their education is of the Lord.

In our School, Jesus Christ is, in a real way, in control. He is the One to whom we look for guidance and help. Our aim is that each student should “grow up into Christ” in all areas of his or her life. This means teaching and training students from a Christ focused viewpoint so that students see the world from a perspective that is truly Biblical.

The School is the responsibility of the Girrawheen Baptist Church. The School Board has been appointed by the Church to oversee the running of the School. The School Board meets once a term to consider and pray for the running of the school. The School Principal is responsible to the School Board for the day to day operation of the School.



Mr Pedro Cruz
Executive Principal
(ON EXTENDED LEAVE)



Mr Gary Harris
Principal











Deputy Principal
Mrs Carol Davis



Deputy Principal (Students)
Mr Phillip Gabrielson

PRIMARY STAFF

Year 1 Teachers:		Year 1 Education Assistant:
<p>Mrs Courtney Rokobuta</p>  <p>Qualifications: Bachelor of Education K - 6 (Curtin University of Technology)</p>	<p>Mrs Hannah Rawstorne</p>  <p>Qualifications: Bachelor of Music (UWA), Graduate Diploma of Education (ECU)</p>	<p>Mrs. Sharon Bradley</p>  <p>Qualifications: Certificate IV in Education support</p>
Year 2 Teachers:		Year 2 Education Assistant:
<p>Miss Rachele Ashmore</p>  <p>Qualifications: Bachelor of Education (ECU) K-7</p>	<p>Miss Rebecca Dobrich</p>  <p>Qualifications: Bachelor of Education in Early Childhood, Cert III Children's Service, Cert IV in Education Support</p>	<p>Mrs Jocelyn Leathard</p>  <p>Qualifications: Bachelor of Science (Physiotherapy)</p>
Year 3 Teachers:		
 <p>Mrs. Linda Neves</p> <p>Qualifications: Bachelor of Education (Murdoch)</p>	 <p>Miss Jacquie Quintanilla</p> <p>Qualifications: Bachelor of Primary Education (ECU)</p>	
Year 4 Teachers:		



Miss Suezanne Vallelonga

Qualifications:
Bachelor of Education (ECU), Certificate III of Children's Services



Miss Leigh Riddle

Qualifications:
Bachelor of Arts.
Graduate Diploma of Education (ECU)

Year 5 Teachers:



Miss Nataly Vallejos

Qualifications:
Bachelor of Education (ECU) K-7



Mrs Candis Wren

Qualifications:
Graduate diploma of Education (ECU), BC

Year 6 Teachers:



Mr Phillip Gabrielson

Qualifications:
Bachelor of Education (ECU)



Mr Brendon Pirie

Qualifications:
Bachelor of Education (ECU)

Year 3 – 6 Support Teachers

Mr William Cruz - LOTE



Qualifications: Bachelor of Education (ECU) K-7

Mrs Kimberley Rudolph –



**Year 2
Year 3
Year 4**

Qualifications: Bachelor of Education (ECU)

Miss Emily Schinkel - Music



**Year 3
to
Year 6**

Qualifications: Advance Diploma of Contemporary Music (UWA), Certificate IV Education Support

**Mrs Sheila Randall – Music
K – 2**



Qualifications: Bachelor of Arts Music & Religious Education (ECU) Masters – Music (UWA)

**Miss Jessica Quintanilla –
Year 3
Year 5**



Qualifications: Bachelor of Communication (ECU), Grad. Dip. Education (Primary) (ECU)

**Mrs Kathryn Williamson –
Year 6**



Qualifications: Bachelor of Social Work (Curtin), Graduate Diploma of Education (ECU)

Multi Age Group (MAG)

Mrs Shelly Craig



Qualifications:
Bachelor of Arts in Education – Early Childhood (HONS)
Postgraduate Teaching Qualification – Graduate Teacher Program

Mrs Myshelle Bowman



Qualifications: Certificate III, Certificate IV in Education support

SCHOOL RULES

ATTENDANCE

As agreed at your interview, attendance and participation in all school activities is compulsory and therefore parent notes are required for Non-Attendance.

Absences should be communicated to the school office by 9am on the day of absence. This can be communicated by email admin@eccs.wa.edu.au or SMS 0450 726 498 at any time on or before the date of absence. Please state your child's

- ***full name***
- ***class***
- ***date of absence(s)***
- ***reason.***

An SMS will be sent on the day of absence if a reason is not supplied, and subsequent emails/letters until the absence is resolved.

A Doctor's certificate will be required for absences on medical grounds.

All Students who come to school late should report to the front office to sign in via PASSTAB – the school's electronic sign in/out system. The iPad will print a sticker that should be presented to the class teacher before being allowed to join the class. Students who do not present this sticker will be sent back to the office to get one.

PERSON COLLECTING YOUR CHILD

When completing the enrolment form, you are required to nominate a list of adults eligible to collect your child, and staff will strictly adhere to this. People authorised as emergency or daily pick-up are assumed to be able to collect your child. **It is your responsibility to maintain current records on enrolment forms and advise staff accordingly of any changes to these details.**

A PARENT AUTHORISATION FORM SHOULD BE COMPLETED PRIOR TO ANY UNFAMILIAR PERSON COLLECTING YOUR CHILD (see example of this form in Appendix 2)

FEES

Fees should be paid as one payment and they are due and payable within the first full week of each Term. Payment options include eftpos, Direct deposit, Centrepay or Cash. Any matters regarding the School fees must be referred to the School Bursar.

LEAVING SCHOOL GROUNDS

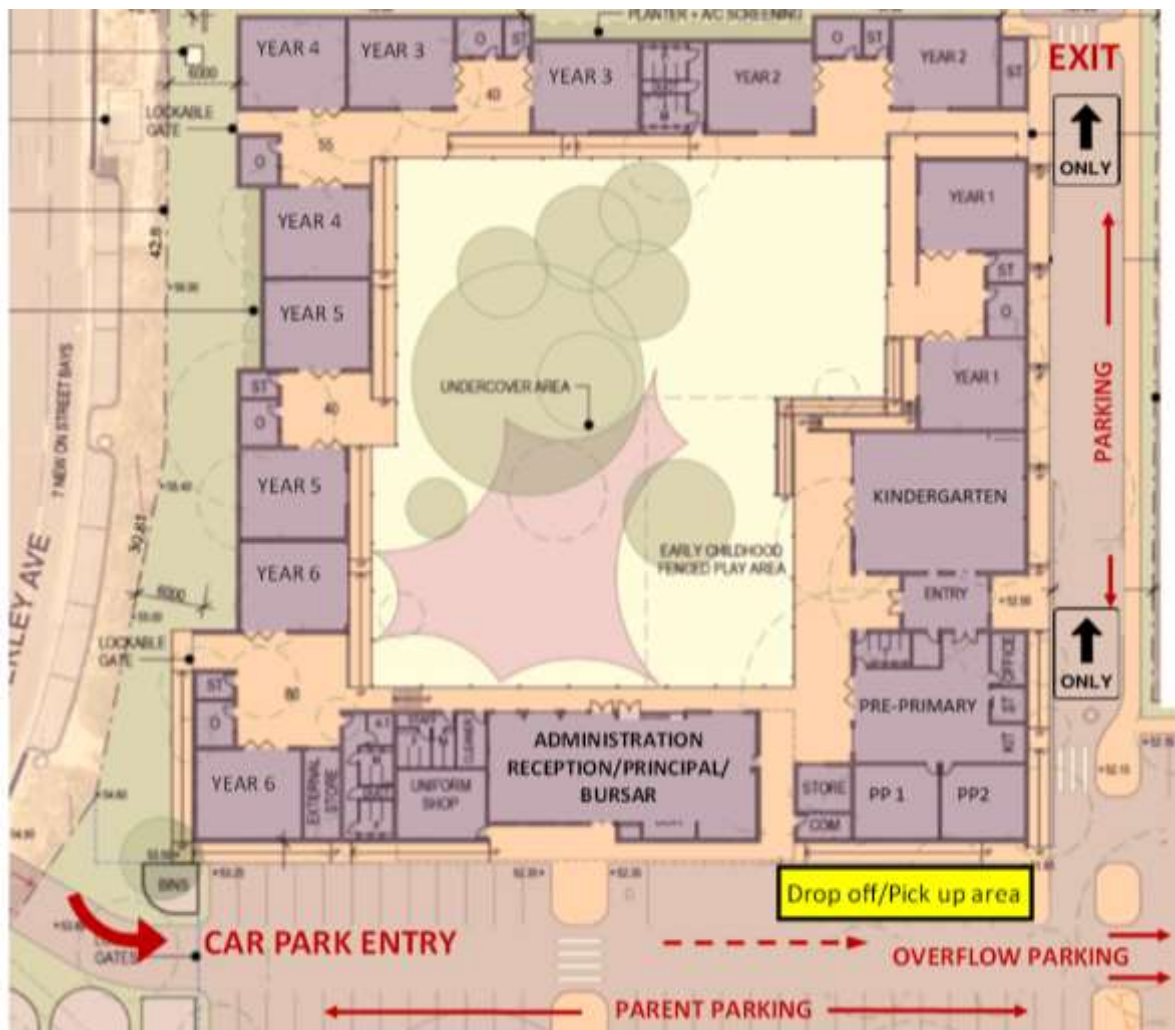
No Student is allowed to leave the School grounds during the day without adult supervision. Students must bring a note or medical/dental appointment card. A note requesting permission for children to be excused from sport/physical education is also necessary.

When collecting your child early, you must first sign the student out via PASSTAB – the school's electronic sign in/out system. The iPad will print a sticker that you will need to present to the class teacher before being allowed to leave the classroom.

PARKING

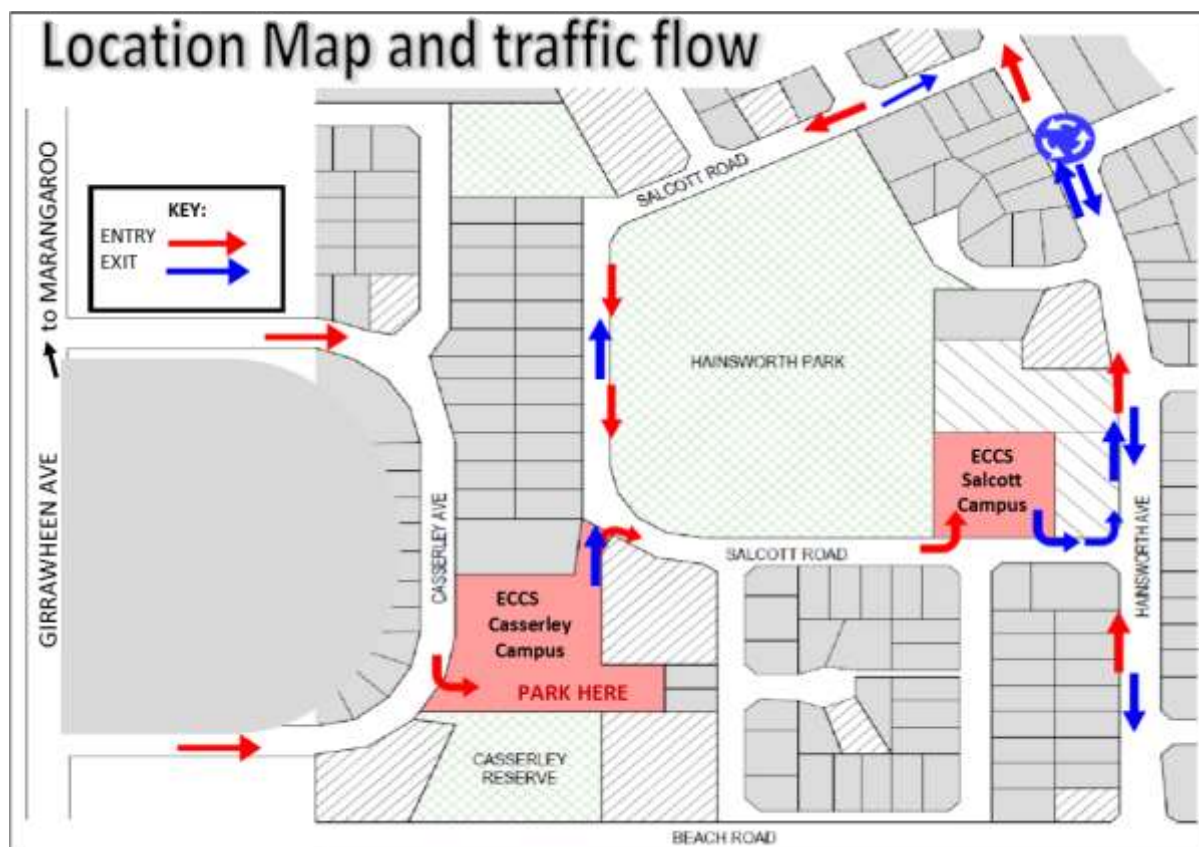
- Please ensure that you drop off and pick up your children in the designated “Pick Up/Set Down” area as indicated on the school map.
- Please do not park in the middle of the car park to drop off your children as this blocks traffic flow and is dangerous to our children. Please follow traffic flow chart/map.
- Smooth flow of traffic to our school helps us to maintain good relationship with nearby residents and ensures safety.
- Children should be escorted on to the school premises if you park on the street verge.
- CHILDREN ARE NOT PERMITTED to cross the car park without an adult AT ANY TIME.
- Encourage your child/children to walk promptly to pick up after school, not to linger or play in the school grounds.
- Please adhere to both speed limits and flow of traffic at all times.
- KINDY and PRE-PRIMARY children MUST be collected by their parent or nominated person in their absence. SIBLINGS may NOT deliver or collect Kindy and Pre-Primary children.

TRAFFIC FLOW FOR OUR SCHOOL – Please follow the instructions of staff members on duty.



During peak times (**8:15-8:45am** and **3:15-3:45pm**), access to the school is **ONE WAY** via Casserley Ave and exiting onto Salcott Road. Exit from Casserley Ave is possible at other times.

- Enter via Casserley Avenue
- Exit via Salcott Rd. Please turn left if you are not dropping other students to Salcott Campus.



Traffic flow for dropping students at both Casserley and Salcott Campus

- ENTER the school at Casserley Avenue entrance
- PARK the car, deliver or collect children, then drive straight out the exit gates
- Turn right to deliver High School children to Salcott Campus
- Park alongside oval or enter school grounds on **left**.
- Exit school and turn **left** at Hainsworth avenue.
- Turn around at roundabout if necessary

SCHOOL BOUNDS

1. Every school day, students must arrive at School between 8:15 AM and 8:30 AM. There is no staff supervision before 8:15 AM as the teachers are having their daily devotion and prayer time.
2. All students must stay within the SCHOOL BOUNDARIES at all the times.
3. Students are NOT ALLOWED AND MUST NOT leave the school grounds without parent supervision. This applies at all times, before school starts, during school hours and after school hours. Parents, please ensure that your children keep within these boundaries before and after school. Students must wait for their parents within the School bounds. It is the parent's responsibility to pick up their children soon after 3:15 PM.
4. No one may go to the park without permission.
5. No other buildings on the grounds may be entered without staff consent.
6. Lunch is to be eaten in designated areas, with all children seated. All rubbish to be placed in bins at the end of the fifteen minutes period to be indicated by a bell.
7. Respect for personal safety of others and care of their property is necessary.
8. Bicycles must NOT be ridden in the School grounds. They must be walked once inside School property, then placed in a bike rack until after School. Bike racks are located outside of Pre-Primary. Students who ride bicycles must wear safety helmets.

SCHOOL HOURS

The Morning bell rings at 8:30 AM and children are expected to line up immediately, ready for the raising of the flag. They should be at the school at least 5 minutes before the bell, but not before 8:15 AM as the staff have their devotions during this time. Lunch is between 12:15pm and 1:05pm. School ends at 3:15 PM and children should be away from school as soon as possible.

SCHOOL UNIFORM POLICY

Each family enrolling in the school receives a copy of the uniform list, which details what is required for the school uniform. The enrolment form, which is signed by both parents, includes a condition which states that parents undertake to provide the child with the correct uniform approved by the school, and to ensure that the child is always sent to school neatly and modestly dressed in the required uniform. (Clause 4 of the conditions of enrolment). Should parents have any difficulties in meeting their requirements, the matter needs to be discussed with the class teacher or principal. A letter may be used in this regard. Full school uniform must be worn each day. We are proud of our uniform and trust you will do your part in maintaining a high standard.

HAIRSTYLE INFORMATION

- Hairstyles for boys and girls should be neat, natural in colour and conservative in appearance. Hairstyles such as the mohawk, dreadlocks or patterns/pictures shaved into the hair are not acceptable.
- To maintain neat, safe hairstyles, students with hair longer than the shirt collar must have it tied back using plain blue hair ties such as: elastics, headbands, clasps or ribbons.
- The acceptability of any hairstyle is at the discretion of the Principal and students will be expected to adjust their hairstyle as he directs.

SCHOOL HAT

The school hat is part of the school uniform and it must be worn every school day.

JEWELLERY

Both boys and girls are permitted to wear a plain wrist watch which is complimentary to the school uniform. Earrings; girls may wear small, plain studs or sleepers that are gold or silver. Boys are not permitted to wear earrings.

No other jewellery is allowed to be worn by boys or girls.

SPORT UNIFORM

Shorts; Royal blue sport shorts with ECCS logo.

Polo shirts; Sky blue polo shirt with ECCS logo.

Faction shirts: Blue, Red, Green and Black.

GIRLS DRESSES

Girls' dresses should be on the knee. Parents are asked to check their daughter's uniform and make adjustments when necessary.

The girls winter uniform is the pinafore dress (years 1-4) and the skirt (years 5-6).

SHOES

When wearing shoes, students must wear the school socks. Girls are permitted to wear either navy blue tights or sky-blue ECCS socks during winter.

Girls; Plain, black leather school shoes, with either black tie-up laces or a traditional Velcro strap

Boys; Plain, black leather school shoes with tie-up laces (Skate-shoe styles are not allowed).

Sport shoes must be predominantly white sport / gym shoes. Socks; Boys and girls; sky blue ECCS socks.

All items of uniform except black lace-up shoes and sport shoes must be purchased from the School Uniform Shop.



All items of uniform are to be clearly marked with the owners' name. (Laundry markers are available in the Uniform Shop).

Summer uniform will be worn in Terms 1 & 4, winter uniform in Terms 2 and 3.

Uniform is to be kept clean, well pressed and in good condition.

SUMMER – BOYS	SUMMER - GIRLS
Royal blue shorts	Blue check dress
Short sleeved sky blue school shirt	Black lace up shoes with mid blue ankle socks
Black lace up shoes with short grey socks with blue bands	Blue school hat
Blue school hat	

WINTER – BOYS	WINTER - GIRLS
Long grey trousers	Chequered Tunic/Pinafore
Sky blue long/short sleeve shirt	Sky blue long/short sleeve shirt with school crest
Royal blue jumper with sky blue trim	Royal blue jumper with sky blue trim
Black leather shoes with school short grey socks with blue bands	Black shoes with mid blue ankle socks or blue tights
Tie	Tie

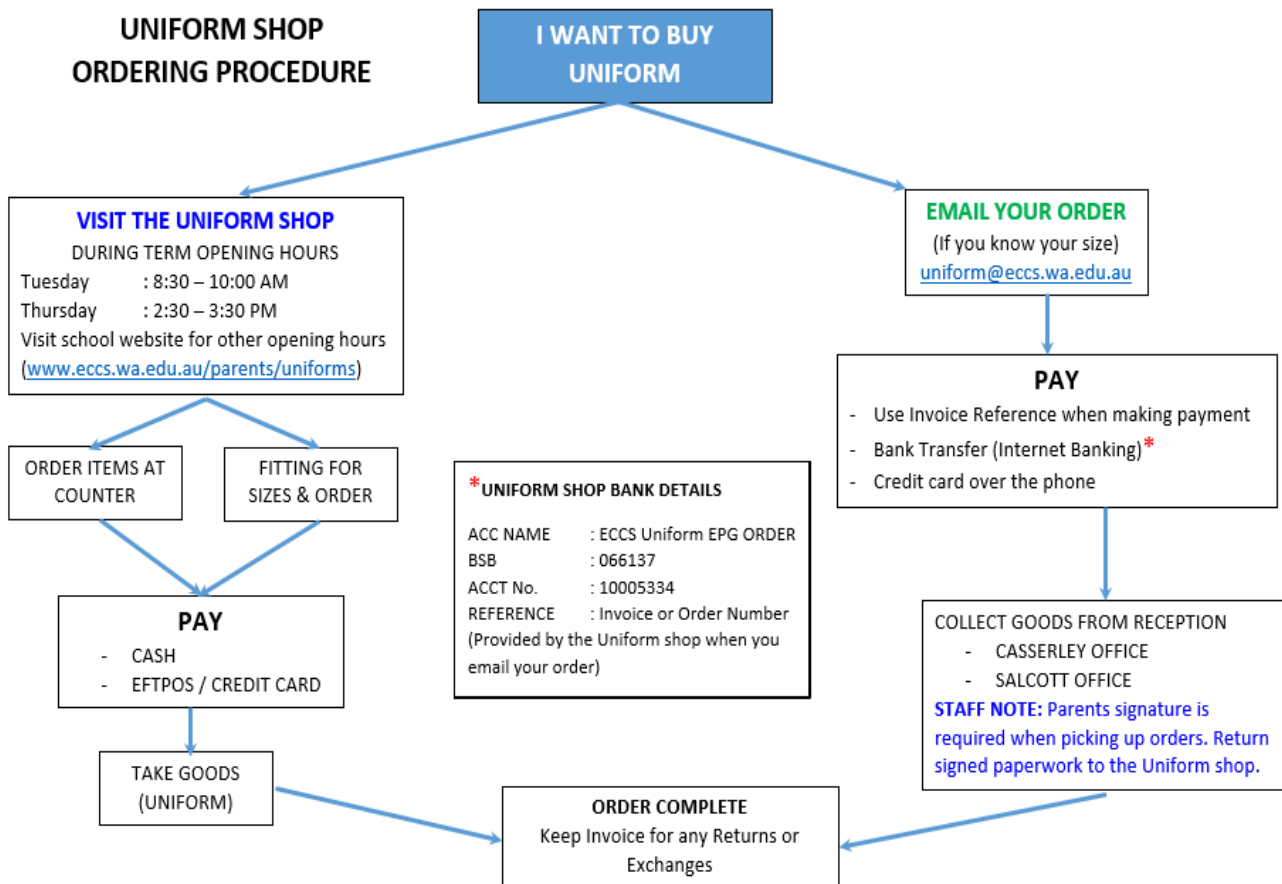
SPORT – BOYS	SPORT – GIRLS
Sky blue polo shirt with crest. Faction colour shirt during term 3&4	Sky blue polo shirt with crest Faction colour shirt during term 3&4
Royal blue sport shorts with crest OR Royal blue track pant	Royal blue sport shorts with crest OR Royal blue track pant
Sky blue windcheater with crest	Sky blue windcheater with crest
White sport shoes with school blue socks	White sport shoes with blue ankle socks

OTHER UNIFORM ITEMS

School Library bag - Swimming bag - Chair bag - Apron - School Bag

For the uniform prices, please see website www.eccs.wa.edu.au/parents/uniforms

UNIFORM SHOP ORDERING PROCEDURE



UNIFORM ITEMS

<u>Girls</u>	<u>Boys</u>
 <p>Black lace up shoes with mid blue ankle socks</p>	 <p>Black lace up shoes with short grey socks with blue bands</p>
<p>Girl's winter uniform</p> 	<p>Boys winter uniform</p> 
<p>Summer Uniform</p>  <p>Girls Boys</p>	<p>Sport Uniform</p>  <p>Summer Winter</p>

HOMEWORK

Homework is purposeful out-of-class learning that seeks to enhance the extent to which each child benefits from the school's educational program.

Each teacher arranges an individual policy but broad guidelines can be given. Junior years must practice some reading every night. Spelling lists and tables also need to be practiced at home. In the upper years, children should be working by themselves in order to develop good study habits. Homework sessions do not involve the learning of new work and should not produce tension for child or parent. Children should read as widely as possible to expand a topic introduced at School in the different subjects.

We believe that Homework should reinforce the learning in the classroom. It is important that homework should:

- a) Be a time for positive interaction between family members.
- b) Provide parents with knowledge of areas of study in the classroom.
- c) Be challenging and stimulating on an individual level.
- d) Encourage the development of independent study habits.
- e) Vary in the time required, according to the ability of the student.

The following are to be used as a guide only:

Pre-Primary	Informal homework with no set daily time limit.
Grades One	When the student is ready, reading books for reading practice. Spelling (Ten words per week). It should take 20 minutes each evening.
Grade Two	Homework for Grade Two should take 20-25 minutes at the most each evening. Reading, Spelling and Maths to be covered.
Grade Three	Students should read, practice spelling, grammar, maths and multiplication tables. Homework for Grade Three should take 20 – 30 minutes each evening.
Grade Four	Students are expected to take 30 minutes each evening. Reading, spelling and maths should be covered.
Grade Five	Homework should take 20 to 30 minutes each evening. It will consist of a daily task. Time tables, spelling and completion of written work.
Grade Six	Homework should take 40-45 minutes each evening. It includes spelling, completion of written work and reading.

GENERAL INFORMATION

APPOINTMENTS FOR ANY MATTER OR SCHOOL REPORTS

The staff are always willing to talk over any areas of concern with parents. Contact between parents and teachers is essential. Please, make an appointment to talk with a teacher. Avoid seeing them during School hours. The school encourages parents to discuss their child's school report with the teacher. The Principal can be contacted at the School for an appointment through the School Administration. If you have any queries or wish to help out within the School, please contact a Parent Group (EPG) Committee member.

ASSEMBLIES

School assemblies are held during the first, second and third term terms on Thursday morning from 9:00 AM. Notice of class assembly is to be found in the newsletter. Parents are encouraged to stay and support the assemblies. Please check the newsletter for specific grades and dates. At these assemblies, encouragement awards are presented to a number of students from each grade. As far as possible, notification that your child will receive a certificate at assembly, will be sent no later than the day before the assembly.

CARE OF PROPERTY

Please ensure that ALL School items including clothing, are clearly marked with the student's name. This includes books, pencils, lunch boxes and clothing. Children **MUST not bring** toys, radios, tape recorders or valuables of any kind to School as no responsibility can be accepted for such items.

DENTAL THERAPY CENTRE – HUDSON PARK (9342 4217)

Students aged 5 to 16 at Emmanuel Christian School are eligible for treatment at the clinic. Appointment letters are sent from the Dentist to the School and distributed to families. It is the Parents responsibility to take their children to the clinic.

LIBRARY

Each student is to have a library book bag to protect their library book from being damaged. School library bags are available from the uniform shop. Books are on loan for one week. Books for the students' projects can be borrowed. Parents are very welcome to come and borrow a book or two from the library.

MEDICATION – PRIMARY SCHOOL STUDENTS

Students may not carry or self-administer prescribed medicine while at school. They must advise the School Office of all relevant details by completing a *Student Medication Advice* form (available from the Office), and medication remains in the FIRST AID ROOM.

School staff are not expected to administer prescribed medication or treatments which require specialist training, such as giving injections. However, school staff will assist with the straightforward administration of prescribed medication. Parents must provide written authorization for school staff to administer the prescribed medication by completing a *Student Medication Advice* form.

No other medications prescribed or over the counter will be given to any students whilst at school. If they are unwell, they will be sent home.

SICK OR INJURED STUDENTS

The School policy in dealing with sick or injured students requires the full cooperation of parents to ensure students receive the best and safest treatment. It is the parents/guardians responsibility to provide the school with adequate information regarding the details of a student's medical condition which may require specific action and/or treatment under emergency conditions. Emergency situations include those arising from asthma, diabetes and serious allergic reaction.

At the beginning of each school year parents are required to complete a Student Information Update sheet which includes medical information for **each** of their children attending the school. ***It is the parent's responsibility to ensure that the information provided is updated whenever there is a change to the information.***

School staff will not administer medicines (eg panadol) to students. This is a parent responsibility. However, teaching staff may assist primary students taking medication prescribed for them, provided a STUDENT MEDICATION ADVICE form is completed by the parent.

A child who is unwell should not attend school. Naturally, the best possible care will be given to sick or injured children. However, if your child is unable to continue with the normal school routine after care and rest, you will be required to collect the child or have a friend or relative to do so. The School is not able to nurse or supervise an unwell child for an extended period of time.

If a child is absent from school, the child's parent is required to advise the School on the second day of the absence. On the first day a child returns to school after being absent, the parent is required to provide the school with a note explaining the absence. The note is to be handed by the child to the Form/Class teacher.

INFECTIOUS DISEASES

In the interest of all the children, we are obliged to follow the regulations carefully:

TONSILLITIS	- Return to school when well
MUMPS	- Return to school after 14 days or when well
MEASLES	- Return to school when rash has faded
GERMAN MEASLES	- Return to school when rash has faded
CHICKEN POX	- Return to school when scabs have healed
CONJUNCTIVITIS	- Return to school when medically controlled
RINGWORM	- Return to school when lesion has cleared or on Doctor's advice
IMPETIGO	- Exclude until treatment is complete (SCHOOL SORES)
SCABIES (ITCH MITE)	- Exclude until treatment is complete
INFLUENZA	- Return to school when totally well
HEAD LICE	- Exclude until treatment is complete
DIARRHOEA	- Exclude until symptoms have ceased for 24 hours.
VOMITING	- Exclude until symptoms have ceased for 24 hours.

Please notify teacher immediately if your child has a contagious disease

SCHOOL LUNCHES

Students are required to bring packed recess and lunch in their bag every day. If lunch is forgotten, your child will be provided a simple sandwich for lunch.

EMMANUEL CANTEEN

Welcome to ECCS Canteen!

We are very pleased to announce that the Emmanuel Canteen is now officially open for business and running from the 4th of February. The Canteen operates 3 days a week, being Monday, Wednesday and Friday.

We strive to stay within the guidelines of the Western Australian Canteen Association: we offer a healthy menu that exceeds minimum standards that are set by the compulsory "Traffic Light" healthy eating strategy implemented by the WA Government for all WA public schools. This also includes food safe handling and hygiene training. We follow quality guidelines with strict food handling and preparation procedures.

Tilani Schutte is our NEW Canteen Manager and has 6 years experience in hospitality, nutrition, working with children and has a passion for great, healthy food.

ECCS canteen is a warm and welcoming place where you can connect with other school parents who volunteer.



HOW TO ORDER LUNCH

Lunch orders can be dropped into the canteen's 2 drop boxes before 9:30am in the morning.

One box is located in the reception area and the other in front of the canteen. Orders can also be made at the canteen roller door from 8:15am to 8:30am.

Please make sure to include the following in your order forms:

- Name
- Class
- What you are ordering
- Money. (please enclose correct money)
- If you don't have a bag, don't worry – write your order on a piece of paper or envelope and for 10c we will provide a bag.

The School Canteen is located next to the office Administration.

ONLINE ORDERING

Our school canteen is now online which will provide an easy and convenient way of ordering your child's meals. This is our preferred option.

How to get started

Visit <https://www.ouronlinecanteen.com.au/Default.aspx>

Sign up by completing the registration form

Receive a confirmation email

Login to the website

Select your school and enter your child/children's names

Add credit and order your meals

Ordering is as easy as 1-2-3-4

1. Select your child
2. Select your date
3. Add meal items to order
4. Confirm the order

How can I add credit?

There are three ways to do this. PayPal, credit card and direct deposit.

Is the website safe and secure to use and add credit?

Yes. Our Online Canteen has SSL certificate and it is used for any financial transaction conducted through the website.

If you need help

Call 1300 116 637

HOW TO PAY

Most students pay with cash in their lunch order bag. Please try and include the correct amount if possible. If you don't have the correct change it will be placed in a small bag with your child's name on. You can collect this little bag from the teachers at the end of the day.

RECESS

Recess will only be over the counter sales, so no order can be made. Healthy options will range from 50c to \$2.00.

VOLUNTEERS are always welcome!

ECCS canteen cannot run without the help of lovely volunteers! We always need help on any day or time throughout the school week. The Manager will support you whilst you help and will always make you feel welcome. The students LOVE to see their parents or grandparents helping. New faces, ideas and suggestions are always welcome. Volunteers can drop in on a casual basis or commit to something more regular. Please Visit the Canteen for more information how you can register as a volunteer.

NEWSLETTERS

We aim to keep parents as fully informed as possible about school activities and events.

Teachers will send notes home on occasions and a *Parent Information Corner* will be a regular feature of our communication process.

The *Emmanuel Messenger* is an online newsletter, filled with write ups on events that have happened throughout the term. You may use our web site www.eccs.wa.edu.au/news/newsletters/ to view both versions of the newsletter.



PARENTAL COMPLAINTS

A complaint is an expression of dissatisfaction with a real or perceived problem.

A complaint may be made if a parent thinks that the school has, for example:

- done something wrong;
- failed to do something it should have done; or
- acted unfairly or impolitely.

A complaint may be made about the school as a whole, about a specific department in the school or about an individual member of the staff. It is the school's policy that complaints made by parents are treated with confidentiality and respect.

Our school welcomes suggestions and comments from parents and takes seriously complaints and concerns that may be raised. We follow Biblical principles of conflict resolution found in Matthew 18:15-17 *"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along so that 'every matter may be established by the testimony of two or three witnesses.'"*

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.

- We respond to complaints within a reasonable time and in a courteous and efficient manner.
- We listen and take complaints seriously and take action where appropriate.

How should I complain?

- When you contact the School, ask to speak with the person with whom you have a grievance, if it is possible. If it is not possible, the next person you should contact is the School Principal. Be as clear as possible about what is troubling you. You may like to ask someone to come with you for support.

Members of the staff will be happy to help you. It may be best to start with the person most closely concerned with the issue, for example, your child's teacher. The teacher may be able to sort things out quickly, with the minimum of fuss. However, you may prefer to take the matter to a more senior member of staff, for example the Deputy Principal or Principal.

"I don't want to complain as such, but there is something bothering me."

- The school is here for you and your child, and we want to hear your views and your ideas. Contact a member of staff, as described above.

"I am not sure whether to complain or not."

- If as parents you have concerns, you are entitled to raise them. If in doubt, you should contact the school, as we are here to help.

"What will happen next?"

- If you raise something face-to-face or by telephone, it may be possible to resolve a matter immediately and to your satisfaction. If you have made a complaint or suggestion in writing, we will contact you within five working days, to respond to your concerns and explain how we propose to proceed. In many circumstances, the person you contact will need to discuss the matter with a colleague and consider it further before responding. You will be given a date by which time you will receive a response. If a detailed exploration of the issue is needed, a letter or report will be sent to you as quickly as possible. This will tell you of the outcome of your complaint. It will explain the conclusion, the reasons for it, and any action taken or proposed.

“What happens about confidentiality?”

- Your complaint or concern will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The Chairman of the School Board may also need to be informed. It is the school’s policy that complaints made by parents should not rebound adversely on their children.

We can not entirely rule out the need to make third parties outside the school aware of the complaint and possibly the identity of those involved. This would only be likely to happen where, for example, a child’s safety was at risk or it becomes necessary to refer matters to the Police. You would be fully informed.

While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints might not be pursued.

Action, which needed to be taken under staff disciplinary procedures as a result of complaints, would be handled confidentially within the school.

“What if I am not satisfied with the outcome?”

- We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered.

If you are not satisfied, the Principal will offer to refer the matter to the Chairman of the School Board. Alternatively, you may wish to write direct to the Chairman of the School Board. The Chairman will call for a full report from the Principal, and will examine matters thoroughly before responding. This may result in a positive solution, but if it does not, the Chairman will invite you to meet him. You may wish to be supported by a friend.

If the meeting does not bring about a resolution, the matter would be referred to the School Conciliation Committee which consist of a Pastor of the Girrawheen Baptist Church, a School Board member not previously involved in the case and the principal from another Christian school. Their task is to look at the issues in an impartial and confidential manner.

The School recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the children in our care.

PRIVACY POLICY - SUMMARY

PROTECTING YOUR PRIVACY

Emmanuel Christian Community School is committed to protecting your privacy. The type of information Emmanuel Christian Community School collects and holds includes (but is not limited to) personal information, including sensitive information, about pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at Emmanuel Christian Community School.

Pupils and Parents: In relation to personal information of pupils and Parents, Emmanuel Christian Community School's primary purpose of collection is to enable the school to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the school. The purposes for which Emmanuel Christian Community School uses personal information of pupils and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, pastoral, social and medical wellbeing;
- seeking donations and marketing for Emmanuel Christian Community School;
- to satisfy the school's legal obligations and allow the school to discharge its duty of care.

In some cases where Emmanuel Christian Community School requests personal information about a pupil or Parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil.

Who might Emmanuel Christian Community School disclose personal information to?

Emmanuel Christian Community School may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to Emmanuel Christian Community School, including specialist visiting teachers and sports coaches;
- recipients of School publications, like newsletters and magazines;
- Parents; volunteers and
- anyone you authorise Emmanuel Christian Community School to disclose information to.

Management and security of personal information

Emmanuel Christian Community School's staff is required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

Emmanuel Christian Community School has in place steps to protect the personal information Emmanuel Christian Community School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

Updating personal information

Emmanuel Christian Community School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by Emmanuel Christian Community School by contacting the Receptionist or the school Bursar of Emmanuel Christian Community School at any time. The National Privacy Principles require Emmanuel Christian Community School not to store personal information longer than necessary. You have the right to check what personal information Emmanuel Christian Community School holds about you. Under the Act, an individual has the right to obtain access to any personal information which Emmanuel Christian Community School holds about them and to advise the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves. **To make a request to access any information Emmanuel Christian Community School holds about you or your child, please contact the School Bursar in writing.** Emmanuel Christian Community School may require you to verify your identity and specify what information you require. Emmanuel Christian Community School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, Emmanuel Christian Community School will advise the likely cost in advance.

Consent and rights of access to the personal information of pupils.

Emmanuel Christian Community School respects every Parent's right to make decisions concerning their child's education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. Emmanuel Christian Community School will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil. A parent may seek access to personal information held by the School about them or their child by contacting the School Bursar. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of Emmanuel Christian Community School's duty of care to the pupil. Emmanuel Christian Community School may, at its discretion, on the request of a pupil, grant that pupil access to information held by Emmanuel Christian Community School about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

ROLE OF THE SCHOOL BOARD

The Church has elected to place the general operation and wellbeing of the ministry of the School in the hands of the Board. The Board represents the School and therefore the Church and parents. It is a defined Ministry of the Church together with the other appointed Church Ministries, which ensure the ministry of the Church is maintained. The School Board structure is defined in the School Constitution, being incorporated, and a ministry of the Church, the School Board will keep proper records of its meetings, which will be presented to the Church Council.

Each member of the Board shall be made aware of their responsibilities and of the trust place upon them by their appointment to that position. Board members should recognise the appointment as being part of the Church ministry.

The Board has delegated the responsibility for the day-to-day functioning of the School to the Principal. The Principal will ensure that all staff fulfil their responsibilities as part of the ministering team of the Girrawheen Baptist Church. He or she will ensure School policies and Board directions are observed and carried out in a Scriptural manner.

The Board members shall have certain areas of responsibility; duly fulfil those responsibilities, and keep the Board informed of their activities.

THE BOARD'S MISSION IS:

- 1.1 The Board establishes the school's mission and ensures its integration in all aspects of the school.
- 1.2 The Board regularly reviews the mission statement as part of its strategic planning process.
- 1.3 The Board determines and reviews which existing and new programs and services are most consistent with the mission.
- 1.4 The Board receives an annual report from the Principal on the implementation of the mission within the school.

THE BOARD'S ROLE

The Board:

- 2.1 Is accountable for exercising the authority given to it in its Constitution and the law of the land.
- 2.2 Sees its role as one of governance and holds its Principal accountable for the management of all delegated responsibilities.
- 2.3 Is accountable for the overall performance of the school.
- 2.4 Is responsible for determining Board development, discipline and for its own performance and processes.
- 2.5 Sets the Board's work plan and agenda for the year.
- 2.6 Establishes the extent of the Principal's authority to establish programs, budget, administer finances and otherwise manage the school according to sound practice.
- 2.7 Exercises due diligence, fiduciary responsibility and ensures that risk is identified and managed.

USE OF PHOTOGRAPHS AND STUDENT IMAGES

Emmanuel Christian Community School publishes newsletters and magazines in print form and electronically through the school's website. Because these publications often include photographs, videos and other images of students, it is necessary that our school obtain **explicit** permission from parents to use such images.

Such permission is sought annually through a pro forma which requires parents to make a clear statement of their wishes. It includes a clear statement that the student's full name will not be used in conjunction with a photograph in any publication that will be freely available beyond the school community.

Emmanuel Christian Community School takes care when identifying students by names in a photograph in any publication that is likely to have a wide circulation. While this is easily controlled within the school, vigilance is needed in dealing with the local community newspapers.

Matters that need to be considered when publishing photographs which illustrate an article on student achievement are:

- The nature of the photograph, eg. of a swimming carnival or a photograph of a student in full uniform.
- The age of the students in the photograph.
- Whether there are reasons, linked to a student's circumstances, that mean he/she should not be identified.

It is important for Emmanuel Christian Community School to have as much information as possible in the form that parents are asked to sign in the initial request. Please see **Appendix 1** for a suggested type of permission form.

However, if a situation was to arise that is not covered in the form, then there may be a need for the school to obtain further authority from the parents.

SCHOOL NEWSLETTER – STATEMENT USE OF PHOTOGRAPHS

Posting of photographs or other images on Facebook and other social media outlets by parents.

This statement appears regularly in the school newsletter. The School has become aware that photographs of students involved in activities at the School are appearing on social networking sites such as Facebook. The School recognises that parents often take photographs of their own child at various school events and display these photographs as they see fit. However, **the School requests that parents do not publish photographs of other students in any media or on any form of social networking sites without the express written permission of the other child's / children's parents.**

PARENTS PARTICIPATION

EMMANUEL PARENT GROUP

The Emmanuel Parent Group is elected at the beginning of each year during our first parent's night. Committee members as of March 2018 are: Ligia Singeorzan (Chair), Kylie Eddy (Vice-Chair), Tien Bui-Sutanto (Secretary), Leanne Brown (Treasurer). These positions will be re-elected in Term 1, 2018. The Emmanuel Parent Group meets at least once a term to discuss ways of supporting the ministry of the School. If you wish to have a matter raised at the Parent Group Meeting, please contact the Parent Representative. All parents are encouraged to attend.

FUNDRAISING

Fund raising is a way to help the school to purchase equipment or items that the students will benefit from. Your family will not be pushed or pressured in any way to participate in fund raising activities.

PARENT HELP

There are many areas in which parents can help. Please, contact the EPG for further guidance if you are unsure of where you can assist. The following are some areas where help is appreciated in the classrooms: supervising reading groups, maths games, assisting with art, craft and physical education. Parent help is an integral part of our School and each parent is urged to take part as fully as they can.

PRAYER MEETINGS

Parents hold prayer meetings regularly on both the Salcott and Casserley campuses. The time of the meetings this year will be arranged by the Prayer Co-ordinator. Everyone is more than welcome to attend these prayer meetings. There is a prayer book in the staff room in which to write in praise or prayer requests. This book is collected prior to every prayer meeting.

Emmanuel Christian Community School
Emmanuel Parent Prayer Group

Emmanuel Christian Community School warmly welcomes all parents to join in our times of prayer for the ministry of the School in whichever language you prefer.

Whether you are a current student, parent, teacher or part of the staff of this School, our prayers will be supporting you throughout the school year.

Parent's Prayer Group

Come join us and be a blessing to our school community through prayer...

"And pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, let your heart and desires keep on praying for all the Lord's people." Colossians 3:16

If you would like to share this time of corporate prayer with us, we would:

- Every Friday from 8:30am to 9:30am (Salcott Campus - Church Entry)
- Every 1st Friday of the Month from 8:30am to 9:30am (Casserley Campus - Staff Room)

Prayer meetings are held at both School Campuses - Salcott & Casserley.

If you would like to know more about the Prayer Group or if you have prayer needs of any kind, please contact the school using the information listed on the back of this brochure.

Prayer Requests

Record prayer requests that you would like to continue praying for through the week. You can also add your prayer needs or contact the school to receive prayer cards via email at admin@ccs.wa.edu.au

Philippians 4:6-7

"Be anxious for nothing, but in prayer and supplication, let your requests be known to God. And the peace of God, which surpasses all understanding, will guard your hearts and minds through Christ Jesus."

Parent's Prayer Group

32 Casserley Avenue, Casserley, WA 6034
Tel: (08) 9432 7577 | Email: admin@ccs.wa.edu.au
www.ccs.wa.edu.au

PARENT NIGHT

Parent night meetings are an essential part of our School routine. It is a special time where members of the Board and Staff will have the opportunity to relate to parents in the School. All parents are strongly urged to come and participate. Parent's nights are held first and third terms. Please, refer to the newsletter for more information.

REPORTING POLICY

Students' progress is reported to parents through:

- Semester reports in terms 2 and 4.
Reports show results, grades and overall performance in all subject areas. They include an assessment of social development and teacher comments.
- Parent Night – Classroom visits Term 1 and 3.
- Meet the teacher meetings in every grade in Term 1.

A MESSAGE TO FAMILIES - FROM THE EMMANUEL PARENT GROUP

Why be Involved at Emmanuel?

On behalf of the Emmanuel Parent Group I would like to welcome all the new families to our school. The Emmanuel Parent Group meets regularly (at agreed times) to discuss the various happenings in and around the school. It is through this group that parents are kept informed about what's happening and it is a terrific way to get to meet some of the other parents, the 'oldies' as well as the 'newies'. However, there is more to the Emmanuel Parent Group than just keeping parents informed and organizing Busy Bees, Fundraising, Reading Rosters, etc.

It is first and foremost a Ministry of the Girrawheen Baptist Church and as such these very important events are not just seen as ways of increasing funds, cleaning the school or helping a teacher, but they are taken as opportunities to serve the LORD by using the many and varied gifts that He has given us as individuals: to serve each other for the benefit of our children.

I would encourage you as parents to become involved in your child's schooling in any way that you are able to, and in doing so become part of the Emmanuel Family.

Parent Representative

EMMANUEL PARENT'S GROUP – CONSTITUTION

NAME

The name of the School parents group shall be "Emmanuel Parent Group"

DEFINITIONS

The Ministry Team of the Emmanuel Parents Group are elected annually by the parents, legal guardians and grandparents of the Emmanuel Christian Community School at the first meeting of the Parents Night.

The governing body of the Emmanuel Christian Community School is the Girrawheen Baptist Church.

AIMS AND OBJECTIVES

The aims of the Emmanuel Parents Group shall be:

- To promote the Christian emphasis of the School by participation where appropriate in the worship and presentation of the Gospel of Jesus Christ and in creating a loving caring community of faith in the School.
- To create fellowship among the families of the School and to foster a close link between the School, the Church and the Community.
- To create opportunities for the School community to become more aware of the aims of Christian education.
- To be available for consultation with the Principal with the object of promoting the effectiveness of the School as a ministry of the Girrawheen Baptist Church.
- To maintain close liaison with the Principal and generally assist in promoting the interests of the School and the achievements of the objectives of the School.
- To organise parents meetings once each term for business and at least once each term specifically for prayer.
- To provide a full written report to the school Principal of the parents business meetings.
- Above all other things the "Emmanuel Parents Group" must seek God's will for the school.

MEMBERSHIP OF THE "EMMANUEL PARENTS GROUP"

All parents, guardians and grandparents, of present students of the school are members of the Emmanuel Parent Group.

Within the "Emmanuel Parent Group" will be formed a ministry team. The members of the ministry team will be elected by vote at the first parent night meeting at the commencement of each school year. The members of the Ministry Team will hold the following positions: Chairman, Vice-Chairman, Prayer Convenor, Crisis Management Coordinator, Fund Raising Team Leader, Uniform Shop, Secretary, Treasurer, Second Hand Uniforms, Monday Lunch Coordinator, Hospitality, Sport Support, Costume Coordinator, Lost Property and Committee Support Group.

The officers of the Ministry Team are the Chairman, Vice-Chairman, Secretary and Treasurer.

Members of the School staff and members of the School Board shall be ex-officio members of the "Emmanuel Parent Group".

Members shall continue as members of the "Emmanuel Parent Group" until the whole family cease to attend Emmanuel Christian Community School.

If any member in the opinion of the "Emmanuel Parent Group" be guilty of misconduct prejudicial to the integrity of the Emmanuel Christian Community School, the "Emmanuel Parent Group" having afforded the member concerned a reasonable opportunity to be heard refer the member to the School Board for consideration to be expelled from the "Emmanuel Parent Group".

A member who is expelled ceases to be a member of the "Emmanuel Parent Group" fourteen days (14) after the day on which the decision to expel is communicated to such member.

THE MINISTRY TEAM

It shall be the duty of the Ministry Team to carry into effect the decisions made by the "Emmanuel Parent Group" and to further in all ways the general aims of the "Emmanuel Parent Group".

The members of the Ministry Team shall be elected at the first parent night meeting for the ensuing calendar year.

If for any reason an office becomes vacant or in the event of an office not being filled at the first parents night meeting, the Ministry Team will recommend to the School Board to fill the vacancy and such appointment shall be valid until the next yearly first parents night meeting.

The criteria to meet the office of the Chairman and Vice-Chairman of the Ministry Team will be according to clause 30 of the School Constitution. "All members of the Board shall declare that they subscribe to the Confession of Faith as set in clause 4 of the Constitution and where non-members of the Church shall provide a satisfactory letter of recommendation from the Secretary of his or her Church".

APPOINTMENT OF THE OFFICERS OF THE EMMANUEL PARENTS GROUP

Chairman

- 1) Chair all meetings of the Ministry Team in which he or she is present.
- 2) Hold all property books and records for which no other has the responsibility.
- 3) Perform any other duty which may be required or is deemed to be necessary due to urgency, after liaising with the School Principal, provided always that such action which is taken without prior approval must be consistent with the aims and objectives of the School and must be subject to ratification by the Ministry Team.
- 4) Represents the School Principal to the parents and vice versa.

Vice-Chairman

- 1) The Vice-Chairman shall act in the position of the Chairman whenever he or she is unable to fulfil his / her duties for whatever reason.

Secretary

- 1) Maintains minutes of all meetings of the Emmanuel Parent Group.
- 2) Ensure that all correspondence and other action required to be taken as a result of those meetings is carried out.
- 3) Ensure that appropriate notice of all meetings is given to the members.
- 4) Prepare in consultation with the Chairman and distribute the agenda for all meetings of the Emmanuel Parent Group.

Treasurer

- 1) Be responsible for the receipt of all money to be paid to or received by the Emmanuel Parent Group.
- 2) Pay all money received into such account or accounts as may from time to time be decided upon.
- 3) Maintain adequate books of account and will submit an annual report including a copy of an audited Income and Expenditure Statement and Balance Sheet for the Emmanuel Parent Group.
- 4) Have custody of all books, documents and the like relating to the financial affairs of the Emmanuel Parent Group.

EMMANUEL PARENT GROUP NOMINATION FORM - 2018

The aim of the Parent Group is to promote the Christian emphasis of the School by participation of the Gospel of Jesus Christ, and in creating a loving, caring community of faith in the School.

Within the Emmanuel Parent Group (parents, legal guardians and grandparents of present students of the school) will be formed a ministry team. The members of the ministry team will be elected by vote at the first Parents Night meeting at the commencement of each school year. A copy of the responsibilities of each member of the team is available from the school office.

The members of the ministry team will hold the following position. Please consider these positions in a prayerful manner if you decide to serve the Father and the school community. You will need to fill in the box where appropriate and hand it into the office.

Please note that the following is the criteria to meet the office of the Chairman and Vice-Chairman of the Emmanuel Parent Group or the Parent Representative at the School Board Meetings.

POSITION	NAME OF PERSON NOMINATED	SIGNATURE
"The Chairman and Vice-Chairman of the Board shall declare that they subscribe to the Confession of Faith as set out in Clause 4 of the Constitution and where non-members of the Girrawheen Baptist Church shall provide a satisfactory letter of recommendation from the Secretary of his/her own Church"		
CHAIRMAN		
VICE-CHAIRMAN		
PRAYER CONVENOR		
SECRETARY		
TREASURER		

TERM DATES - 2019

TERM 1 (10 WEEKS)

<i>SCHOOL STARTS (Staff)</i>	<i>WEDNESDAY 23rd JANUARY</i>
SCHOOL STARTS (Students)	MONDAY 4th FEBRUARY
PRE-PRIMARY PARENT MEETING	WEDNESDAY 6 th FEBRUARY
GRADE 5 PARENT MEETING	THURSDAY 7 th FEBRUARY
GRADE 6 PARENT MEETING	FRIDAY 8 th FEBRUARY
GRADE 1 PARENT MEETING	TUESDAY 12 th FEBRUARY
KINDY KANGAROO PARENT MEETING	THURSDAY 14 th FEBRUARY 2PM
GRADE 3 PARENT MEETING	WEDNESDAY 13 th FEBRUARY
GRADE 4 PARENT MEETING	THURSDAY 14 th FEBRUARY
KINDY KOALA PARENT MEETING	THURSDAY 14 th FEBRUARY 2PM
GRADE 2 PARENT MEETING	TUESDAY 19 th FEBRUARY
MAG PARENT MEETING	THURSDAY 21 st FEBRUARY
LABOUR DAY	MONDAY 4 th MARCH
SWIMMING LESSONS (YEAR 3-YEAR 6)	TUESDAY 5 th MARCH – FRIDAY 15 th MARCH
GRADE 1 ASSEMBLY	THURSDAY 21 st MARCH
GRADE 2 ASSEMBLY	THURSDAY 28 th MARCH
PARENTS NIGHT	MONDAY 1 st APRIL
SWIMMING CARNIVAL	WEDNESDAY 3 rd APRIL
EASTER SERVICE	THURSDAY 11 th APRIL
END OF TERM	THURSDAY 11th APRIL
<i>STAFF PROFESSIONAL DEVELOPMENT</i>	<i>FRIDAY 12th APRIL</i>

TERM 2 (10 WEEKS)

SECOND TERM STARTS	MONDAY 29th APRIL
NAPLAN	WEEK 3
ANZAC SERVICE	TBA
AFL CARNIVAL	THURSDAY 23 rd MAY
GRADE 3 ASSEMBLY	THURSDAY 30 th MAY
WA DAY	MONDAY 3 rd JUNE
NETBALL CARNIVAL	THURSDAY 6 th JUNE
SOCCER CARNIVAL	THURSDAY 20 th JUNE
KINDY KANGAROO ASSEMBLY	WEDNESDAY 26 th JUNE
SECOND TERM ENDS	THURSDAY 4th JULY
<i>STAFF PROFESSIONAL DEVELOPMENT</i>	<i>FRIDAY 5th JULY</i>

TERM 3 (10 WEEKS)

STAFF CSA CONFERENCE	MONDAY 22 nd JULY
STAFF PROFESSIONAL DEVELOPMENT	TUESDAY 23 rd JULY
THIRD TERM STARTS	WEDNESDAY 24th JULY
GRADE 6 ASSEMBLY	THURSDAY 8 th AUGUST
KINDY KOALA ASSEMBLY	THURSDAY 15 th AUGUST
BASKETBALL CARNIVAL	THURSDAY 15 th AUGUST
GRADE 4 ASSEMBLY	THURSDAY 29 th AUGUST
SWIMMING LESSONS (PP - YEAR 2)	MONDAY 2 nd SEPT – FRIDAY 13 th SEPT
CROSS COUNTRY	THURSDAY 19 th SEPTEMBER
THIRD TERM ENDS	THURSDAY 26th SEPTEMBER
STAFF DEVELOPMENT	FRIDAY, 27 th SEPTEMBER

TERM 4 (8 WEEKS)

FOURTH TERM STARTS	MONDAY 14th OCTOBER
JUMPS & THROWS	WEDNESDAY 23 rd OCTOBER
FACTION CARNIVAL	FRIDAY 25 th OCTOBER
SCHOOL CONCERT	THURSDAY 5 th DECEMBER
END OF SCHOOL YEAR	FRIDAY 6th DECEMBER

SCHOOL OFFICE CLOSED MONDAY 9th DECEMBER 2019 – STAFF ON PD

SCHOOL OFFICE CLOSED FROM FRIDAY 13th DECEMBER 2019 TO FRIDAY 17th JANUARY 2020

SCHOOL OFFICE WILL RE-OPEN ON MONDAY 20th JANUARY 2020

****Disclaimer: These dates are correct at time of printing, but may be subject to change. Please refer to Newsletter for up to date changes.***

APPENDIX 1

GENERIC PHOTOGRAPH DISCLAIMER

Name of child: _____ Class: _____

Parents acknowledge and accept that the EMMANUEL CHRISTIAN COMMUNITY SCHOOL and its agents and employees may use photographs and/or audiovisuals of the students and/or their work involved in EMMANUEL CHRISTIAN COMMUNITY SCHOOL - based activities for use in any publication, on display boards, in any electronic form or media or for any EMMANUEL CHRISTIAN COMMUNITY SCHOOL use whatsoever, and I/We fully understand the contents, meaning and impact of this release.

Parents hereby waive any right to inspect or approve the finished photographs, electronic images or final compositions that may be used in conjunction with them now or in the future, whether those uses is known to them or unknown, and waive any right to royalties or other compensation arising from or relating to the use of photographs or other audiovisual images.

Parents hereby agree to release, defend, and hold harmless EMMANUEL CHRISTIAN COMMUNITY SCHOOL and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Signed: _____ Print Name: _____ Date: _____

Signed: _____ Print Name: _____ Date: _____

APPENDIX 2

PARENT AUTHORISATION FORM



PARENT AUTHORIZATION FORM

Date : _____ Name of Parent: _____

Name of Children

Child's Name	Year Level

AUTHORIZE the following:

NAME	Telephone Number	Relationship to the Child

Tick All that is applicable

- COLLECT MY CHILD/REN
On (DATE) : (dd/mm/yy) ____ / ____ / ____ To: ____ / ____ / ____
- Other Special Arrangements
Example : "Will be walking to Salcott from Casserley" OR any other special arrangement

Parent Signature _____

ADMIN OFFICER TO FILL UP (Tick if Done)

Scanned and Saved form on the Shared Drive Filed on Student's Folder

Uploaded in School Pro

Processed By (Admin Officer): _____ Date : _____