1 February 2016

Dear Parents,

Please find attached a number of permission forms for you to complete and return for each of your children. **It would be appreciated if the forms could be returned to your class teacher (not the office) by Friday, 5 February.**

**ON FOOT EXCURSIONS 2016**
Balwyn Primary School is part of the community and consequently teachers are encouraged to walk with their children to visit places of interest, use sporting facilities or just to enjoy learning about our local community. We are requesting a single permission form for all on foot excursions held during 2016. A courtesy note will be sent home advising of the on foot excursion and its purpose.

**PROMOTIONAL PHOTOGRAPHS 2016**
Privacy laws require us to have specific permission from parents if we are to publish student photographs (from Term 1 2016 to end of Term 1 2017). Photos of your child may be required for the school newsletter, the school website, promotional boards (outside the school) and local press, as well as school produced CD/DVDs. Permission is also required to publish work electronically on CD/DVD or on our website.

Please note that only children with signed permission slips will have their photographs taken for promotional purposes.

**BPS NEWSLETTER**
The weekly newsletter is available online each Thursday through our school website: [www.balwynps.vic.edu.au](http://www.balwynps.vic.edu.au) A reminder email will be sent to your email address on Thursday afternoons with instructions on how to access the newsletter. Please make sure the office has your current email address.

Yours sincerely,

Trish Manicom
Principal
ON FOOT EXCURSIONS 2016

Student’s Name: ________________________________  Class: _____________

I give permission for my child to attend on foot excursions, which may be arranged from time to time throughout the year.

Where the teacher in charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher in charge to:

- Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner,
- Administer such first aid as the teacher in charge may judge to be reasonably necessary.

PROMOTIONAL PHOTOGRAPHS 2015

I give permission for my child’s image and/or work being published in: (please circle)

- School use only (photo displayed in classroom/corridor)    YES / NO
- The school newsletter and website                          YES / NO
- School produced CD/DVDs                                   YES / NO
- Promotional boards/local press                             YES / NO
- Videos made by the school or DET for professional learning    YES / NO

Parent/Guardian Name: .............................................  Date: ……/……/2016

Parent/Guardian Signature: .............................................