WAKEFIELD SCHOOL
2026 GENERAL PERMISSION

Dear Parent / Caregiver,
Parental permission is sought for a range of student activities that occur at certain times throughout the year.
Please read each separate permission segment, and sign the permission based on your wishes for your child. Further information about any of these activities can be gained from the school office.

General Reminder – Mobile Phones / Computers

Wakefield School provides iPads and laptops for student use during class time and / or breaks.
All Department of Education Schools, students are not allowed to use mobile phones at school, including during recess and lunch. Use of personal mobile phones may be approved during travel with Assisted School Travel, if identified on the students plan. The school will securely store mobile phones for children who require them. They must be deposited at the office in the morning and collected in the afternoon.

Attendance at school

Parents of children from Kindergarten to Year 12 must ensure their children attend school every day. On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances e.g. attending a funeral

Parents must provide an explanation for absences to the school within 7 days from the first day of any period of absence. Where an explanation has not been received within the 7-day timeframe, the school will record the absence as unjustified on the student's record.
Wakefield Staff will aim to contact you if your child is absent at the end of each day, please provide them with the reason for absence to maintain accurate attendance records.

Whole School Behaviour Support & Management Plan

As part of the DoE Behaviour Strategy, every school has a WSBSMP which is provided to parents to gain an understanding of how the school supports and manages student behaviour. This is available on the schools website. Please see your child's teacher if your request a paper copy. Your classroom teacher will go through this with further detail at the PLP meetings.

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Safety Intervention

Our staff are trained in CPI's Safety Intervention™. This training assists staff in providing trauma-informed and person-centred support to students. The program has been designed for use in educational and other settings where staff may need to prevent and/or intervene in crisis situations. There is a focus on prevention. Staff are taught de-escalation skills as well as non-restrictive and restrictive interventions.

CPI has an evidence-based approach that has been successfully used for over 40 years and is nationally and internationally accredited by IACET, RRN Training Standards, RQF and CPD. Safety Intervention training emphasises physical intervention as a last resort and only when appropriate to the level of risk. This intervention is discussed further at PLP meeting and signed off on student management plan and PLP.

Restrictive practices

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Due to being a secure SSP school, all gates and doors are locked at all times. However, if a student requires access or exit from a particular area, they will be provided this by a staff member who has relevant keys and access cards.

2-Way Radios

All staff at Wakefield School will carry 2-way radios on themselves. These are for emergency situations on site for staff to communicate between one another immediately. They will also be used by staff when staff and students are off site on any outings. Students will be explicitly reminded they are not to touch the 2-way radios for any reason.

CCTV

Wakefield School has a CCTV (Closed Circuit Television) security system for outdoor points around the school. This footage is a continuous filming loop used for monitoring and added security purposes. Signage is posted upon the entry to the school to indicate the presence of CCTV. The footage may be disclosed to any person undertaking an investigation or taking civil or disciplinary action on behalf of the department, or to a court, in relation to any allegations of, or reasonable suspicion of unlawful activity on school premises. The footage may be provided to the police or another enforcement agency for the purposes of investigating criminal behaviour and the prosecution. Any individual whose personal information is included in any CCTV footage recorded at the school may apply for access to that footage through appropriate channels. If you have any further questions regarding this, please organise a meeting with the Principal to discuss further.

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The use of time out strategies at school

As part of the schools welfare procedure and your child's personalised learning plan / management plan a time out or time in strategy may be implemented to support your child. This procedure is used when behaviours displayed are inappropriate, and a temporary separation from that particular activity / environment will assist in supporting them to demonstrate appropriate behaviour. This strategy may be teacher directed or student selected as a means of calming during a stressful situation within a safe and predictable environment. It will be used for only a minimum period of time necessary for your child to regain enough composure to be able to return safely to class. This strategy of student accessing time out will be monitored by your child's teacher, and can be discussed further at any time if you have any concerns regarding this strategy.

Permission to Video and Photograph Students

At Wakefield School we are able to use technology to record learning and social activities of students at our school. At times, some of this material may be used for presentations that may be viewed by people in and out of our school community. With permission, photos may appear on the school website, Facebook or as part of the digital displays on interactive whiteboards or at special assemblies.

We are required to ask for parental permission to use video images or photos of children in any published form. Please sign and return the relevant segment stating whether you give permission for photographs or videos of your child to be used for educational or web publishing purposes in and outside of Wakefield School.

Personal Protective Equipment (PPE)

Throughout the year, students will be provided opportunities to participate in a variety of activities. To ensure their safety, all students are required to wear the necessary PPE based on the requirements for activity participating in. The school has a selection of PPE shoes available for them to use. If you child prefers to have their own shoes, we request that the parents provide these for the child to access and they will be stored in their personal locker.

Nationally Consist Collection of Data for Schools (NCCD)

The NCCD is an annual collection of data that counts the number of students receiving adjustments due to a disability and the level of adjustments they receive.

The aim of this data collection is to gather quality information about students receiving adjustments in schools. Schools are required to make reasonable adjustments to assist students to gain access and participate in education free from discrimination and on the same basis as other students.

At Wakefield School, we collect this data and enter it onto the collection site. The information is regarding the student level of education, level of adjustment and broad type of disability (social/emotional, cognitive, physical etc.). This information collected is used by all governments to inform policy and program improvements for students with a disability.

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Protecting the privacy and confidentiality of all students and their families is essential, and **personal details are not provided** to local or federal education authorities.
If you would require further information regarding this, please see the Principal for a fact sheet.

PDHPE content

All students will be involved in the mandatory subject Personal Development, Health and Physical Education (PDHPE). This subject prepares and supports students to lead, and contribute to, healthy, safe and meaningful lives which promote respect, responsibility, enjoyment, inclusion and social justice for self and others.
Our school's PDHPE program covers a wide range of education matter, including relationships, drug use, sexuality and sexual health, body image, mental health and wellbeing, protective strategies, movement skills and performance, safety and physical activity. Some of the content of the program deals with sensitive issues. The school recognises this by teaching about these issues within the context of a developmentally appropriate program and by providing information to you about the program.
Please contact the school if you wish for your child to opt out of these mandatory lessons.

PBL Role play lessons

Every day, staff explicitly teach students lessons about whole school behaviour management strategies and supports. We are a Positive Behaviour for Learning school where at times, students will be exposed and encouraged to engage in role play. To explicitly teach students behaviours, at time, they will be having discussions or role plays around what the behaviour can look like (positive) and what concerning behaivour (negative) can look like. Staff will have ongoing discussions around these so students clearly understand the difference. If your child discusses with you these lessons and you require further information, please contact the classroom teacher. Please contact the school if you wish for your child to opt out of this aspect of the PBL lessons.

Cooking program at school

Throughout the year, teachers may include a variety of cooking lessons to teach students life skills. The food cooked will be offered for purchase for all students.
If your child is seeking access to do school programs such as cooking and barista opportunities, they must have leather lace-up shoes. This is a PPE / WHS requirement. These shoes can be labeled and left at school for random access. The school only has a limited spare set of these shoes. Without their own, they will not gain access to this program.
If your child is in year 9 or above, they may have the option of ONE barista made coffee. Years 7 & 8 students can only consume other hot drinks such as tea or hot chocolate.

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G and PG rated multimedia

As part of the classroom program, students may be exposed to multimedia items that are rated G and PG. if your child is in Stage 5 or above and the teacher requires permission to view M rated content, they will contact you and gain further permission.

School Gym and Fitness Equipment

Wakefield School has a school based gym including cardio fitness and strength training equipment. All students can access the cardio equipment with staff supervision. For students to be able to access the strength training component, they must complete teacher led lessons and demonstrate correct technique and safety. Qualified staff will consider the age, maturity and skills level of students and adjust the strength training program accordingly. They will then provide this opportunities to strength train to students whom demonstrate the appropriate skills and self-management requirement.

Pet therapy at Wakefield School

At Wakefield School, we have the opportunity to have dogs attend school as part of a pet therapy experience. The dogs role within the school is to provide emotional support to students in structured and unstructured sessions, and to be a friendly face to greet everyone the days they are at school. We also have friendly dogs belonging to other staff on site on some days. Please notify the school if you elect for your child to be exempt from accessing this program.

Thank you for your assistance in completing these forms.

Shauna Gillett – Principal

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Student's Name: _____

1) Cooking program at School

My child:

☐ has NO food allergies or intolerances

☐ DOES have food allergies or intolerance

- Please specify

☐ **can consume one hot beverage (eg coffee/tea or hot chocolate) per day**

Parent / Carer Signature: Date:

2) The use of time out strategies at school

I give permission for my child to access the time out strategy as part of their management plan to support calming time to return to class safely.

Parent / Carer Signature: Date:

3) <u>Nationally Consist Collection of Data for Schools (NCCD)</u>

I understand that Wakefield School will be collecting data annually for my child.

I give permission for my child to be included in this collection of data.

Parent / Carer Signature: Date:

4) <u>Restrictive Practices</u>

☐ I understand that through the PLP meeting, this will be discussed and personalised further for my child. I understand that I will have a copy of the management plan for my child to refer to.

☐ I understand that Wakefield School is a secure school where gates and doors are locked at all times, however, my child can gain access or exit to necessary areas by a staff member when required.

_____

Parent / Carer Signature: Date:

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A reminder to parents to notify the school about your child's health

We welcome information from parents about your child's health, even if you are not requesting specific support from our school. Our school asks for medical information when you enroll your child. It is also important that you let us know if your child's health care needs change, or if a new condition develops.

Information about allergies, medical conditions such as asthma and diabetes, and other health care related issues (including prior conditions such as medical procedures in the last 12 months) should be provided to the school by parents. This will greatly assist our school in planning to support your child's health and wellbeing.

Please also remember to notify the school of any changes to your contact details or to the contact details of emergency contacts.

We appreciate your assistance in regards to this and assure you that any information you provide to the school will be stored securely and will only be used to support your child's health needs or as otherwise required by law.

- ☐ My child has no medical conditions for the school to be made aware of

My child is affected by: (please select)

- ☐ Allergies or Intolerances
- ☐ Asthma
- ☐ Diabetes
- ☐ Anaphylaxis
- ☐ Seizures
- ☐ Other (please specify)

If your child has a medical condition such as these, a health care plan must be formulated in conjunction with school staff. This plan must be provided to the school prior to attendance / enrolment.

Parent / Carer Signature: **Date:**

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PERMISSION FOR STUDENTS TO ACCESS SCHOOL COUNSELLOR AND ADDITIONAL MEDICAL SERVICES

Dear Parent / Guardian,

The school counsellor at Wakefield School provides advice and support to students, staff and parents / guardians. Sometimes the school counsellor provides educational or emotional assessments of students to help plan appropriate ongoing support for them. Our counsellor provides a professional service.

I give permission for my child _____ to access the school counsellor and

- ☐ for the school counsellor to carry out assessments and counselling as required.
- ☐ for the school counsellor and executive staff at Wakefield School to contact the authors of any reports
- ☐ for the school counsellor and executive staff at Wakefield School to exchange information with relevant agencies
- ☐ for the school Student Support Officer to exchange information with relevant agencies

I understand that the school counsellor and / or executive staff / Student Support Officer at Wakefield School will notify me if they have contacted other medical services relating to my child. If you have any questions or if you wish to make an appointment to talk with the school counsellor please contact me at school.

At times student assessments may be required and for your convenience, these can now be completed confidentially online. Please provide your email address so they can be sent through. The school counsellor will contact you by phone, prior to sending.

Parent / Carer Name:

Parent / Carer Signature:

Date: