



Cambewarra Public School

2021 EMERGENCY CONTACT INFORMATION

OFFICE USE ONLY	Date	Initial
ERN UPDATED		
EBS4 UPDATED		
HEALTH INFORMATION UPDATED		
CUSTODY DOCUMENTATION UPDATED		

Dear Parents

It is imperative that we keep our records up to date. We therefore ask you to complete the following sheet **for your family** (i.e one per family) and return it to the front office. Should your details change throughout the year we would appreciate immediate notification, preferably in writing.

On the reverse page of this sheet are 3 permission forms to be signed.

- The first is for "Visits outside the school grounds" which is only used for local walking activities. To enable your child/children to participate in local area activities it is very important that this form be signed.
- The second is to enable your child/children to be watch PG rated movies, such as ABC Historical dramas, under the supervision of an appropriate member of staff.
- The third it for permission to publish images that may include your child to our internal platforms such as newsletter, website and occasionally on social media (no last names will be published with them).

Eldest Student's Name:	Class
<input type="checkbox"/> Tick here if there are no changes to your family information and return form to the office	
Student's Name:	Class
Student's Name:	Class
Family Address:	

CONTACT DETAILS that you require changed

Mother's Name			
Mobile:	Home Ph:	Work Ph:	Address:
Email:			
Father's Name			
Mobile:	Home Ph:	Work Ph:	Address
Email:			

EMERGENCY CONTACTS that you require changed

Only persons listed below may collect your child/children. Please note your preferred order of contact in an emergency.

	Name	Relationship to Family	Daytime Phone	Mobile Phone
1				
2				

***** See Over →**

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

My child has a health condition. We **have / do not have** health information updates to advise the school of.

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 enrol your child. * **It is also important that you let us know if your child's health care needs change or if a new health 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. Please provide this information in writing to the principal. This will greatly assist our school in planning to support your child's health and wellbeing as well as assisting in an emergency.

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

In the event of your family relationship and custody arrangements changing, please supply a copy of new or updated court orders to the school office. We can only be guided by in date orders when provided to us in writing.

Our family has AVO / custody arrangements in place. We **have / do not have** updates to advise the school of.

***** Remember to notify staff in the school office of any changes to your contact details or to the contact details of other people nominated as emergency contacts during the course of the year.**

We appreciate your assistance in this regard and assure you that any information you provide the school will be stored securely and will only be used or disclosed in order to support your son or daughter's wellbeing needs or as otherwise required by law.

Visit outside the school grounds

I **GIVE / DO NOT GIVE** permission for my child/ren to go on walking "Visits outside the school grounds" excursions. I understand that prior written advice will be brought to my attention via class newsletters.

Watch PG movies

I **GIVE / DO NOT GIVE** permission for my child/ren to watch PG rated movies under the supervision of an appropriate member of staff.

Use of images

I **GIVE / DO NOT GIVE** permission for images of my child/ren to be used for the school newsletter, website and occasionally on facebook. (No last names will accompany images)

Signed: (Parent/Guardian) **Date:**