



BERRINBA EAST STATE SCHOOL

Every student succeeding, regardless of circumstances – Insistent, Consistent, Persistent

Phone: 07 3489 6777

Email: the.principal@berrinbaeastss.eq.edu.au

Website: www.berrinbaeastss.eq.edu.au

Principal: Steve Kanowski

Deputy Principal: Sarah Brown

Deputy Principal: Kathryn Marshall

Business Manager: Kaye Mundt

Dear parents and caregivers,

This year at Berrinba East State School students will be participating in our Bike track program. This program involves aspects as outlined below-

1. Bike Shed

- Students are taught bike maintenance such as bike cleaning, inflation of tyres, seat and handle bar adjustment and gear/brake adjustments.
- Student maintain the fleet of bikes owned by the school as well as provide a service to other students who may bring their bikes in.
- Students are also taught how to use a range of tools required for bike maintenance. This includes using screwdrivers, alum keys, spanners, chain breakers and tyre levers.

2. Bike Track

- Students utilise the fleet of school bikes to access a purpose-built off-road bike track. This bike track is located throughout our Forest area.
- Students are provided with helmets and are taught how to adjust the helmet to fit their own head. The wearing of helmets is mandatory to access the Bike Track.
- Students will be required to wear HI-VIS vests while riding on the track for the purposes of tracking and visibility.
- Students ride on undulating terrain with a number of obstacles such as rises, jumps and logs in the way. Students have the option of negotiating the obstacle or accessing a 'B line' which is free of the obstacle.
- Students are provided with instruction and feedback regarding their bike handling skills while accessing the program.
- There is first aid equipment available at all times and students are supervised by suitably qualified staff.
- Students will need to demonstrate proficiency in riding a bike prior to accessing the program.

As there is an inherent risk associated with these activities, students will need to have the consent of their parents to access the program. While every effort will be made to mitigate these risks, it is expected falls will occur from time to time. However, students will be explicitly taught to assess and mitigate risk as part of the program.

Attached to this letter is a consent form that must be completed in its entirety and signed before students access the program. This expectation will be strictly enforced. In the event that the number of students wishing to access the program exceeds the school's capability to manage the environment safely, students may be scheduled to specific times to access the program.

I look forward to working with your child in this innovative and engaging program.

Steve Kanowski
Principal



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Activity consent form: Bike Shed & Bike Track

Privacy notice

The Department of Education is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in the activity;
- help coordinate the activity;
- respond to any injury or medical condition that may arise during, or as a result of the activity; and
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless the disclosure is authorised or required by law, or you have given the department permission for the information to be disclosed.

Activity risks and insurance

Please note that the Department of Education does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

Consent

By signing this form, I agree that:

- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the department does not have personal accident insurance cover for students.
- I give consent for my child, _____ (Child's name) in class _____, to participate in the activities of bike riding as indicated in the information letter.
- I acknowledge that my child will be trained to safely use all equipment and perform any physical skills before they are allowed to participate in any activities.
- I acknowledge the benefits of these activities outweigh the risks and am happy for my child to participate in all the activities outlined below:
 1. Working with tools for the purposes of bike maintenance.
 2. Using cleaning materials such as oil, degreaser and detergent for the purposes of bike maintenance.
 3. Ride bikes with other students in an off-road environment.
 4. Negotiate obstacles such as bumps, rises, logs, etc. while riding bikes in an off-road domain.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

Parent/Carer's Name: _____ (Please print)

Parent/Carer Signature: _____ Date: ____/____/____



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Additional medical information

The school collected medical information about your child at enrolment. This information is stored electronically in OneSchool. Please give full details of any new or updated medical information which may affect your child's full participation in the activity described in the form.

You may also wish to update/provide the following optional information*:

Name of child's medical practitioner: _____ Telephone No.: _____

Medicare No.: _____

Private Health Insurance Company (if applicable): _____ Membership No.: _____

*If an enrolment form for your child was completed or updated since October 2012 and these details have not changed, this information will already be recorded in OneSchool.

I would like this additional information about my child's medical information to be recorded in OneSchool records.



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Internet Permission

Student

I understand that the internet can connect me to useful information stored on computers around the world.

While I have access to the internet:

1. I will use it only for educational purposes.
2. I will not look for anything that is illegal, dangerous or offensive.
3. If I accidentally come across something that is illegal, dangerous or offensive I will:
 - A. Clear any offensive pictures of information from my screen; and
 - B. Immediately and quietly inform my teacher.
4. I will not reveal home addresses or phone numbers –mine or that of any other person.
5. I will not use the internet to annoy or offend anyone else.
6. I understand that if the school decide I have broken the rules, appropriate action will be taken. This may include loss of my internet access for some time.

Student's Name: _____

Student's Signature: _____

Date: ____ / ____ / ____

Parent and/or Legal Guardian

I understand that the internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world; that the school cannot control what is on these computers; and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe _____ (Student's name) understands this responsibility, and I hereby give my permission for him/her to access the internet under the school rules. I understand that students breaking wise rules will be subject to appropriate action by the school. This may include loss of Internet Access for some time.

Parent and/or Guardian Name: _____

Parent and/or Guardian Signature: _____

Date: ____ / ____ / ____



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Dear parents and caregivers,

Berrinba East State School engages Outdoor Education as a pedagogy. This involves engaging with curriculum content across designated outdoor learning areas within the school. These areas provide tailored and unique opportunities to link to the curriculum areas of Science, Math and English. Furthermore, lessons will engage students in developing their personal and social capabilities.

3. Forest Play

- Students will participate in activities throughout the forest area including:
- Cubby house/ shelter building
- Tree climbing
- Collecting sticks for loose play area
- Clearing the area of any rubbish/ debris
- Maintaining the forest, free from any rubbish
- Investigating and observing the natural environment

4. Gardening

- Students are taught the correct way to lift, push, and use a shovel and fork
- Students are taught how to plant seeds in a vegetable garden using a shovel, garden fork
- Students are taught how to maintain gardens using the correct tools (hose, watering can, garden fork)
- Students will be taught knowledge on the correct way to plant, maintain and harvest seeds and seedlings
- Students will be taught how to keep and maintain a working worm farm

5. Chicken Coop

- Students will assist in the maintenance of the school Chicken Coop
- Students will be taught how to keep and maintain live chickens, including feeding, cleaning and collecting eggs

6. Loose Parts

- Students will participate in activities to create spaces in response to stimulus
- Students will use various items to create shelters, and other assorted construction

7. Outdoor learning & play

- Students will engage in learning activities in outdoor learning spaces that may involve sand and water, as well as the above described activities.
- Students will be taught to assess risk to themselves and others as part of their play and learning.

As there is an inherent risk associated with these activities, students will need to have the consent of their parents to access the program. While every effort will be made to mitigate these risks, it is expected falls will occur from time to time. However, students will be explicitly taught to assess and mitigate risk as part of the program.

Attached to this letter are two consent forms that must be completed in its entirety and signed before students access the program. This expectation will be strictly enforced.

I look forward to working with your child in these innovative and engaging programs.

Mr Steve Kanowski
Principal

Activity consent form: Outdoor Learning

For the period of enrolment at Berrinba East SS. Consent can be withdrawn by emailing admin@berrinbaeastss.eq.edu.au or providing a written letter.

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- obtain lawful consent for your child to participate in the activity;
- help coordinate the activity;
- respond to any injury or medical condition that may arise during, or as a result of the activity; and
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless the disclosure is authorised or required by law, or you have given the department permission for the information to be disclosed.

Activity risks and insurance

Please note that the Department of Education does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

Consent

By signing this form I agree that:

- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the department does not have personal accident insurance cover for students.
- I give consent for my child, _____ (Child's name) in class _____, to participate in the activities of bike riding and outdoor play as indicated in the information letter.
- I acknowledge that my child will be trained to safely use all equipment and perform any physical skills before they are allowed to participate in any activities.
- I acknowledge the benefits of these activities outweigh the risks and am happy for my child to participate in all the activities outlined on the cover sheet as well as below:
 5. Working with manual tools for the purposes of bike maintenance and gardening.
 6. Using cleaning materials such as oil, degreaser and detergent for the purposes of bike maintenance.
 7. Ride bikes with other students in an off-road environment.
 8. Negotiate obstacles such as bumps, rises, logs, etc. while riding bikes in an off road domain.
 9. Climbing trees to a height of 3m
 10. Swinging on ropes and tyre swings
 11. Engaging in play in the forest, including managing sticks and natural items.
 12. Engaging in construction play with loose items.
 13. Interacting with live animals (chickens and worms).
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

Parent/Carer's Name: _____ (Please print)

Parent/Carer Signature: _____ Date: ____/____/____

Additional medical information

The school collected medical information about your child at enrolment. This information is stored electronically in OneSchool. Please give full details of any new or updated medical information which may affect your child's full participation in the activity described in the form.

You may also wish to update/provide the following optional information*:

Name of child's medical practitioner: _____ Telephone No.: _____

Medicare No.: _____

Private Health Insurance Company (if applicable): _____ Membership No.: _____

*If an enrolment form for your child was completed or updated since October 2012 and these details have not changed, this information will already be recorded in OneSchool.

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Third Party Website Consent

Privacy Notice

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

Dear Parent/Guardian,

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes. Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers.

Berrinba East State School wishes to utilise the third party web based service provider/s listed below to aid students learning. For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted *outside of Australia*. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws.

Registration may include disclosing the following information about your student:

- Student Name – First Name and Last Name (Initial Only) e.g. Thomas G

We need your permission for the registration and use of these sites by your student.

Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact

Kathryn Marshall
Deputy Principal



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Below are the third party web based service provider/s:

Name of Provider: See Saw

Type of Service: See Saw empowers students to document their learning and share with their families via the See Saw APP. It gives families an immediate and personalized window into their child's school day.

Website: <https://web.seesaw.me>

Privacy Policy: <https://web.seesaw.me/privacy>

File Storage: Cloud based servers in the USA.

Name of Provider: [Mathletics](#) (3P Learning) / Reading Eggs (3P Learning)

Type of Service: Mathletics is an online learning space providing students with learning opportunities in the subject area of Mathematics. The purpose of this website is to promote and provide access to a product *designed to develop a students ability to read English*

Website: www.mathletics.com.au <http://www.readingeggs.com.au> <http://www.3plearning.com/au/>

Terms of Use: http://www.3plearning.com/terms/?_ga=2.129727626.763901349.1517486372-1154860192.1503021230 <http://readingeggs.com.au/terms>

Privacy Policy: http://www.3plearning.com/privacy/?_ga=2.129727626.763901349.1517486372-1154860192.1503021230 <http://readingeggs.com.au/privacy>

File Storage: Store personal information in the USA

Name of Provider: Studyladder

Type of Service: The purpose of this website is to provide students with an online learning platform for all subjects

Website: <https://www.studyladder.com.au>

Privacy Policy: <https://www.studyladder.com.au/about/privacy>

File Storage: Store personal information in the USA

Name of Provider: [Skoolbo](#)

Type of Service: The purpose of this website is to provide schools with an online games learning platform which focusses on all aspects of math and English.

Website: <http://skoolbo.com.au>

Privacy policy: <http://skoolbo.com.au/privacy>

Terms of use: <http://skoolbo.com.au/terms>

File Storage: Store personal information in the USA



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Third Party Consent – Please return to office

Student's full name: _____

Year level: _____

Please **circle your choice** (or cross out which does not apply) to your child's information being provided to each of the third party providers for the provision of an educational service.

www.mathletics.com.au

Do Consent / Do Not Consent

<https://web.seesaw.me>

Do Consent / Do Not Consent

<http://www.readingeggs.com.au>

Do Consent / Do Not Consent

<https://www.studyladder.com.au>

Do Consent / Do Not Consent

<http://skoolbo.com.au>

Do Consent / Do Not Consent

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed. I understand that my student's personal information will be provided to these third party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

Parent/Guardian's Name

Parent/Guardian's Signature

Date