

ENROLMENT PERMISSIONS AND MISCELLANEOUS CONSENTS

This pack contains a number of additional forms in relation to various activities and consents.

- **Learning Assessment Permission**
- **Wellbeing Consent**
- **Online Consent**
- **Off-site Excursions and Activities Permission**
- **School Vehicle Travel Permission Form**
- **Swimming Ability Questionnaire**
- **Student Code of Conduct**
- **Code of Conduct for Parents, Carers and Visitors**

Please read and sign each of these permissions / consents and return with the enrolment application form.

Student Name: _____

Nautilus Campus

Years 7 - 10

5 Albert Circuit
Port Macquarie NSW 2444

Phone: (02) 6516 2251
Email: admin@nsc.edu.au

Website:

www.nsc.edu.au



Yulinbal Campus

Years 9 & 10

461 Kolodong Road
Taree NSW

Phone: (02) 6515 2099
Email: yulinbal@mncce.edu.au

Website:
www.yulinbal.nautilus.edu.au





Wellbeing Consent Form

In order to provide the best possible support for each student's learning, social and emotional wellbeing, we need to find out what each individual students needs are. This may come from meeting with a professional psychologist, counsellor, social worker, caseworker and other support persons experienced in knowing how young people are developing.

We would like to work closely with parents to ensure every student gets the full range of support available, but not in any invasive way. These meetings are designed to be confidential, but does need to be thorough and evidence based.

With your permission, we would like to schedule some assessments to find exactly what needs are required, to give the best chance of success for our students.

Sadly, mainstream schooling too often bypasses this sort of supportive approach. So we hope to correct that and allow our young people to have a fresh start.

We hope you can see the significance of these assessments.

I provide my consent for applicant named below undergoing confidential assessments as required to determine their needs in learning, wellbeing, social and emotional support.

I do NOT provide my consent for applicant named below undergoing confidential assessments as required to determine their needs in learning, wellbeing, social and emotional support.

Applicant/Student Name:

Parent / Guardian 1 Name:

Parent / Guardian 1 Signature:

Dated:



Learning / Educational Assessment Program Permission

As part of your young person's enrolment at Nautilus/Yulinbal, we recommend they participate in an Educational Assessment Program designed to help identify and support their learning needs. This assessment will be carried out by the College's Psychologist. All data obtained during this process will be stored securely in confidential files. Summarised information that is relevant to the young person's educational needs will be relayed sensitively to staff to allow them to make necessary adjustments to the young person's learning program. The findings will also be discussed with you as a parent or guardian.

Your consent is voluntary in this matter, and you may request that the Assessment Program be discontinued at any time. If you have any questions regarding this program, please feel free to call the college.

Individual assessment sessions will be scheduled for your young person as part of the application and enrolment process and throughout their time as a student of the college.

I give my permission for the names applicant to participate in the Assessment Program at Nautilus/Yulinbal College.

I do not give my permission for the named applicant to participate in the Assessment Program at Nautilus/Yulinbal College.

Applicant/Student Name:

Parent / Guardian 1 Name:

Parent / Guardian 1 Signature:

Dated:

Online Consent

Our school provides access to the online services. These increase the range of teaching tools available to staff and will enhance the opportunities available to students.

Our school's online services currently provide:

- Individual email accounts for all students and staff
- Access to the Internet
- Access to the online teaching and learning services such as digital resources and online learning activities and
- Access to online file storage and sharing services

Please note that while every reasonable effort is made by the school to prevent student exposure to inappropriate online content when using the school's online services, it is not possible to completely eliminate the risk of such exposure.

You should also be aware that general Internet browsing by your child from home or locations other than school is not monitored or filtered by the school since it is not conducted via the schools network and that parents/guardian are responsible for supervision of a child's use of the internet from home.

I provide my consent for applicant named below using the schools' online facilities and services as described above.

I do NOT provide my consent for applicant named below using the schools' online facilities and services as described above.

Applicant/Student Name:

Parent / Guardian 1 Name:

Parent / Guardian 1 Signature:

Dated:

Permission to attend Off Site Activities

I hereby support my child's involvement in off-site trips / activities / excursions organised by the school. I acknowledge that the days / venues / times for these activities will vary and involve different sites and experiences.

These off-site activities may consist of, but are not limited to:

- Visiting local areas of interest
- Sport activities at local fields / locations (eg: swimming pools / local Ten Pin Bowling venues / Indoor Sport Stadiums and facilities)
- Workplace / other educational facility visits

I acknowledge that a number of these activities will meet aspects of fulfilling the mandatory curriculum requirements of the Record of School Achievement (RoSA).

I support these off-site activities and recognise that the expectations and rules that apply to the school as per the student code of conduct and student vehicle/bus code of conduct also apply to these off-site activities.

From time to time we may offer additional offsite activities outside the local area or with unique activities which may have separate notification and may require further parental / guardian consent.

Student Name:

Student Signature:

Dated:

I provide my consent for my child names above to participate in offsite activities.

I do NOT provide my consent for my child names above to participate in offsite activities.

Parent / Guardian 1 Name:

Parent / Guardian 1 Signature:

Dated:

As many locations are not accessible within walking distance, the Vehicle/Bus Travel Permission forms must also be completed.

School Vehicle/Bus Travel Permission Form

Student Name	
Student Address	
<p>Travel Details (Check relevant boxes)</p>	<p><input type="checkbox"/> Offsite activities / excursions (in accordance with the offsite activities permission form)</p> <p><input type="checkbox"/> Morning Pick Up <input type="checkbox"/> Afternoon Drop Off</p> <p>(may not be available in all locations, please check with the college office)</p>
<p>Prior to all travel, checks will include</p>	<ul style="list-style-type: none"> • The proposed driver is approved by the Mid North Coast Community College to drive the school vehicles • The school proposed driver is licensed for the relevant school vehicles • The school proposed driver is not disqualified or suspended from driving; and is not subject to any impediments to his/her ability to drive a motor vehicle or other vehicle. • The vehicle in which the student is to be transported is registered and covered by NSW compulsory third party insurance • To the best of the school's knowledge the vehicle used to transport student is roadworthy, safe for normal road use and suitable for the purpose to which it will be used • The number of passengers will not exceed the number of seatbelts
<p>Parent / Guardian Consent</p>	<p>I consent to my child undertaking vehicle travel in school vehicles as indicated above (morning pick-up / afternoon drop-off / offsite activities)</p> <p>If my child is utilising the morning pick up and afternoon drop off facility I acknowledge this is only available from the students residential address on file unless separate permission from the school principal has been obtained.</p>
<p>Parent / Guardian Name</p>	
<p>Parent / Guardian Signature</p>	
<p>Dated</p>	

Swimming Ability Questionnaire

I am able to swim the following distance without assistance;

Distance	Yes or No
I cannot swim	
25 Metres	
50 Metres	
100 Metres	
200 Metres	

I swim regularly in the following locations

Location	Yes or No
Pool	
Beach	
River	
Lake	
I don't swim	

Students Name: _____

Student Signature: _____

Parent / Carer Name: _____

Parent / Carer Signature: _____

Dated: _____

Student Code of Conduct

At Nautilus College / Yulinbal Campus (the school) all students are expected to engage with the school community in a positive manner, and to respect their rights and the rights of others to enjoy their learning in a safe and caring environment.

Our expectations of student behaviour arise from the following values of respect, responsibility and honesty:

RESPECT	RESPONSIBILITY	HONESTY
Respect for self Respect for others Respect for staff	For own learning For own actions For responding to others reactions For the environment	Be honest with yourself and honesty with others will follow.

Rights and Responsibilities: All members of our school have responsibilities which, when met, will ensure the rights of others.

We all have a right to:	It is our responsibility to:
Be happy at school and to be treated with understanding.	Respect the rights of others Treat others with understanding
Be treated respectfully and fairly.	Treat others politely and with respect Be truthful and fair
Be safe.	Avoid situations which cause danger to myself or others. Not bring alcohol, drugs or be under the influence of alcohol or other drugs. Tell staff if there is any danger and assist staff in minimising or responding to a risk.
Expect our property to be safe.	Respect the property of others Ask permission before using the goods of someone else Take care of School property and equipment
Get an education at our school.	Support others in their learning Engage in activities and work hard Keep up-to-date with work in class and homework Attend school regularly, to participate, and to be punctual.
Be protected against threats to our health.	Care about our health and that of others.
Have a pleasant, clean and well-maintained school and grounds.	Care for the school environment - keep it neat and clean
Benefit from the good name of the school.	Behave so that the community will respect our school.
Make our own decisions.	Make sensible decisions Take responsibility for our decisions.
Restorative practice	Right: to be supported by staff and peers Responsibility: to repair harm, resolve conflict and restore positive relationships

I have read the above Student Code of Conduct, Rights and Responsibilities acknowledge that I understand and agree to follow them:

Student Name: _____ Student Signature: _____

Dated: ____ / ____ / ____

Purpose

Nautilus Senior College (NSC) is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the NSC. It is the intention of the College to provide clear guidelines to all parents, carers and visitors regarding the conduct expected of them whilst on the College premises, engaging in NSC related activities or representing the NSC. Parents, carers and visitors are expected to uphold the NSC's core values at all times.

Application

This Code applies to all parents and visitors to the NSC. The application of this Code is not limited to the NSC site and hours. It extends to all activities and events that are NSC -related and when visiting or representing the College. The Code also requires that parent or visitor actions do not bring the NSC into disrepute at any time regardless of whether the action occurs within or outside of NSC activities.

Definition of a 'Parent, Carer or Visitor'

For the purposes of this policy, a 'Parent', Carer or 'Visitor' includes anyone visiting the NSC who is not a current student, employee, contractor or volunteer.

Parents and Carers at the College can expect that the College will:

- Involve them in decisions that involve their child's education or wellbeing;
- Enable them to ask questions and to speak to their child's teacher or a member of the College leadership team at a mutually convenient time;
- Allow any concern or complaint to be heard consistent with the NSC's *Complaints Handling Policy* and that relationships will continue respectfully;
- Provide access to the teachers and provision of feedback regarding their child's progress, achievement and well-being; and
- Handle sensitive issues confidentially and ensuring preservation of dignity of each person.

Code of Conduct for all Parents, Carers and Visitors: It is expected that every parent, carer and visitor will:

- Treat every member of the College community with courtesy and respect;
- Uphold the NSC's core beliefs and values;
- Uphold the NSC's rules and guidelines that are in place for the wellbeing and effective learning of students;
- Listen, talk collaboratively and share information with teachers and NSC staff to understand and resolve any issues, misunderstandings or concerns;
- Actively support the NSC's policies in relation to appropriate attire for NSC, including closed toe shoes;
- Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others;
- Communicate with their child/children's teacher or the Principal directly regarding any concerns about their child, other students, staff or community members;
- Abide by all health and safety rules and procedures operating within the NSC and other locations at which they may visit whilst representing the NSC;
- Ensure that their actions do not bring the NSC into disrepute;
- Respect the authority of members of staff and observe NSC rules as required;
- Strictly adhere to the NSC's policies and procedures as required;
- Behave with courtesy and consideration for others;
- Refrain from all forms of bullying and harassment;
- Refrain from activities, conduct or communication that would reasonably be seen to
- Undermine the reputation of the NSC, employees or students of the NSC (including activities on social media);
- Respect NSC property and the property of staff, contractors, volunteers and other students;
- Not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health whilst visiting the College site, attending NSC functions or engaging in NSC based activities.

Unacceptable Conduct includes, but is not limited to:

- inappropriate touching, handling, pushing of students, children or others
- any form of physical or verbal violence including fighting, assault or threats of violence;
- conduct that could be construed as sexual in nature towards or involving students or children;
- any form of cyber bullying or cyber abuse;
- any form of threatening language, gestures or conduct;
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other;
- theft, fraud or misuse of NSC resources;
- the use of inappropriate or profane words or gestures and images;
- visiting College, attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health;
- smoking on the NSC premises or within the immediate environs of the NSC .

Responding to disputes

There will be times when parents and caregivers disagree with the NSC decision or process. These matters are best addressed within a framework of dignity, respect and truth and in accordance with the NSC *Complaints Handling Policy*. In rare circumstances where there are consistent and/or proven breaches of this Parent Code of Conduct, as determined by the Principal, the NSC has the right to implement certain actions which may include:

- an informal or a formal meeting with the parents and caregivers with the Principal or a member of the NSC Leadership Teams to remind parents and caregivers about the expectations outlined in this document;
- exclusion of a parent or caregiver from the NSC under the *Enclosed Lands Protection Act 1901 (NSW)*; and/or
- in the case of unlawful or aggressive behaviour, bullying or intimidation of the College staff, the matter may be referred to the NSW Police or other appropriate agencies.

Breach

Parents, carers and visitors who breach this Code of Conduct will be contacted by the Principal. Appropriate action, which may include being banned from coming onto NSC grounds, attending NSC functions or NSC based activities, is at the discretion of the Principal.

In accordance with applicable legislation and the NSC *Child Protection Policy and Procedures*, the Police and/or Department of Communities and Justice will be informed of breaches pertaining to this Code that require such a report.

Acknowledgement

I have read the above Conduct and Bearing of all parents / carers and visitors and acknowledge that I understand consequences if they are breached.

Parent / Guardian 1 Name: _____ Signature: _____ Dated: ___ / ___ / ___

Parent / Guardian 2 Name: _____ Signature: _____ Dated: ___ / ___ / ___

NB: Must be signed by at least one parent / carer.