5th February 2013

Dear Parent/Caregiver

Throughout the course of the school year, a wide range of sporting opportunities are offered to all students at Charleville State High School, your child has been selected for at least one of the sports available. All of these activities require parental permission to travel off campus, or to take part in an activity with a higher degree of risk than would normally be encountered while working in a classroom. Traditionally, each sporting activity would need a new permission slip to be signed and medical form to go home to parents – a time consuming activity that often means multiple versions of the same medical form are hung on the fridge at any one time.

To make this process easier in 2013, and to ensure that all students are able to participate in the full range of sporting opportunities, the school has implemented a new system for permission letters. Attached is a list of sporting activities that are currently planned for 2013, and also a medical form that the school will keep on file for all activities listed. By signing the attached permission slip and filling in the medical form, you are signifying that your permission for your child to participate in all of the listed activities. If you wish to exclude any of the activities from your permission, simply list these in the space provided. A media consent form is also attached and needs to be returned for your child to represent the school in sport, please ensure that the student also signs the form. Payment for transport and associated costs will be detailed prior to the specific sporting trip, as this is dependent upon the selected transport mode.

Before each individual activity, teachers will still send out an information letter to provide the details and to invite you to advise the school of anything that needs to be updated on medical forms. However, by having a single permission and medical form, we hope to reduce the number of times that parents have to return paperwork to school, and the number of opportunities for permission slips to be lost in schoolbags!

If you have any queries or concerns about this new process, please do not hesitate to contact the school on 07 4656 8888.

Regards

Leighton Webb
Sport Coordinator

Les Czisloowski
Deputy Principal

Andrew Pierpoint
Principal
Student Name: ____________________________

Year Level: ____________________________

Representative Sport Training Schedule:
Training will generally cease at the completion of the carnival unless otherwise notified by the team coach.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Coach</th>
<th>Day</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Softball (Open)</td>
<td>Kristyanna Sellin</td>
<td>Thursday</td>
<td>3:30pm - 4:30pm</td>
<td>Charleville SHS - Oval</td>
</tr>
<tr>
<td>Netball (Under 15/Open)</td>
<td>Ashlie Martin, Cassandra Kohli</td>
<td>Monday</td>
<td>4:00pm - 5:30pm</td>
<td>Charleville SHS - Hall</td>
</tr>
<tr>
<td>Rugby League (Under 15/Open)</td>
<td>Leighton Webb, Nathan Helford</td>
<td>Wednesday</td>
<td>5pm - 6pm</td>
<td>Charleville SHS - Oval</td>
</tr>
<tr>
<td>Touch (Under 15/Open - Boys&amp;Girls)</td>
<td>Ashlie Martin, Jessica Perrett, Eileen Lindsay</td>
<td>Wednesday</td>
<td>4pm - 5pm</td>
<td>Charleville SHS - Oval</td>
</tr>
<tr>
<td>Touch - All Schools (Training)</td>
<td>Jess Perrett, Carley McCormack</td>
<td>Tuesday</td>
<td>4:30pm - 5:30pm</td>
<td>Charleville Show Grounds</td>
</tr>
<tr>
<td>Swimming - Squad training (Open)</td>
<td>Leighton Webb</td>
<td>Monday, Wednesday</td>
<td>6:30 - 7:15am</td>
<td>Charleville Swimming Pool</td>
</tr>
<tr>
<td>Cross Country - squad training (Open)</td>
<td>Leighton Webb</td>
<td>Tuesday, Thursday</td>
<td>7:00 - 7:45am, (starting in week five)</td>
<td>Charleville SHS Oval</td>
</tr>
</tbody>
</table>

Representative Sport:
Participation in these activities is optional, and subject to team selections and/or qualifying times.

Softball - South West School Sport Trials (Chinchilla – 7th – 8th February)
Touch - All Schools Touch Team Charleville Competition (Charleville – February – June)
Football (Soccer) - South West School Sport Trials (Roma – 27th February)
Swimming - South West School Sport Trials (Miles – 1st March)
Touch - South West School Sport Trials (Roma – 4th March)
Netball - U15 and Open - Vicki Wilson Cup (Roma – 6th March)
Rugby League - U15 and Open - Nationals Cup (Roma – 6th March)
Netball - U15 and Open - South West School Sport Trials (Roma – 22nd March)
Rugby League - U15 and Open - South West School Sport Trials (Roma – 22nd March)
Cross Country - South West School Sport Trials (Wandoan – 7th June)
Athletics - South West School Sport Trials (St George - 30th August)
Touch - National All Schools Competition (Brisbane – 9th – 14th October)

I give permission for my child _______________________________ of Care Class __________ (Grade ______) to attend the sporting activities should they be selected for teams and/or post appropriate qualifying times, listed above for their year level and timetable, with the exception of: (Please list)

I understand that travel for these excursions will be facilitated through either walking, bus travel arranged by the school, or via private car. I understand that the final travel arrangements for individual activities will be advised closer to the time of departure. The Department of Education, Training and Employment (DETE) has Public Liability Insurance and I understand that DETE does have not have personal accident insurance cover for students for accidents that are not a result of negligence by DETE.

Signed ____________________________ Parent Name: ____________________________ Date __________

G:\CoreData\Curriculum\Extra Curricular\Sport Letters\2013\2013 - Sport Global Permission Letter.doc
Dear Parent/Guardian,

Term One, as always, sees a number of sporting excursions to South West trials in various towns within the region. Changes in the restructuring of funding and the availability of buses in the past two years has necessitated a rise in the fee per student for each excursion. As such, students travelling by bus on these sporting excursions will be charged a fee of $50 per excursion. This fee will need to be paid at the school office at least the day before the excursion. No money will be accepted at the bus stop on the morning of the excursion.

The volume of students potentially attending both the Vicki Wilson Cup/ National School’s Cup netball and rugby league excursion and the netball and rugby league regional trials excursion necessitates the need for the school to ask parents to assist in transporting students to Roma on these excursions. If you are able to assist us in this endeavour please let us know prior to the excursions.

The dates for these excursions are as follows:

Vicki Wilson Cup/ Nation School’s Cup netball and rugby league excursion – 6th March

South West netball and rugby league regional trials – 22nd March

Thanking you in advance.

Yours sincerely,

[Signature]

Leighton Webb
(Sport Coordinator)
CHARLEVILLE STATE HIGH SCHOOL
STUDENT MEDICAL FORM

To be completed by parent/legal guardian of all students participating in school excursions/camps. Only the parent’s or legal guardian’s signature will be accepted.

1. **Student Details**

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excursion/camp description:</td>
<td>Year Level:</td>
</tr>
</tbody>
</table>

2. **Medical Conditions**

*Please indicate below any known medical conditions relevant to the above mentioned student. In those instances where there is a YES response, please describe the nature of the problem or provide a letter from your doctor.*

<table>
<thead>
<tr>
<th>Medical Conditions</th>
<th>Response</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heart Problems</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Blood Pressure</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Respiratory Problems (other than asthma)</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Asthma</td>
<td>YES/NO</td>
<td>Has written permission for student to administer own medication been previously provided to the school? YES/NO If no, please attach.</td>
</tr>
<tr>
<td>Epilepsy</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Allergies</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Drug Reactions</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Recent Illness</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Phobias</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Travel Sickness</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Date of most recent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetanus injection</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Medicare Number: __________________________  Name of Family Doctor: _________________

Phone Number: _______________

3. **Authority**

I am aware of the types of activities included in the program and what they entail. I give consent for my son/daughter to participate in the program, and I agree to delegate my authority to the teachers involved. I hereby authorise the supervising teachers to obtain any medical or associated assistance which they deem to be necessary should any medical condition or accident occur. I agree to pay any ambulance, medical, dental and/or pharmaceutical expenses incurred on behalf of the above student which are not covered by my personal/family ambulance subscription, medical benefits fund. I further authorise qualified practitioners to perform surgery, administer anaesthetic and/or blood transfusions if such an eventuality should arise. I understand that, should such circumstances arise, the supervising teachers will endeavour to contact me by phone in the first instance.

Signature of parent/legal guardian: ______________________________  Date: _______________

Printed Name: ______________________________  Phone Contacts: Home ____________________ Work ____________________

Education Queensland is bound by Information Standard 42 – information Privacy. Education Queensland is collecting the information on this form for the purpose of facilitating the attendance of students at the event organised by Charleville State High School. The information provided will not be used or disclosed for any other purpose and will be held securely and protected against unauthorised access. The information will be provided to staff on a need to know basis and the privacy of the individuals whose information is provided will be respected. If you wish to access or amend the personal information provided on this form, please contact the Team manager/coach.
I GIVE CONSENT

On behalf of the individual identified in section 6 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grants consent to the Department of Education and Training (the Department) and to any other Department or Agency of the State Queensland (the State) to use, record and disclose the Individual's:

- name, image and other identifying information (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings (Individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

FOR THE PURPOSE OF

This consent applies to any use recording or disclosure of the Individual's personal information or Individual work, in connection with the Department or State, for:

- the purposes identified in the Project Details section of this Consent Form; and
- public relations, promotion, advertising, media and commercial activities concerning the Project.

FOR THE DURATION OF

This consent will continue until the Individual revokes consent by providing written notification to the person nominated in Section 7 of the Project Consent Form.

Despite the above, if, at the time the Individual revokes consent, the Department or the State is using the Individual's personal information or Individual work, or the Department or the State has entered into contractual obligations in relation to that material, the consent will continue in relation to that material until the Department or the State's use is complete or until the contractual obligations come to an end.

I UNDERSTAND THAT

- 'Project' means the project described in the Project Details section of this Consent Form.
- 'Use' includes:
  - to create, make copies of or reproduce or retain in any form, including by camera, video, digital recorder, webcam, closed circuit television, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the Internet,
- in whole or in part, and to permit other persons to do so.

The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.

- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work in the Project.
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information or Individual work, copyright or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- This consent extends to the Department and the State:
  - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and individual work.
5 PROJECT DETAILS

Name and description of Project:

Queensland School Sport Representative Sporting Teams attending District, Regional, State, Interstate, National or International Events

Description of what is to be made, used, retained or reproduced:

☑ Individual’s copyright material ☑ Individual’s name ☑ Individual’s image

Description of image, copyright material, recording or other personal information:

[Print]

Description of the purpose for which the personal information or individual work is required, and the medium of reproduction (e.g., paper, electronic or other form). Will it be made, used, retained or reproduced, and will it be distributed, published or communicated to the public (e.g., on the Internet)?

Required for the promotion of Queensland School Sport - name and image may appear in various forms of media - for example: championship programs, team photographs, school sport websites, championship/annual reports and local media such as TV, radio and newspapers.

As a value add or service to parents, team photographs, action photography and DVD’s may be taken by commercial photographers.

Team photographs, ordered by parents, will be distributed to team members by the team’s manager.

Action photography of athletes, whose consent by parents has been received, may be published on the commercial photographer’s website for retail sale.

DVD’s may be available for sale at the event or through retail sales, usually to the parents of such students.

Description of the timeframe during which the Individual’s name, image or Individual work is required (e.g. Is it for one-time use? For what date or dates?):

May be used for the period of enrolment of the individual at the school this consent was returned. Timeframe will cover from the time of selection or otherwise in accordance with clause 3.

Name of the departmental position/person responsible for the making, usage, storage, reproduction, distribution, publication or communication of the Individual’s personal information or Individual work:

Manager, Queensland School Sport Unit.

Name that should be used in association with the Individual or the Individual’s image or Individual work:

☑ Full name ☑ First name only ☑ No name ☑ Other: ___________________________[Print]
9.0 Project Consent Form

to use copyright material, image, recording or name

6 DETAILS

Name of Individual

Address of Individual

Name of organisation, school or TAFE (at which the Individual is enrolled, employed, or works as a volunteer, if any)

Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)

Date

Signature of the parent or guardian (if the Individual is under 18 years of age)

Date

Name of signing parent or guardian

Address of signing parent or guardian

7 NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the individual is enrolled.
What is this consent for?

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for the purposes specified in the Project Details section of the Consent Form. This consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school or TAFE newsletters, magazines, websites and other school, TAFE, Departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

What is copyright material?

An individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal or wood works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

This Consent Form does provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the Copyright is owned by the State as the employer (section 35 Copyright Act 1968). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the Copyright Act 1968 applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The Queensland Public Sector Intellectual Property Guidelines provide further information on Intellectual Property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal & Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, recording or image. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and Court Orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the Project file. The Individual or Signatory may request a copy of the signed form by contacting the person nominated in Section 7 of this Project Consent Form.

What if I give my consent and later change my mind?

The consent will be in effect until withdrawn as described in Section 3 of the form. The consent can be modified or withdrawn at any time by writing to the person nominated in Section 7 of this Project Consent Form. However, any changes will apply only from the date that the Department receives any consent withdrawal. Any existing material will not be withdrawn from use if the Department or the State is currently using the material or where the Department or the State has entered into contractual obligations in relation to this material. In such cases the withdrawal will be effective after the Department or the State's use is complete or after the contractual obligations come to an end.

Privacy

Your consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the Copyright Act 1965 (Cth), the Education (General Provisions) Act 2006 and Information Privacy Act 2009. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored, or disclosed, please contact the relevant organisation, school or TAFE institute.