



Station Street, Romsey, Victoria 3434  
Phone: (03)5429 5099  
Email: [romsey.ps@education.vic.gov.au](mailto:romsey.ps@education.vic.gov.au)

## Welcome to Romsey Primary School

Dear Parents / Carers

At Romsey Primary School we strongly believe that the learning partnership between home and school is the key to your child achieving his/her full potential. Our school offers a challenging and caring learning environment where your child is encouraged to learn and grow in self-confidence and self-esteem.

Our student management policy embraces the necessity to balance rights and responsibilities, to show care for others and care for our environment with the overall development of positive citizenship qualities for every child.

This folder introduces you to a range of the features of Romsey Primary School, its curriculum, special programs, uniform and canteen, School Council and Parent Club, routines and term dates. Please make use of the information provided and enjoy with us the exciting journey ahead as your child develops the skills and attitudes towards lifelong learning.

If you require any further information on our school and its programs, please feel to contact me.

Yours sincerely

Melanie Stewart

Principal  
Romsey Primary School



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Principal: Mrs Melanie Stewart

### **STUDENT ENROLMENT CHECKLIST**

Dear Parents / Carers

When completing the Student Enrolment Information Forms please ensure all sections and boxes are completed / ticked and signed where required. Please note some forms are double sided.

Enrolment Check List is below. Please tick when completed and then forward the forms together with this check list letter to the school office for processing.

- A completed Student Enrolment Information Form
- A Copy of Birth Certificate / Extract of Birth/Passport
- A copy of the Australian National Register Certificate of Immunisation
- A completed Permission to Publish Student Images
- A completed consent form for Local Walking Excursions
- A Completed ICT Student Code of Conduct Form Prep - Grade 6
- A completed School Asthma Action Plan (if applicable)

#### **Reminder:**

**Birth Certificate and Immunisation Certificate must be presented with Enrolment Forms.**



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CONSENT FOR PUBLICATIONS / MEDIA

Dear Parents / Carers

Child's Name .....

Photographs of students involved in activities and work by students are often published to enable the students to share their experiences and enable parents and others to be informed about the school's work. Because photographs on websites are available to the whole world the Department of Education guidelines aim to ensure student safety by requiring staff not to link student names to their photographs.

**A** I give consent for **photographs** that include my student to be published in school print publications such as the newsletter and local papers.

Yes

No

**B** I give consent for **photographs** that include my student to be published on the school internet site and in other electronic publications.

Yes

No

Name of Parent/Guardian.....

Signature ..... Date .....

**Consent:**

This is an ongoing consent. If you wish to withdraw consent please inform the school in writing.



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**CONSENT FOR LOCAL WALKING EXCURSIONS**

Dear Parents / Carers

Child's Name .....

From time to time classes may need to attend local activities within walking distance of the school grounds. For example children may visit local shops, buildings of historic interest, the kindergarten, local emergency services providers, parks and gardens to name a few.

This form will cover all of these types of visits within the school area.

You will be notified when one of these visits is to take place, but you won't need to fill in a permission form on each occasion.

I authorise the teacher in charge of the excursion to consent where it is impracticable to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary

Name of Parent / Guardian.....

Signature ..... Date .....

**Consent:**

**This is an ongoing consent. If you wish to withdraw consent please inform the school in writing.**



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### ICT Student Code of Conduct Prep – Year 6

Student Agreement - to be read with a Parent / Carer

I agree to use the Internet/School Intranet/Email for my entire time at Romsey Primary School in a responsible manner, but if I find myself in unsuitable locations I will immediately click on the 'Home' button or turn off the monitor and inform the teacher. I am aware that my computer usage and emails may be monitored at any time and understand that breaches of the rules will see me disciplined according to Romsey Primary School's Discipline Policy. This will include the loss of my Internet/School Intranet/ Email access rights for a period of time as determined by Romsey Primary School.

When using the Internet/School Intranet/ Email at Romsey Primary School:

- I will only work on the Internet for purposes specified by my teacher.
- I will not use the Internet/School Intranet/ Email to frighten, annoy or offend another person.
- I will not give out any personal information of mine or anyone else's such as surnames, address, telephone numbers, and parent work addresses/telephone numbers on the internet/School/Intranet/Email.
- I will not give out to my friends or classmates any personal access passwords provided for my own use.
- I will never send a person my picture without first checking with my teacher.
- I will always obtain my teacher's permission before sending emails/blogging.

- I will compose messages/posts/blogs for the internet using only language and images I understand are acceptable in my school.
- I will not respond to any messages that are unsolicited, unpleasant or that make me feel uncomfortable in any way and I will inform my teacher if I get one.
- I will not use material from other internet sites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- I will follow school guidelines and procedures when preparing materials for publication on the internet or printing.
- I am responsible for my digital footprint, everything I put online will be mine and I know it will be there for everyone to see.
- I understand that I cannot bring media devices to school to download/upload to and from the internet.

### Parent / Carer Agreement

I agree to allow my child to access the Internet/School Intranet/Email within areas that have been screened by appropriate filters or available through Department of Education and Early Childhood Development's web site or selected caches.

I understand that student internet activity and email correspondence will be monitored by staff and agree to ensure acceptable use.

I expect that supervision will always be available when my child is using the Internet/School Intranet/ Email.

I understand that all forms of incoming communication will be approved by a member of the school staff before being given to students.

My child is aware that they should never give out personal information, including their or anyone else's phone number, last name or home address when using the Internet/School Intranet/ Email.

I have explained to my child that they should click on the 'Home' button and inform the teacher if they encounter bad language or other unsuitable material on the Internet/School Intranet/ Email that makes them feel uncomfortable at any time.

Parent's consent

I understand the school will provide supervision and that steps have been taken to eliminate the risk of exposure to unsuitable material.

I understand that any student who breaches the Code of Conduct at Romsey Primary School will lose their access rights for using the Internet and may face further disciplinary action involving parents and the Principal.

I hereby consent for my child to use the Internet at Romsey Primary School in accordance with this Code of Conduct and where applicable I have discussed/read with my child their responsibilities as a user under this code.

Student's name.....

Year level.....

Parent / Carer's Name .....

Parent / Carer's Signature.....

Date.....