

Please Note:

Remote learning and Onsite learning classes will finish at 1pm on Friday the 18th of September



Linkup

Manangatang P-12 College Newsletter

Respect

Relationships

Resilience

Responsibility

KEY DATES

SEPTEMBER

- 16 COLLEGE COUNCIL
- 18 FOOTY COLOURS DAY
- END OF TERM 3

OCTOBER

- 4 DAYLIGHT SAVINGS BEGINS
- 22 IMMUNISATIONS



SEPTEMBER BIRTHDAYS

- 20 WILL GRANT
- 30 RYLEE TAYLOR
- 31 MRS BILLY KYDD

OCTOBER BIRTHDAYS

- 2 COOPER PLANT
- 3 JAKE BAKER

Please visit our Website
www.manang.vic.edu.au



Thank you

Thanks everyone for another great term. It has been tough for everyone but we've made it to the end of another challenge. Last week In Linkup I said that times are tougher because it's becoming obvious that the COVID cloud continues to hang over us with no signs of it disappearing quickly and whether we like it or not we are going to continue to be influenced by it in one way or another. Thanks to the cooperation and support of our parents, staff and students I know we'll ensure that we are all going to get through this feeling okay and without compromising the learning of our students too much.

Return to school term 4

The term will begin with remote learning for all students, however, staff will be available to supervise onsite learning for students who cannot be supervised at home, have parents who are essential workers or who fall into a vulnerable category. I will send you updated guidelines about how the school will remain COVID safe closer to the beginning of the term. Please let the school know if your child will be returning to onsite learning day 1 Term 4.

Remote learning will cease at the beginning of week 2.

End of Term 3

This term we farewell Terry Gallagher who has been our IT technician since 2011. Terry has been a fantastic support to our ICT team. We wish him all the best at his new school Swan Hill North Primary School.

The school will be closed from **1pm on Friday**, staff can still be reached until 2.30pm through Compass and email.

Congratulations to Maddi Plant

Well done Maddi Plant who has been awarded a Gold certificate in Athletics, this is a fantastic achievement because it signifies 20 weeks of sustained effort (4 x silver certificates). Great stuff Maddi.

Thank you

Thank you to the Beautification committee, especially Donna Barry, for organising the upgrade of the school entrance.

Uniform Policy

Attached to this Linkup is the draft Uniform Policy. Parents and carers are encouraged to read and provide feedback to the Uniform Committee: Lisa Mc Nicol, Melanie Jones, Lee-Ann Thompson and myself who will follow up on queries. It would be good to know what parents like about the uniform as well as what could be done differently. The policy will be taken to College Council in October for ratification.

Student Collection Policy

Also attached is the draft Student Collection policy. This policy will ensure that the school knows who has permission to pick up children when the parent is unable. By completing this form parents will only need to ring the school to inform staff that someone on that list will be picking up their child or children rather than writing a note each time. It is important to formalise this process because there has to be a clear handover of Duty of Care from the school to parents.

Wishing you all a safe and happy holidays

Nat Mouvret

STEM COMPETITION

Last week we held a STEM Competition for our primary students. The design brief was to create something that you would find at a theme park, amusement park or circus. We had some amazing entries and the general public voted on the winners. Congratulations to Mitchell Jones for winning the F/1 category, Lily Finch winner of the 2/3 category and Jayden Shand, winner of the 4/5/6 category. All students are to be commended on their fantastic efforts.



College News



Amelia Johnson



Bella Oliver



Lilly Rollinson



Aidan Plant



Jasper Plant



Chayse Plant



Winner 4/5/6 Jayden Shand



College News



Winner 2/3 Lily Finch



Maddi Rollinson



Douglas Jones



Caitlin Johnson



Anders Plant



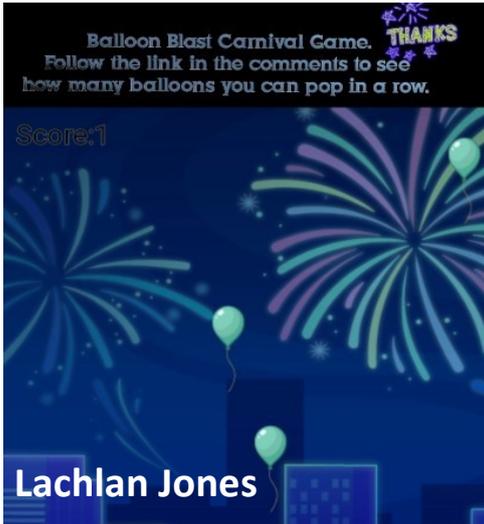
Jayda Plant

Isabel Grant



Max Hammond

College News



Lachlan Jones



Markus Zanker



Cooper Plant



Zoe Johnson



Zach and
Matilda Lehner

FOOTY COLOURS DAY

Friday is Footy Colours Day. All students are invited to wear a top with the colours of their favourite football team, from any code of their choosing.



Cultural Studies

Mitchell (Grade 1) created a model of a ship from the First Fleet as part of his Cultural Studies class. In term 3 Cultural Studies looked at the journey of the First Fleet, the people who were aboard the fleet's ships, what happened when they first arrived in Australia and how this affected Aborigines in the area. The lessons were delivered from school, but Mitchell completed his ship model entirely at home based on what he had learned about the crowded conditions aboard the First Fleet ships.



**THE
SCHOLASTIC
BOOK
FAIR
IS COMING!**



LIBRARY NEWS

Our **Book Fair** is confirmed for;

Friday 23rd October to Wednesday 4th November, 2020.

“Arctic Adventure” is the theme for 2020.

Book Week

October 17th – 23rd.

“Curious creatures, Wild minds” Theme – 2020

Premier Reading Challenge

This ends Friday the 18th of September, please forward lists to

Mrs Carroll by no later than Thursday the 17th of September.

Ways to take good care of your netbook

- Keep liquids and food items away from your device
- Always have clean hands whenever using your device
- Take care when removing chargers/headphone etc.
- Shut it down at the end of the day.

College News

Manangatang P-12 COLLEGE

DRAFT UNIFORM POLICY

Goal:

At Manangatang P-12 College, we ask that all parents embrace our uniform and the role it plays in your child's day to day life. The college uniform is compulsory, as it develops students' care in their personal appearance and enables them to be recognised as belonging to the college community. Students are expected to maintain a high standard of dress and grooming which contributes to an individual's pride in representing not only the college, but one's self. Uniform promotes equality and safety and the clothing is selected to be durable, cost effective and practical for the college environment.

Implementation:

The dress code will:

- Be developed in consultation with students, parents and the College Council.
- Allow students to safely engage in the variety of college activities.
- Recognise the financial implications for families.
- Apply during school hours, while on excursions and travelling to and from the college and home
- Recommend summer, winter and sports uniform options.
- Be frequently published in college newsletters.
- Be managed within the Manangatang P-12 College student management procedures, DET guidelines and the co-operation of parents/guardians.
- Allow for parents/guardians to apply to the school council for an approved variation or exemption due to cultural beliefs, student disability, health condition or economic hardship.
- Promote individual pride and help prepare students for employment.

Responsibilities:

- Students are expected to wear the complete school uniform at school, at school events and excursions, unless otherwise instructed.
- Parents/guardians are to supply and maintain college uniform items for their child and encourage them to wear it in a neat and tidy way and in accordance with the uniform policy.
- Parents/guardians are to inform the College through a written note of any temporary variation to their child's uniform, this should be recorded in the student diary. The note should contain a reason and an expected date of return to full school uniform.
- Parents/guardians are expected to apply in writing to the School Council for variations or exemptions due to cultural beliefs, student disability, health condition or economic hardship. Assistance to do so is available from the College upon request.
- Teachers will support the wearing of full school uniform and can reasonably expect all students to comply with their instructions to do so.
- Teachers will follow and implement the process for breach of uniform incidents.
- The School Council will be responsible for the approval of uniform requirements.
- The School Council will inform the College community of any changes to the uniform policy via the newsletter after the correct consultative approach has been undertaken.

Uniform requirements

Students will only wear authorised Manangatang P-12 College uniform items in accordance with the policy. Variations to the uniform policy will only be acceptable, if an exemption has been granted by the College Council. Uniform Requirements are as follows:

Both girls and boys Summer/Winter

- College logo polar fleece or soft shell jacket.
- Navy and sky blue organic cotton polo shirt with College logo.
- Sky Blue long sleeved, collared and buttoned shirt with College logo.
- Navy shorts.
- Navy slacks

College News

- College logo windcheater in Navy or cobalt
- Black school shoes enclosed at the toe and heel to prevent injury.
- Black or White socks
- Wide brimmed navy hats are compulsory from September to April and whenever UV levels reach three and above
- College beanie in the winter months (optional)

Girls – Summer/Winter

- Dress of blue and white plaid, hemmed to no shorter than 15cm past fingertips with your arms by your side. Must be worn with navy under tights or bike shorts.
- Navy dress shorts or culottes, minimum mid thigh length

Sports – Summer/Winter

- Navy and sky blue/yellow (Wattle house) or navy and red/green (Mallee house) polo shirt with College logo.
- Navy shorts.
- Navy track pants, no stripes or large brand logo's
- Athletic footwear appropriate to sporting activity conducted.

The College recommends all shorts, culottes and slacks be of navy gabardine material for uniformity, purchased from our uniform supplier – Clarks Gift Salon, in Swan Hill.

Manangatang P-12 College recognises that personal appearance is an important element of self-expression and expects all students to exercise appropriate judgment with regards to personal presentation while keeping in line with our School Values.

- Sunglasses may be worn (outside only unless medically specified).
- Religious or cultural attire where a variation or exemption has been applied for through the College Council.
- A wrist watch, plain stud/sleeper earrings, medical alert bands.
- Make up is limited to foundation/concealer. Coloured make-up and coloured nail polish cannot be worn while at school.
- Hair longer than collar length must be tied back appropriately, regardless of gender.
- Tattoos must not be offensive.
- Alternative uniform must be principally one of the College primary colours. Manangatang P-12 College Logo must be included on all designs. All designs must have School Council approval prior to their implementation.
- Non-uniform items may be worn during approved Out of Uniform days. These days will be communicated officially through the College newsletter, bulletin and website. Students are expected to wear clothes that are Sun Smart and that adhere to occupational health and safety guide lines.
- All items of clothing should be clearly labelled.

Sport Uniform

Students and parents are required to comply with the requirements regarding the Sports Uniform. Refer to the Uniform Requirements for a detailed list of Sports uniform. The Sports uniform must be worn in its entirety and not combined with non-sport uniform items.

- The Sports Uniform is to be worn during practical PE classes and on days indicated by the school as appropriate. Students in the primary classes, F-4, may wear the sports uniform all day.
- Students in Years 5-12 may wear the sports uniform to school, if they have PE in first two sessions, or from school if they have PE in last lesson.
- At all other times, they students must only wear the sports uniform during PE class time.
- Students who do not wear Sport uniform to College on the day they have scheduled Physical Education/Sport practical classes or excursions will be expected to change into Sport uniform for practical classes. An opportunity to change prior to and at the end of any practical session will be provided.
- In cold or inclement weather students are permitted to where school logoed windcheater or polar fleece jacket
- If a student is temporarily unable to wear Sport uniform on Physical Education/Sport days the student should bring alternative and similar sports clothes for the activity or be in regulation College uniform and provide a note to their teacher

College News

***Important note:**

Students preferring non-black sports shoes or trainers must bring these to change into for the activity. Only black shoes are permitted to be worn to and from the College.

Implementation

- Through a consultative process the college uniform has been endorsed and supported by the College community and ratified by the College Council. Students, parents/guardians and staff are committed to ensuring a high level of compliance with the uniform policy and will act to maintain the high standards and expectations with regard to student uniform appearance.
- Parents/guardians are required to provide written evidence in a student's diary or via note, informing the college staff of any temporary and short periods of variation to the student's uniform. It is to be noted within the correct time period in a student's diary to which the breach of uniform relates, indicate a reason for the variation and a date by which the student will be returned to full school uniform. Students must present their diary to a staff member at the front office upon arrival at school (or on request) so that it may be recorded where necessary.
- Students will be reminded of their responsibilities with regard to uniform through the bulletin, the newsletter, class announcements and in person by school staff.
- The College will encourage and promote the wearing of uniform as a positive contribution to the life of the individual student and to the college.

Consequences of breaching the policy

Students who breach the uniform policy without a reasonable explanation:

- Will have an 'out of uniform' incident recorded on Compass. If the student is repeatedly out of uniform the parent/guardian will be notified and reminded of the uniform policy.
- Repeated breaches of the uniform policy will result in a request for a parent/guardian meeting to resolve the issue.
- Refusal to wear college uniform may affect the student's eligibility to attend extra-curricular activities provided by the college.

Support for families

College uniform is available for purchase at School and from Clarks Gift Salon in Swan Hill. Some second-hand items may be available directly through the College or on 'Manangatang P-12 Second Hand Uniforms' Facebook group. Further inquiries regarding uniform can be made via the General Office. Students and families who are experiencing difficulty in obtaining school uniform items due to hardship may be assisted by making contact with the front office, Wellbeing Coordinator or a staff member they feel comfortable approaching. All requests for support with school uniform will be treated with sensitivity and confidentiality.

Principal: Nat Mouvet

College Council president: Dave McNicol

This policy was ratified by Manangatang P-12 College Council on:

Date of review: June 2022

Manangatang P-12 College Uniform Timeline

The new uniform will be fully implemented by the beginning of 2022. 2021 is a transition year and a combination of the old and new uniform may be worn by Year 1-12 students. **However, new students commencing in 2021 are expected to wear the new college uniform.**

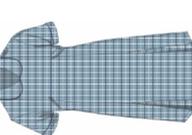
All uniform items are available for purchased from Clarks Gift Salon, with the College Logo on specified items.

NB: The General Office of the college will hold some items of the uniform for sale, those items include:

- Navy and sky blue organic cotton polo shirt with College logo.
- Navy and sky blue/yellow (Wattle house) or navy and red/green (Mallee house) polo shirt with College logo.
- Cobalt blue windcheater with college logo
- School Hat and Beanie with college logo



Manangatang P-12 College School Uniform

DAILY UNIFORM		SPORT UNIFORM																			
	Unisex Polo Shirt		Rep. Singlet																		
	Unisex L/S Button Up		Mallee / Wattle Sport Shirt																		
	Summer Dress		Navy Microfiber Sport Shorts																		
<table border="0"> <tr> <td></td> <td>Scags Gaberdine Navy Shorts Styles 108/188/194</td> </tr> <tr> <td></td> <td>Scags Gaberdine Navy Pants Styles 184/181/152</td> </tr> <tr> <td></td> <td>Scags Gaberdine Navy Shorts Style 127</td> </tr> <tr> <td></td> <td>Scags Navy Culottes Style 129</td> </tr> <tr> <td></td> <td>Scags Gaberdine Navy Pants Styles 195/147</td> </tr> </table>			Scags Gaberdine Navy Shorts Styles 108/188/194		Scags Gaberdine Navy Pants Styles 184/181/152		Scags Gaberdine Navy Shorts Style 127		Scags Navy Culottes Style 129		Scags Gaberdine Navy Pants Styles 195/147	<table border="0"> <tr> <td></td> <td>Soft Shell Navy Jacket</td> <td></td> <td>V-neck Windcheater Navy (Cobalt until 2022)</td> </tr> <tr> <td></td> <td>Polar fleece Jacket Navy (Cobalt until 2022)</td> <td></td> <td>College Beanie</td> </tr> </table>			Soft Shell Navy Jacket		V-neck Windcheater Navy (Cobalt until 2022)		Polar fleece Jacket Navy (Cobalt until 2022)		College Beanie
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	Logo Bucket Hat																				
	Navy Microfiber/Fleece Sport Pants																				

Welcome to Manangatang P-12 College - We proudly present our uniform for 2021

UNISEX	Material	COLOUR	LOGO	SIZE	PRICE*
	Organic Cotton	Navy/Sky	Embroidery	6-16, S-XXL	\$22.00/\$25.00
	Cotton/Poly	Sky	Embroidery	4-30	\$34.00
	Polyester	Navy	Embroidery	6-16, S-XXXL	\$64.95
	Poly/Cotton	Navy	Embroidery	4-16, S-XXL	\$32.00
		Cobalt	Sublimated	6-16, S-XXXL	\$20.00/\$24.00
	Bonded Polar Fleece	Navy	Embroidery	6-16, S-XXXL	\$34.95
		Cobalt	Embroidery	Limited Sizes left	\$31.00/\$36.00
MALE					
	Gaberdine	Navy		Child and Adult sizing	\$24.50
	Gaberdine	Navy		Child and Adult sizing	\$39.95
FEMALE					
	Cotton	Blue Check		Junior and Senior Sizes	\$54.95/\$64.95
	Gaberdine	Navy		Child and Adult sizing	\$34.95
	Gaberdine	Navy		Child and Adult sizing	\$34.95
	Gaberdine	Navy		Child and Adult sizing	\$44.50
SPORT					
	Microfiber	Navy — Red/Green Navy — Yellow/Blue	Sublimated	8-16 S-XXL	\$38.00
	Microfiber	Navy		Child and Adult sizing	\$34.95
	Microfiber/Fleece	Navy		Child and Adult sizing	\$21.00/\$45.00
ACCESSORIES					
	Microfiber	Navy	Sublimated	S, M, L	\$10.00
		Navy/Sky	Embroidery	One size	\$16.00
		Navy	Sublimated		\$ 6.60
		Black or White			
		Full Black			



Items in highlighted rows may be purchased from the front office of the school

All other uniform items are available at:

*Prices subject to change without notice



Clarks Gift Salon in SWAN HILL

183 Campbell St. Swan Hill VIC 3585 Phone: (03) 5032 1616

Collection of Students

Draft Policy

The purpose of this policy is to ensure schools have appropriate procedures for the safe collection of students during normal school hours and to support schools to manage situations in which the students are not collected at the normal collection time, without notice from the parent or carer.

Summary

- Schools must ensure only a parent/carer or authorised person can collect a child from school during school hours.
- Schools must record the details relating to collection of a student during school hours.
- Where a student is considered to be sufficiently mature to leave the school grounds independently (for example secondary students) they can do so with a valid reason and the knowledge and consent of their parents.
- Schools have a duty of care to ensure the safe collection of students from school or a school activity.

Details

Schools must:

- have procedures in place for the safe collection of students from school, both during and after normal school hours
- ensure parents are aware of the procedures to collect students during school hours and are advised of the school's supervision times after school while students wait to be collected

Note: Parents are responsible for the collection of students from school.

During school hours

The following describes how schools should manage a request for a student to be collected from school during school hours, particularly primary students.

Parents:

collect their child from school, or authorise a relative or friend to collect their child.

Schools must:

- only allow students to be collected by their parents (subject to any specific court orders) or by a person who has been authorised by the parents to pick up their child — if the authorised person collecting the student is not known to the school, verification of identity using suitable photo identification (such as a driver's licence) must be sighted by school personnel
- record the details of when a student has been collected early from school including the:
 - ◇ date and time
 - ◇ reason for the collection
 - ◇ person who received the child (including this person's signature)

The sample Student Early Collection form can be used for this purpose.

Principals must:

- ensure all elements of the sample form are incorporated in any school developed template.

Note: Where a student is considered to be sufficiently mature to leave the school grounds independently (for example secondary students) they are able to do so with a valid reason and the knowledge and consent of their parents.

After school hours

If a student is normally collected from school but is still at school beyond normal collection time, particularly primary students, schools must:

- attempt to contact:
 - the parents
 - the emergency contact person identified in the school records
 - other known contacts
- consider contacting the police or Department of Health and Human Services (DHHS) to arrange care and protection if:
 - it is well beyond reasonable collection time
 - all reasonable attempts to locate the appropriate responsible adults, as per above, fail
- if DHHS or Victoria Police have taken action to facilitate care for the child:
 - ◊ Lodge an IRIS report on 1800 126 126
 - ◊ Leave details of the student's whereabouts with the school office and, if possible, with friends of the student or next door neighbours

Related policies

- Decision Making Responsibilities for Students
- Duty of Care
- Supervision of Students

HEAD LICE

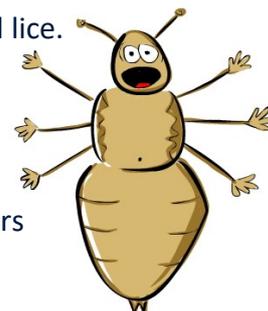
Parents, please regularly check your child's hair. We don't have any active at the moment but we just want to ask parent's to keep checking.

Parent or carer detection and treatment responsibilities

Parents and carers have the primary responsibility for the detection and treatment of head lice.

Responsibilities include:

- not sending their children to school with untreated head lice
 - using safe treatment practices which do not place their child's health at risk
 - regularly checking for lice or eggs in the hair of their child and other household members
- notifying the school if their child is affected and when treatment commenced



College News

Dear parents and carers,

Parents and carers play a vital role in helping children feel safe through uncertain times.

Some resources to check out....

For some tips on managing change, Reachout.com provide some great advice at: <https://au.reachout.com/articles/7-tips-for-dealing-with-change>

Check out this great book to talk to kids about Covid19: When the World Went Inside by Charlie Golding – Author, Read by DAMO MUSIC for KIDSLink: <https://youtu.be/Fc2vJUTXTiM>

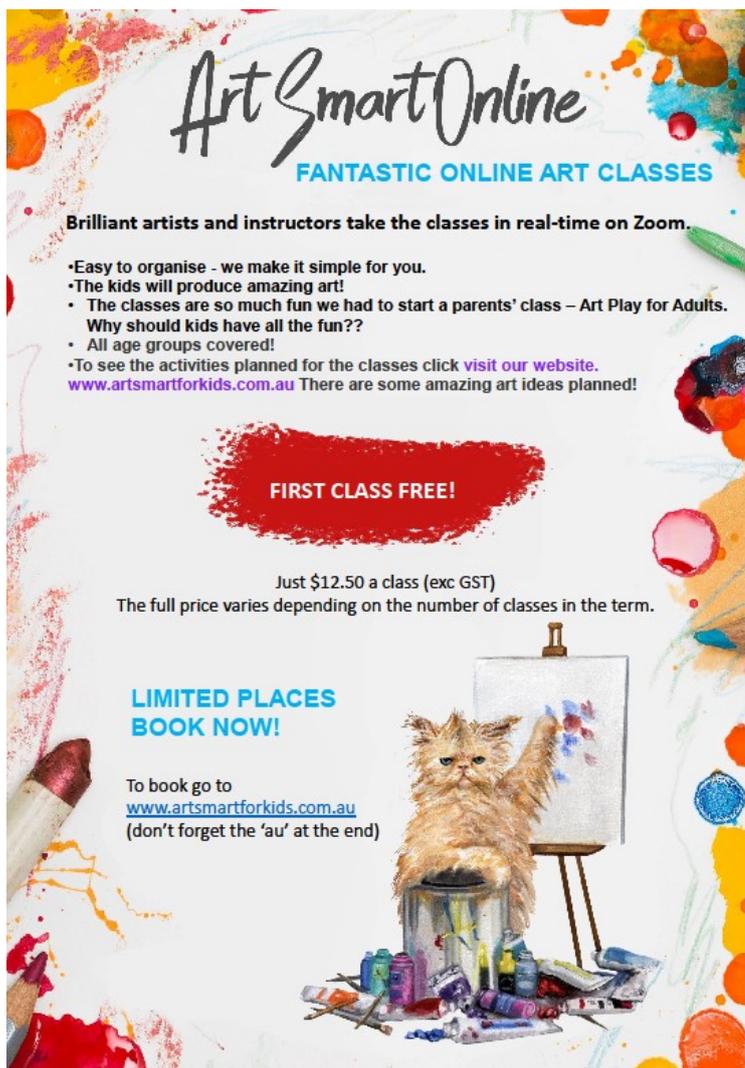
Smiling Mind have released a pack to help families during this time. There's lots of mindfulness activities, tips for helping with anxiety, helping children to be positive etc. The link to the free pack is: <https://www.smilingmind.com.au/kids-care-packs>

For tips on getting a good night's sleep during the Covid 19 Pandemic, check out the Sleep Health Foundation: <https://www.sleephealthfoundation.org.au/getting-good-sleep-during-the-covid-19-pandemic.html>



Need to talk?

-  **1800respect:** Support services for people impacted by sexual assault, domestic or family violence and abuse.
-  **Beyondblue 1300 22 4636:** Support for anxiety and depression, available 24/7.
-  **Lifeline 13 11 14:** Provides 24-hour crisis counselling, support groups and suicide prevention services.
-  **Kids Helpline 1800 55 1800:** 24/7 counselling for children and young people aged 5-25.
-  **Blue Knot Foundation 1300 657 380:** Provides support for victims of childhood trauma and abuse.



Art Smart Online

FANTASTIC ONLINE ART CLASSES

Brilliant artists and instructors take the classes in real-time on Zoom.

- Easy to organise - we make it simple for you.
- The kids will produce amazing art!
- The classes are so much fun we had to start a parents' class – Art Play for Adults. Why should kids have all the fun??
- All age groups covered!
- To see the activities planned for the classes click [visit our website](http://www.artsmartforkids.com.au).

www.artsmartforkids.com.au There are some amazing art ideas planned!

FIRST CLASS FREE!

Just \$12.50 a class (exc GST)
The full price varies depending on the number of classes in the term.

LIMITED PLACES BOOK NOW!

To book go to www.artsmartforkids.com.au
(don't forget the 'au' at the end)

Manangatang Podcast

VCAL WRS are inviting to you join our fortnightly Podcast called "MP12 Radio" that is available to download from our schools Facebook page. MP12 Radio is Manangatang P-12 College's first podcast ever and is a summary of what has been happening around the school and the community. Podcast's will premiere ever two weeks in-between Linkups so you do not miss out on important information during that week. Thank you to all who listened to our first podcast and for making it a huge success and we look forward to many wonderful podcasts to come.

Upcoming MP12 Podcast dates: 17th of September





2021 Pre School Enrolments

Mallee Track families are invited to register their child's details for Kindergarten programs in 2021.

If you are thinking about sending your child to:

Ouyen Pre School – funded 4yo

Sea Lake Pre School - funded 4yo and 3yo

Manangatang Pre School – funded 4yo and unfunded 3yo

Underbool Early Learning Centre (Pre school program) – funded 4yo

Murrayville Early Learning Centre (Pre school program) – funded 4yo

Registering you child now will allow us to plan for program needs in 2021.

Families can enrol at any time during the year for Kindergarten and Child Care.

Mallee Track has a priority of access policy to support service decisions when services are over subscribed.

FOR ALL ENROLMENTS please contact

MTHCS Early Years Office on 0350 910 292



**Ouyen
Preschool**

Manangatang Pre-School



College News

Do you have any batteries that you don't want?

If so, come down to the College and drop them off behind the Music room.

We accept any motor vehicle batteries. These batteries will be sold and taken to Swan Hill where they will be recycled.

The money will then be used for College camps and improvements to the school.

Follow signs in College to reach battery drop off.

Please place batteries on wooden pallet so it is easier to remove.



WANTED!!!

VCAL are seeking donation of the following items to help complete a number of projects.

Chemical shuttles or just shuttle frames.

Pallets – in very good condition

Mini orb

Timber pieces – suitable for tabletops

If you or anyone that you know has any of these materials, please contact the College immediately.

Items can be dropped off at the back of the tech room, please organise with College first.

Thank you to the Walters family who collected pallets from Swan Hill and dropped them off at School.

COLLEGE PAYMENTS ARE NOW DUE

College payments can be paid directly into the College bank account

BSB 033 250

Account number 602160

with your name as a reference,

or by cheque made payable to

Manangatang P-12 College...Thankyou

**Manangatang P-12 College
4105 Mallee Highway, Manangatang
Victoria 3546**

Phone: 03 5035 1270

Fax: 03 5035 1244

www.manang.vic.edu.au

www.facebook.com/manangatangp12

E-mail:

manangatang.p12@education.vic.gov.au

***Manangatang P-12 College
acknowledges Aboriginal and Torres
Strait Islander peoples as the first
peoples and traditional custodians of
the lands where we live, learn and
work.***



College News

STUDENT COLLECTION FORM

School Name

Student Name:

Grade/Year Level:

Reason for Collection:

I am a parent / authorised adult to take this child from the school

Name: Signature:

Date:

Time:

Office Use:

Photo Identification Sighted: YES / NO

Student Collection Confirmed with Parent: YES / NO

This form should be retained in line with the General Retention and Disposal Authority for School Records – Section 3.4.2 Parents Approval for Student Attendance.

STUDENT COLLECTION FORM

School Name

Student Name:

Grade/Year Level:

Reason for Collection:

I am a parent / authorised adult to take this child from the school

Name: Signature:

Date:

Time:

Office Use:

Photo Identification Sighted: YES / NO

Student Collection Confirmed with Parent: YES / NO

This form should be retained in line with the General Retention and Disposal Authority for School Records – Section 3.4.2 Parents Approval for Student Attendance.