



Clayfield College

Dear Parents/Caregivers P-12,

As an annual requirement for all returning students, we require the following action from you.

For new families commencing this year, both requirements have been completed through your enrolment process and therefore no action is required by you.

Excursions and Activities Permission

Over the course of the year, your son/daughter will participate in excursions and other activities; however, for them to do so we require your permission. In Parent Lounge, please indicate that you agree to your child participating in any school sanctioned activities or excursions. Key school events appear in the College calendar; however, you will receive details of specific events closer to the scheduled date.

Please note that activities or excursions that are not school-sanctioned (e.g. camp, or outside school hours) will require specific approval which will be communicated when required.

Parent/Student Details and Medical Information Update

It is extremely important that our contact information for parents and students, and students medical information is accurate and up to date. Please review your information in Parent Lounge – **Parent Details Tab** and **Student Details Tab** / Emergency Contacts / Medical Details.

Once both requirements have been completed, please acknowledge your permission and completion in Events & Payments Tab / **2023 Student Details & Excursions-Activities Permission**.

Parent Action Required:

Log into Parent Lounge

Home Icon Menu / Event & Payment Tab (column on left)

Select – 2023 Student Information & Excursions-Activities Permission

Terms & Conditions – review document and accept check box

Medical Details – review medical details from drop down menu and verify check box.

Accept/Decline – select Accept

Select Save (bottom of page)

We kindly request this requirement be completed by Monday 30 January 2023.

Kind regards,

Audrey Fellowes
Deputy Principal-Head of Primary

Let your light *shine*

P: +61 7 3262 0262 23 | Gregory Street Clayfield QLD 4011
PO Box 387 Clayfield QLD 4011 clayfield.qld.edu.au

A School of the Presbyterian and Methodist Schools Association
A.B.N. 83 986 300 603 | CRICOS Code: 00493G