



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 / **2024 Student Details & Excursions-Activities Permission**.

#### ***Parent Action Required - Instructions:***

***Log into Parent Lounge***

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

***Select – 2024 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 29 January 2024.

Kind regards,

**Audrey Fellowes**  
Deputy Principal-Head of Primary

**Let your light *shine***

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