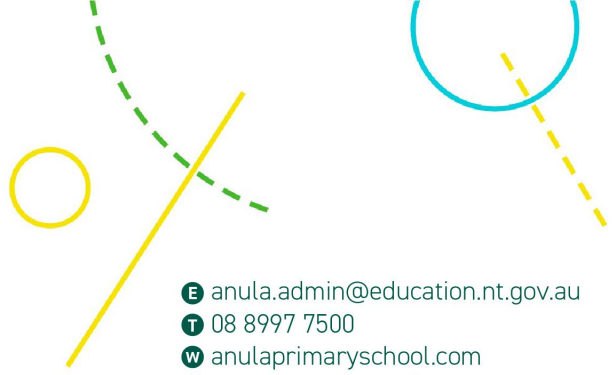




# Anula Primary School



**E** [anula.admin@education.nt.gov.au](mailto:anula.admin@education.nt.gov.au)  
**T** 08 8997 7500  
**W** [anulaprimarieschool.com](http://anulaprimarieschool.com)

Dear Parent/Carer,

Thank you for choosing to enrol your child at Anula Primary School and providing us with the following documents:

- Student Enrolment Form – to be completed online <https://enrol.ntschoools.net/>
- Birth Certificate or Passport
- Immunisation Records
- Proof of Residency
- IT Acceptable Use Agreement
- Media Consent Form
- General Photo Consent Form
- Newsletter Form
- Parent Code of Conduct Agreement
- Anula Park & Oval Permission Form
- In a Nutshell Form

### Additional forms for International Students

- Visa
- Confirmation of Placement from International Services

### Additional forms for IES Students

- Student Information
- Bilingual Lessons Form
- Bus Request Form

Please also provide us with any other information you feel is important for us to know about your child and if you are moving from interstate, please provide a copy of your child's last report.

Many thanks,

Anula Primary School

## Acceptable Use Agreement for Students

The following agreement covers the student's use of Internet, intranet, portal, student profiles, network and email.

                    Anula Primary                     School provides all students enrolled at the school with Information Communication and Technology (ICT) facilities for educational use.

Students may use these facilities for class work, research and communication. The resources provided include computers and peripherals, access to network resources, e-mail, the NT DoE Educational Portal and the Internet. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read the conditions below. In order to have access to the school's ICT resources, parents / guardians and students must agree to abide by the school's Acceptable Use Agreement.

1. Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
2. Software copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on the school equipment.
3. Students must respect intellectual property and adhere to copyright, software piracy and fair dealing laws associated with learning technologies.
4. Students must follow the rules posted for the use and care of the computer equipment at all times.
5. Students using the ICT facilities may only do so under the supervision of school staff. Any students not following staff instructions may have further access restricted or denied.
6. Privacy and network security is to be observed. Students must not under any circumstances access personal files belonging to others, software or areas of the network which are not designated for their use.
7. The sharing of passwords is a security risk. Students must not give their password to other students or log in with another users name under any circumstances.
8. All users must log off when leaving a computer.
9. There should be no disruption to class activities by unauthorised broadcast messages across the school network.
10. Virus protection is very important. If students use portable drives or discs to transfer work between the school network computers and computers outside the network, disks must be scanned for viruses prior to use on the school network. Virus checking software will be made available on the school computers for this purpose.
11. Printing of materials of a personal nature or unassociated with school activities are not permitted unless approval is sought from a school staff member. This may incur a charge.
12. The use of ICT facilities, specifically the Internet, is for educational, communication and research purposes only:
  - Deliberate attempts to look for or download and use material that is illegal or which would be thought of as offensive is not permitted. Only materials required for school

activities as directed by teachers may be downloaded. If students should unknowingly navigate to a web site that contains material that may be considered offensive, they must clear the screen immediately and notify the teacher.

- Inappropriate language or harassing others when communicating online is not permitted.
- Privacy and ownership of others' work and materials from web sites must be respected at all times.
- The use of on-line chat facilities and instant messaging must only be carried out under the supervision of a staff member and must only be as part of educational on-line activities. Safe Internet practises must be applied.
- Personal details of students may only be provided online if permission is given by a teacher.

**Note:** *Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to ICT facilities by the student (s) involved and result in discipline by school administration.*

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**By signing this agreement and using the equipment and resources of**

Anula Primary

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**School, the parent acknowledges the conditions under which their child will use the ICT facilities.**

**Parent**

I understand the conditions under which ICT facilities are made available and agree to those conditions. I further understand that additional explanations have been provided to my child, copies of which can be obtained from the school upon request.

I understand that my child may be accessing the Internet for educational purposes or in accordance with this Agreement.

I understand that any use of facilities contrary to this Agreement, or generally, will be treated as a breach of school discipline and shall be dealt with accordingly.

The school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of facilities by students. Variations shall be in writing signed by the school Principal, and shall be distributed to students and shall take effect accordingly.

Please Print (Parent / Guardian) Name:

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Student Name:

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Address:

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Signature: \_\_\_\_\_

Agreement signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

## Student

I understand the conditions outlined in the school's Acceptable Use Agreement. This document has been explained to me and I am fully aware of my responsibilities with regard to the use of ICT facilities in the school.

Please Print (Student) Name:

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Signature: \_\_\_\_\_

Home Group / Class:

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Agreement signed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20

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# Consent Form Schedule

**Name of Northern Territory Department of Education Activity:**

All general coverage (media or otherwise) associated with school-related activities or performances.

**Any works which may be recorded/copied:**

Any of the works done by the student as part of a school activity.

**Vision/sound to be recorded:**

Any vision, photographs, interviews or audio associated with the general media and/or educational activities.

**Date or dates of activity/performance:**

As decided from time to time by the school.

**Location(s) of activity/performance:**

As advised by the school before the event.

**Name of person to whom I shall report:**

As advised by the school before the event.

## Student Consent Form – Media & Intellectual Property

This document gives the Northern Territory of Australia (NT) and its Department of Education (DOE) permission to use works created by students in the course of their studies for purposes associated with the promotion of DOE or the Northern Territory and in educational resources created or published by DOE or the Northern Territory. This does not mean that you, the student, lose ownership rights over your works—simply that DOE has permission to use your works for the purposes mentioned.

It also gives permission for NT and DOE (and media organisations, but only with DOE permission) to use audio and visual recordings of students in publications, communications and media generally.

**Name of Student:** .....

**Name of Parent/Guardian:** .....

**Address:** .....

1. During the course of my studies with DOE I may produce works that create intellectual property rights, for example, copyright. These works may form part of my academic assessment or my studies generally.
2. These works might include my written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, computer programs, web sites, sculptures, fashion or costume, metal or wood works or any other works I create.
3. DOE may record sound and/or vision of me and my works whilst I am at school or taking part in school-related activities or performances.
4. DOE understands that I own the intellectual property rights in my works and that this Consent Form is not meant to transfer my ownership.
5. I give permission to NT and DOE (and media organisations, but only with DOE permission) to use my works, my sound/vision, and/or my name in publications, communications and media generally.
6. I understand that should I choose to withdraw my permission, I can only do so by notifying DOE in writing, and understand that my withdrawal of permission is not retrospective.
7. DOE understands that I may choose to give permission to other people to also use my works.
8. I understand that by giving this permission, DOE can use my works, my sound and/or my vision in any way it chooses, for the purposes described above. It may be reproduced in any form, in whole or in part, and distributed by any medium including but not limited to Intranet, Internet, CD, DVD, social media, or other multimedia uses.

9. DOE may disclose my works, my sound/vision, and/or my name or permit other people to use and reproduce these on similar terms to this consent. I understand that DOE may not always name me in recordings, images or copies of my work and consent to any uses that might otherwise breach my moral rights (eg the right to be named as the creator of my work).
10. I understand that I will not be paid by DOE for giving this permission or for the use of my works, sound or vision.
11. Wherever possible, the Northern Territory of Australia will remain sensitive to and understanding of cultural, family and personal sensitivities. This information is optional and will not be used for any purpose involving discrimination.
- Are you of Indigenous or Torres Strait Islander descent?  Yes  No
12. As the parent/guardian signing this consent form I understand that if I or other members of my family are participants at school events involving my child, that sound or vision of me or other members of my family may also be used by the NT and DOE in publications, communications and media generally.
13. I consent to my child's photo / name / work to be used in all areas of the media: (Please circle) YES / NO

**OR**

I consent to my child's photo / name / work to be used in in the following: (Please tick)

Usage	Use of Student's Photograph	Use of Student's Visual/Audio Recording	Use of Student Group Photograph	Use of Work by Student	Publishing Student First Name	Publishing Student Surname
School/Department Website	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public TV/ Newspaper	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public/Department Audio/Visual Displays	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Social Media e.g. Facebook	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Newsletter	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Seesaw	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

.....  
Signature of student:

.....  
Signature of Parent/Guardian:

.....  
Signature of Witness:

.....  
Signature of Witness:

.....  
Name of Witness:

.....  
Name of Witness:

Date: ..... / ..... / .....

Date: ..... / ..... / .....

Collected on behalf of the Northern Territory of Australia by:

Name: Melinda Kealy - Principal

Signature: 

The Northern Territory of Australia is collecting the information in this form to obtain permission to use visual and audio recordings in Northern Territory of Australia publications, communications and media generally. Visual and/or audio recordings, or personal information included in this form may be supplied to contractors or service providers engaged by the Northern Territory of Australia to develop or produce publications, communications and media generally. Visual and/or audio recordings or personal information included in this form may also be provided to media organisations for DOE promotional and news purposes. You are entitled at any time to access and amend the information provided by you on this form. Withdrawal of permission is not retrospective.

**Northern Territory Government, GPO Box 4396, Darwin NT 0801, Australia**

For more information please contact:

Agency Name: Anula Primary School

Telephone No: 08 89977500

# NEWSLETTERS

Our weekly newsletters are digital, we do not print a paper copy.

To see our newsletter every week you can either:

- Download the SchoolStream app onto your smartphone or tablet device. This is a free app and is regularly updated with everything that happens at our school. This app can be translated into many different languages.
- Visit our website [www.anulaprimarieschool.com](http://www.anulaprimarieschool.com)
- Receive an email every week. Please fill out the tear off slip below with your email address.

.....  
Please include me in your email contacts.

Student's name \_\_\_\_\_

My email address is \_\_\_\_\_

Signed \_\_\_\_\_

## Code of Conduct for Parents

Here at Anula Primary School we provide an open, welcoming and safe learning environment for all students. We believe that families play a crucial role in their child's education and that a reciprocal partnership bridging the gap between home and school is an essential ingredient to foster positive relationships with parents and carers.

We value open and honest communication in a respectful and ethical exchange. Everyone has the right to feel safe and respected whilst on Anula School premises. Anyone who behaves in a way that is considered unsafe or disrespectful will be asked to leave the premises.

As a parent/carer at Anula Primary School I adhere to the following Principles of Standards of Conduct

- ❖ **Safety:** Comply with all Policies and Procedures at Anula Primary School.
- ❖ **Respect:** Always act in the best interests of children, their families and staff. Treat everyone with respect, honesty, courtesy, sensitivity, tact, consideration and humility. Respect the rights of others as individuals.
- ❖ **Support:** Work in a cooperative and positive manner with all staff.
- ❖ **Effective communication:** Use courteous and acceptable language and refrain from the use of profane, insulting, harassing or otherwise offensive language. Be aware of your own body language and stay calm and relaxed. Use non-discriminatory, respectful and non-judgemental language.
- ❖ **Ethical conduct:** Value diversity and refrain from all actions and behaviour that constitute harassment or discrimination. Understand that sometimes staff decisions may differ from your own however there will be purpose and reasoning behind this.

Parents/carers at Anula Primary School are welcomed as partners in their child's education. As a result:

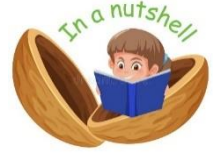
<b>Families have a right to be:</b>	<b>Families have the responsibility to:</b>
<ul style="list-style-type: none"> <li>❖ recognised as the major influence in their child's life</li> <li>❖ a partner in their child's education</li> <li>❖ informed about issues affecting their child</li> <li>❖ treated with courtesy by teachers, students and other families</li> </ul>	<ul style="list-style-type: none"> <li>❖ recognise and support the school's behavioural expectations</li> <li>❖ treat others with respect and courtesy</li> <li>❖ develop helpful communication links with Anula staff as partners in your child's education</li> <li>❖ provide information that may impact on your child's learning.</li> </ul>

I have read, understood and agree to adhere to the code of conduct policy.

Child's Name: \_\_\_\_\_ Parent/carers names \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# About Your Child

 Name: \_\_\_\_\_

Dear Parents/Carers

In order for me to get to know your child sooner and to work in partnership to support your child's learning, can you please answer the questions below. These can be answered solely by you or with your child's input. Please return the questionnaire as soon as possible.

What do you see as your child's greatest strengths or skills?

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What aspects of learning do you feel your child requires extra support in?

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What would you like me to know about your child?

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What does your child like to do after school or on weekends in order for us to connect and share conversations?

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What are your fears and concerns about your child in this year of school?

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If you could describe your child in 5 words what words would you choose?

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In order for me to communicate with you, what is your preferred mode of communication? Please provide contact details in your preferred mode.

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We welcome voluntary parent participation in the classroom. Are you interested in assisting in your child's class?

Yes    No        (Please circle)

If Yes, what interests you, or what skills would you like to share?

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Please ensure you connect with Seesaw as all communication related to the classroom will be via this platform.

Thank you for taking the time to share "your child in a nutshell" with me.

Kind regards

Class Teacher