

### 1. Student information:

|                          |                      |
|--------------------------|----------------------|
| Name of student          | <input type="text"/> |
| Student's mobile         | <input type="text"/> |
| Student's personal email | <input type="text"/> |

### 2. Parent/Caregiver contact details:

Contact details are required for each person who is directly responsible for the child. Please refer to each person as the same caregiver in the same order throughout the document.

|                     |                       |                      |
|---------------------|-----------------------|----------------------|
| <b>Caregiver 1:</b> | Parent/Caregiver name | <input type="text"/> |
|                     | Relationship to child | <input type="text"/> |
|                     | Address               | <input type="text"/> |
|                     | Mobile                | <input type="text"/> |
|                     | Email                 | <input type="text"/> |

|                     |                       |                      |
|---------------------|-----------------------|----------------------|
| <b>Caregiver 2:</b> | Parent/Caregiver name | <input type="text"/> |
|                     | Relationship to child | <input type="text"/> |
|                     | Address               | <input type="text"/> |
|                     | Mobile                | <input type="text"/> |
|                     | Email                 | <input type="text"/> |

### 3. QMC family directory:

The QMC telephone directory is available to all parents and staff and assists in building relationships within the school community. Please select the boxes that you give your consent to be published and available.

| <b>Child:</b>       | Name                  | Yes | No |                      |
|---------------------|-----------------------|-----|----|----------------------|
| <b>Caregiver 1:</b> | Name                  | Yes | No | <b>Or Yes to all</b> |
|                     | Relationship to child | Yes | No |                      |
|                     | Address               | Yes | No |                      |
|                     | Home phone            | Yes | No |                      |
|                     | Mobile                | Yes | No |                      |
|                     | Email                 | Yes | No |                      |
| <b>Caregiver 2:</b> | Name                  | Yes | No | <b>Or Yes to all</b> |
|                     | Relationship to child | Yes | No |                      |
|                     | Address               | Yes | No |                      |
|                     | Home phone            | Yes | No |                      |
|                     | Mobile                | Yes | No |                      |
|                     | Email                 | Yes | No |                      |

#### 4. Communications pathways:

Each Parent/Caregiver can individualise the way in which the College communicates with them.  
(Primary = first point of contact, Alternative = contacted in the event the Primary contact is not available)

##### Caregiver 1:

Parent/Caregiver name

Relationship to child

Lives with child                      Yes                      No                      Shared

Emergency (Illness or Similar)                      Primary                      Alternative

Absence Early Notification                      By SMS                      No contact

Emails – General Messaging                      Yes                      No

School Newsletters                      Yes                      No                      Yes to all

Academic Result access                      Yes                      No

Interview Invite                      Yes                      No

##### Caregiver 2:

Parent/Caregiver name

Relationship to child

Lives with child                      Yes                      No                      Shared

Emergency (Illness or Similar)                      Primary                      Alternative

Absence Early Notification                      By SMS                      No contact

Emails – General Messaging                      Yes                      No

School Newsletters                      Yes                      No                      Yes to all

Academic Result access                      Yes                      No

Interview Invite                      Yes                      No

#### 5. Emergency contacts:

This person is the contact if QMC cannot reach the student's Parents/Caregivers for illness or similar.

First name (s)

Surname

Work number

Mobile

Alternative contact numbers

Email

#### 6. Civil defence:

All Parents/Caregivers directly responsible for the child will be registered and contacted through SMS message in a civil defence emergency.

#### 7. Civil defence collection information:

As well as Parents/Caregivers, the College requires you to name **at least 3** adults over the age of 18 whom you have pre-approved to collect your child from Queen Margaret College should evacuation be required. This could be a relative, work colleague, neighbour etc. One of the people named must live or work in a 2-3km radius of the College. It is **your responsibility** to contact the named person on your list to collect your child. Your child will be released to their care after they have been signed out.

(1) Person

(3) Person

(2) Person

(4) Person

Please note, we do not need their contact details as it is your responsibility to contact them in a civil defence emergency.

## 8. Medical:

### Medical permissions

I agree to inform the school as soon as possible of any changes in the health of my child so that the College records can be updated. I also agree to my child receiving any emergency treatment in the event of an accident should I be unable to be contacted and I agree to pay any medical costs not covered by ACC or a community service card, including any ambulance.

Select one:  I agree  I don't agree

### Medical details

Doctor's name

Doctor's contact number

Has your child had any of the following:

Asthma

Seizures

Fainting

Is your child taking medication?  Yes  No

If you choose yes, please list your child's medication/s and reasons for prescription/s

Does your child have any allergies?  Yes  No

Please specify your child's allergies and treatment details:

Do you give consent for your child to take over the counter antihistamines in the event of a mild allergic reaction?  Yes  No

Do you give your consent for your child to take Paracetamol or Ibuprofen for pain or fever if required?  Yes  No

## 9. Photo permission:

This section is referring to using photos images in Te Karere, QMCalling, Social media, News@QMC, QMC website, marketing material and advertisements.

- 'Allow to publish' gives permission for all of the communications listed.
- 'Do not publish at all' does not give any permission for internal and external publications and marketing.
- 'Do not publish externally' gives permission to publish in publications managed by QMC but nothing externally.

QMC will not provide photos or articles of students to outside media without parental consent. QMC is not liable for any photos or articles taken or written by outside media.

Select one:  Allow to publish  Do not publish at all  Do not publish externally

## 10. Travel consent:

I give consent for our child to travel in a 5km radius of the College for organised school events:

Select one:  Yes  No

## 11. Snapper:

I consent to my child receiving a Snapper enabled ID card and agree to have her tuition account debited with the cost of \$20. I understand that the 'top up' of the Snapper card is the parents/caregivers responsibility and that top-ups at the College will only be available by eftpos or cash:

Select one:  I agree  I don't agree

## Completed by:

Parent name:  Date:

## Privacy Statement for Students and Caregivers

We collect the following personal information about students:

- name, ethnicity, and contact information
- the names and contact information for caregivers
- important health information
- information about any electronic device that connects to the school network
- information about interactions with staff and other students
- information about learning and wellbeing

If you choose not to provide personal, health, and caregiver information for a new student, we will be unable to enrol you at the school.

We collect personal information in order to:

- record learning progress
- keep students safe and care for their wellbeing
- celebrate achievement and diversity
- record financial information
- pass academic and wellbeing information to another school if a student leaves Queen Margaret College
- provide library, health, and information technology services
- distribute the school newsletter

Besides our staff, we share some of this information with government agencies, like the Ministry of Education and NZQA, in order to meet the legal requirements of the school. We may also share some of this information with other reputable partners who provide educational and wellbeing services for the school, such as software providers.

There are security cameras at school. The camera footage is used to keep students, staff and our property safe and secure. Only a few managers have access to this information.

We keep your information safe by locking away written information and using secure computers with passwords for electronic information. We only allow teachers and other people who work at the school to access it.

Individuals have the right to ask for a copy of personal information we hold about them, and to ask for it to be corrected if they think it is wrong. If you would like to ask for a copy of your information, or to have it corrected, you can contact us at [privacy@qmc.school.nz](mailto:privacy@qmc.school.nz), or +64 4 473 7160, or 53 Hobson Street, Thorndon, Wellington 6011, New Zealand.

The College's privacy policies comply with the Privacy Act 2020. All policies, including privacy policies, can be found online at [qmc.schooldocs.co.nz](http://qmc.schooldocs.co.nz) with community username "qmc" and community password "passionate".