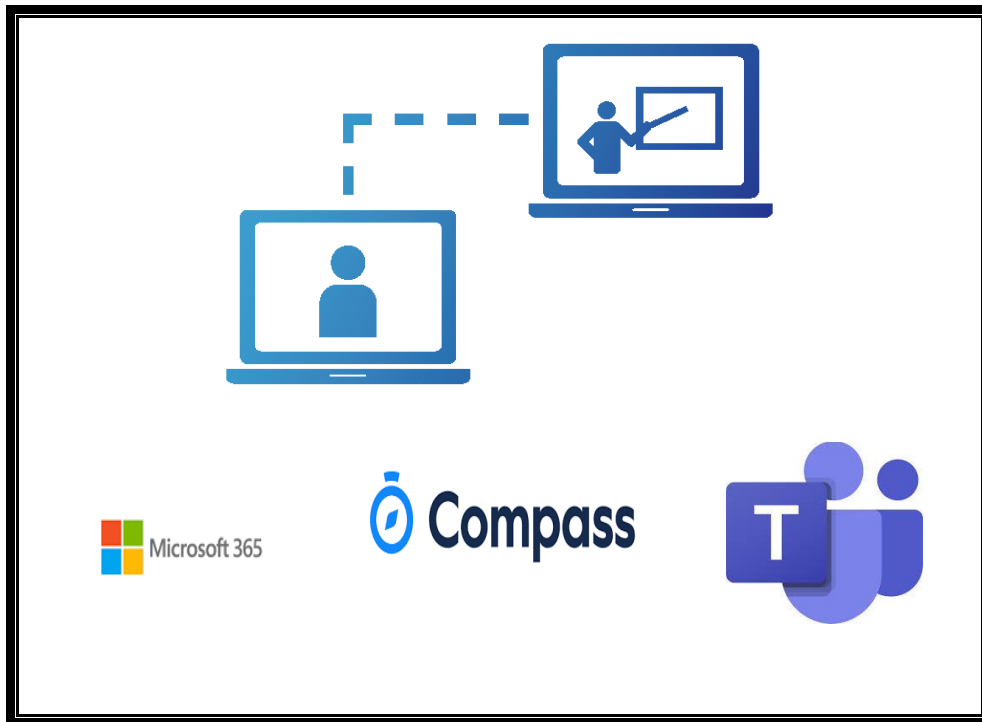




Bellarine Secondary College

Parent/Carers/Student
Remote Learning Handbook



April, 2020

Coronavirus (covid-19) information: Transition to REMOTE AND FLEXIBLE learning in Victorian government schools

The coronavirus (COVID-19) pandemic presents a unique and challenging situation for all Victorians. It means we have to do things differently, including adapting the valuable work undertaken by teachers and schools in providing education for Victoria's children and young people.

As we act to slow the spread of coronavirus (COVID-19), the message to students at government schools and their parents/carers, is clear: all children who **can learn at home **must** learn from home.**

In the limited circumstances where a student may continue to attend school on-site, the remote learning program delivered on-site will be the same as the learning programs delivered to students learning from home.

Learning from Home

To provide learning continuity for your child, it is important they have as much routine and certainty as possible. Education plays a large role in your child's routine.

To support learning at home, you don't need to take on the role of a teacher. The most important thing you can do is to continue to provide:

- (1) a routine for your child(ren), informed by the teaching and learning program provided by your school
- (2) a regular place for your child to do their school work
- (3) encouragement for your child as they adjust to this new way of learning.

The College will contact you in the first week of Term 2 to determine if your child needs support to access the internet, or if they need to borrow a laptop or tablet to access learning materials. Priority access will be given to senior secondary students, children from disadvantaged and vulnerable backgrounds along with those who attend schools in bushfire-affected areas.

ON-SITE learning

All government schools will continue to offer on-site learning and teaching programs for eligible students during regular school operating hours. In some cases, eligible students may be required to attend a different school in their local area to access an on-site program.

Parents who require their child to attend on-site school learning will need to complete the School On-site Attendance Form in the week prior to their child attending on-site to indicate the days or part-days they require their child/ren to attend school on-site.

In all cases, students must be well and not displaying any symptoms of coronavirus (COVID-19).

Eligibility for attending ON-SITE

Attending school on-site will remain available in limited circumstances for:

- Students on days or part-days when they are not able to be supervised at home and no other arrangements can be made. This will be available for children of parents who cannot work from home.
- Vulnerable students.
- Small groups of VCE and VCAL students to complete learning requirements that cannot be undertaken at home. Schools will advise if these arrangements are necessary.

Application Forms for Parents seeking permission for their child to attend On-Site learning are attached (please see page 19).

Application Forms for Parents seeking permission for their child to attend On-Site learning will also be available on the College website from 12.00pm on Tuesday 14th April.

Application Forms must be completed and submitted via email to the College Principal;
johannesen.wayne.a@edumail.vic.gov.au

School buses for eligible on-site students:

- The School Bus Program will continue to operate for students attending school on-site.
- “School specials” operated by Public Transport Victoria will continue to operate for students attending school on-site.
- The Students with Disabilities Transport Program (SDTP) will continue to operate state-wide for students with a disability attending school on-site.
- Physical distancing guidelines will be followed on school buses, at bus interchange locations, and other shared transport services to and from school.
- Bus Operators will ensure that high touch surfaces are regularly disinfected (handrails and seating area)

Further information

For further information for parents and carers of children enrolled in school visit:

www.education.vic.gov.au/parents/Pages/coronavirus-advice-parents.aspx

For health information about Coronavirus (COVID-19), visit: www.dhhs.vic.gov.au/coronavirus

The Remote Learning Program at Bellarine Secondary College

For Parents and Students:

Bellarine Secondary College has implemented a remote learning program to ensure that its students continue to engage with their learning during the period of the COVID-19 pandemic.

The College's Remote Learning Program basically follows the student's normal weekly timetable. Students are required to login to the Office 365 / Teams portal at 8.55am and follow their normal school timetable (with some modifications) for the day.

Please log into Compass on Tuesday 14th April (after 3.00pm) to see your child's timetable which will detail when each student is expected to engage online (see page 7).

Year 7-10 students will follow their normal timetable, although there will be some modifications as they will have reduced contact for HAPE, Languages, Arts and Technology. This will occur in recognition of the different normal curriculum requirement of these subjects as well as to reduce student time online.

Year 11 and 12 students will follow their weekly timetable as normal.

The Remote Learning Program will involve the staff of the College delivering a curriculum which focuses on the essential learning from the Victorian Curriculum.

It is not possible to deliver online all of the learning that we had planned for our classrooms. Student learning over the period of the remote learning program will focus on what students must know. At years 7-10 this will see subjects such as English, Maths, Humanities and Science be a particular focus while learning in the Arts, Technology, HAPE and Languages will be further modified to reduce the expectations of students at home.

Students can expect class teachers to structure lessons strictly to the Bellarine Classroom model to reinforce the learning routine for students at home.

Each lesson will therefore contain:

- A clear and concise Learning Goal
- A Start Up Activity
- A Learning Activity
- A Reflection

Student attendance at each of their classes will be validated by their submission of a task from each lesson. Class teachers will identify what work students must submit to indicate they have been present. These will be used by teachers to mark the roll for that class at that time.

Teachers will continue to mark student attendance via Compass, and this is visible to families through the Compass Parent Portal. Relevant school staff will continue to monitor and follow-up student absences in

accordance with school and DET policy. Please note that while staff, and students, will follow their normal school timetable it is not expected that all classes will run for their full allocated time. This is particularly the case for Languages, HAPE, Art and Technology where we ask class teachers to modify their expectations of students in recognition of our goal of reducing their time online.

This is left to the discretion of the teacher's at that year level.

Class teachers will be present online when each class is timetabled in order to engage with students, answer questions, support their learning and provide feedback.

Assessment

It is expected that students will complete one piece of formative assessment for English, Mathematics, Science and Humanities each week.

Remote Learning Guide for Students



Make a quiet and comfortable learning space so that you can learn effectively and successfully.



Ensure you are familiar with your timetable and scheduled classes, are online at the right time and 'Ready To Learn'.



Establish a daily routine and reflect on your learning goals at the end of each lesson and the end of each day.



Ensure that the learning tasks reflect your learning, are completed to the best of your ability and are completed with integrity and academic honesty.



Communicate with and support your friends and classmates.



Seek support and assistance from your class teacher via Teams as and if required.



Check the College Student Bulletin on Compass, Teams and your BSC email account often and communicate regularly with your teachers.



Be mindful of the amount of time that you spend online and create opportunities to be outside.



Ensure that you have breaks and make time to be active.

Find 30 minutes a day to participate in physical activity.



Speak with adults or contact the College if you require assistance or support. Check in via email each Friday.

For Students:

Remote Learning across the College


Microsoft Teams has been chosen as our digital learning hub for remote learning, it will provide an environment for conversations, content, assignments and apps in one place. Microsoft teams can be accessed on both your computer and mobile phone. Below are the instructions for using Teams on your computer. You can download the desktop app, which is the preferred method of accessing Teams at:

<https://products.office.com/en-au/microsoft-teams/download-app>

Desktop

Mobile

1. Start Microsoft Teams.

- In Windows, click **Start**  > **Microsoft Corporation** > **Microsoft Teams**.
- On Mac, go to the **Applications** folder and click **Microsoft Teams**.
- On the web, go to <https://teams.microsoft.com>.

2. Sign in with your Office 365 username and password.

student_code@bsc.vic.edu.au

Your password is the same password you use to log onto your laptop.

If you are having troubles logging into your Office365 account please call 5251 9000 for assistance from our school technicians.

Teachers will be creating 'teams' for your classes, but in the meantime keep checking your BSC emails.

There is also a Quick Start Guide for Teams available on the College Sharepoint site located at:

BSC Students\Digital Learning\Teams\Teams Quick Guide.pdf

The Remote Learning Program; Year 7-12

All students are expected to follow their normal weekly timetable. There may, however, be some changes for students at years 7-10 to reduce the time students are online.

Please see Compass for your child's Term 2 timetable. Please also see bell times below so that students can be on line at the expected times.

Each lesson will begin at the normal timetabled time. Please log into the 'team' that has been formed for your class where you will find the details of that lesson.

You will find for each lesson:

- A clear and concise Learning Goal
- A Start Up Activity
- A Learning Activity
- A Reflection

Note that students will be required to submit a task from each lesson to validate their 'attendance' at that lesson. A failure to do so will result in the student being marked 'absent' from that lesson.

Your class teacher will be online at that time and available to lead and support your learning.

The Remote Learning Program; Years 7-10

Classes will be delivered online at the timetabled times for English, Maths, Humanities and Science. Learning in the Arts, Technology, HAPE and Languages will be also at timetabled times although there will be reduced class time to reduce the expectations of students at home and online. The classes your child is required to 'attend' online are shown by the student's timetable on Compass.

The Remote Learning Program; VCE

VCE School Assessed Coursework (SACS)

Working remotely means the way in which a student's SACs and VET Assessed Tasks are undertaken will be different. The VCAA has provided all schools with information to support this process. The following information refers to both VCE SACs and VET Assessed Tasks. The college is currently waiting on further information in relation to SATs and practical based tasks and will notify students as soon as possible. One of the first things students will notice is a change in name from SACs to Formative Assessment SACs (FASACs).

These FASACs are important because they will:

- Provide teachers with additional evidence on which to base Derived Scores (along with the quality of all the other work completed and submitted)

- Help students structure and pace their learning
- Provide feedback on students' learning

Where it is possible to do so, students with Special Provision will be accommodated. If a student is ill or unable to complete the FASAC at the allocated time, they must inform their classroom teacher and will still be required to provide a medical certificate or a Stat Dec to their teacher and house leader.

When completing the FASACs, students should try to be in an environment free from potential distractions or interruptions for the allocated time.

How FASACs will work:

- Classroom teachers will develop the FASAC
- Dates for completion will be amended where necessary and will appear in the Compass schedule
- The allocated task will be labelled Formative Assessment SAC
- At the scheduled class time, the FASAC will be made visible to students on Microsoft Teams
- Students will complete the FASAC remotely and at the end of the session, scan or save their document as a PDF and submit to their teacher. The teacher will advise the process for submission. This provides a record of the time the student has uploaded the task. Late submission could mean that a student does not receive a mark. It is therefore important for students to contact their teacher if they problems uploading work.
- Teachers will cross mark and moderate the FASACs before posting the marks on Compass/Microsoft Teams
- Work will be returned with feedback and a percentage mark. This mark will be used to inform a student's Derived Score. Results for these tasks will be validated and cross checked with other completed work and hopefully other SACs that take place once school resumes.

Students will most likely complete these FASACs without supervision. It is therefore extremely important that they abide by authentication rules.

The work students submit must be their own and students must not share the task or their work with others.

If a breach of rules occurs, it will be investigated in the same way as it currently and students are at risk of not being awarded a mark for the work. This can affect a student's score and their ability to meet outcomes. If a student does not complete the FASAC and does not notify their teacher of the reasons for being unable to sit the task, a Compass post will be made and notification sent home regarding the risk of receiving an N.

GAT and EXAMS

The latest information the college has received is that Year 12 end – of – year exams will be postponed to at least December. The GAT test will be moved from June to October/November. Universities will be asked to delay the start of the 2021 academic year.

This information is regularly being updated and more information from VCAA will follow in the coming weeks. This will be communicated to parents and students once received by the college.

Tips to support Remote Learning in the VCE

As we move to remote learning, it is important that VCE students distinguish between classroom learning and individual study and revision.

Schedule specific time for classroom learning and specific time for revision:

It is important that VCE students keep as much structure to their day as possible. Ideally, students should follow their regular school timetable. This will be particularly important when needing to connect with their online class (via Microsoft teams) and for when assessments tasks are scheduled. Further to that, it is also important that a study/revision/homework timetable is still developed, that allows regular review of learning, and this revision takes place outside of the regular class time. Year 12 students are encouraged to use the study planner they received on Year 12 camp to develop their study timetable, if students need support developing this timetable they can contact their House Leader.

Make checklists to keep track of tasks:

Students are advised to make both daily and weekly checklists. Students should familiarise themselves with the timelines for each subject to know what work is due at any given time. Checklists help ensure important tasks do not get missed and crossing tasks off can be very self-motivating as students feel a sense of accomplishment. Checklists also allow students to manage the peaks and troughs of their workload; if one week has a 'lighter' load than others, having greater output at this time will lighten the load in subsequent weeks.

Organise all resources and equipment:

Students should make sure that all class materials and electronic files are well organised and backed up. This will ensure that time spent studying is more effective, rather than wasting valuable time searching for items. Given that most items will be digital, students should save their work in a sensible folder structure with logical file names. Back up all work: the VCAA are very clear that the failure of computer equipment is not grounds for any form of Special Provision. This advice has now become more important than ever with the vast majority of work being completed electronically. Students should save and back up every piece of work to more than one source. With a large piece of work, backups should be made each time work is undertaken. If a student does not have an external hard drive or USB to back up their work, they should email the document to their school email which will be saved on the server. Work can also be uploaded to the cloud on Office 365.

Study groups:

Students might benefit from setting up virtual study groups with peers from their class, other classes within the school or even with students beyond Bellarine S.C. Not only will this allow learning to extend beyond regular class time, but it will allow an opportunity for some further online interaction with others.

Ask for help:

If at any time a student is not sure how to progress their work, is having difficulty with a topic or has any other general enquiry, they should ask for help. Given that students will not be having regular face-to-face

contact with their VCE teachers or House Leaders, they should reach out as soon as the issue occurs. Students can contact their classroom teacher using the email function in Compass, or the chat or phone functionality in Microsoft Teams. Your teachers will be at their laptops and available online at the regular allocated class time.

Further advice from VCAA regarding the delivery of VCE can be found at the following link;
<https://www.vcaa.vic.edu.au/news-and-events/latest-news/Novel%20coronavirus%20update/Pages/default.aspx>

Parents/Carers and student's are encouraged to contact the Later Years Leader; Ms Fawcett, fawcett.tracey.l@edumail.vic.gov.au or your student's House Leader if you have any questions or concerns:

Corio	Mrs T. Finch	finch.terri-anne.t@edumail.vic.gov.au
Lonsdale	Ms. K Miles	miles.kristie.j@edumail.vic.gov.au
Nepean	Mrs V. Wedding	wedding.vanessa.f@edumail.vic.gov.au
Swan	Ms J. Walsh	walsh.jessica.g@edumail.vic.gov.au

The Remote Learning Program; VCAL

Teaching of the VCAL will continue to include all outcomes in the various strands: Numeracy, Literacy, Work Related Skills and Personal Development Skills.

Teachers will provide tasks that can be completed at home, some tasks will be postponed until students return to school. Students can be asked to provide written and recorded evidence, as well as to participate in online discussions. Teachers will invite students via Office365 / Teams to participate in class.

Structured Workplace Learning, which normally occurs on Fridays, is cancelled until further notice. This decision has been made with respect to student and community health.

Students will not have timetabled VCAL classes on Fridays but should use this time to complete unfinished work.

Parents, carers and/or students can contact Ms Van Zyl VanZyl.Angela.A@edumail.vic.gov.au with questions or concerns.

The Remote Learning Program; VET

Students completing VET studies please note that external providers are working towards students continuing their learning through remote learning. Students will need to check emails regularly for updates of work requirements. VET delivered at Bellarine SC will also be delivered via remote learning.

Parents/carers and students may contact Mr McDonald with any questions and/or concerns:

mcdonald.scott.s@edumail.vic.gov.au

The Remote Learning Program; SbAT

Continued student participation in School Based Apprenticeships and Traineeships will be negotiated between the employer and students depending upon the working arrangements and requirements of each employer and wishes of each student and family.

Parents/carers and students may contact Mr McDonald with any questions and/or concerns in regards to this:

mcdonald.scott.s@edumail.vic.gov.au

Year 10 and 11 End of Semester Exams

At this point in time it is planned to conduct Semester One Exams for Year 10 and 11 subjects. These exams will be modified to reflect the constraints of remote learning and will be delivered online. Please stay tuned for further detail.



Checking in with Students and Parents/Carers

The College is committed to checking in with every student, every day. Each day students will receive an email from the College checking in to see they are progressing okay. Students are not required to reply unless they are having issues/difficulties with their learning, or require support. Students are, however, required to check in once a week by replying to these emails.

The College will also check in with parents once a week. Parents are not required to reply unless there are issues with which they require.

Of course parents are still encouraged to contact your student's House Leader if there are any general concerns. The exception is in regards to the provision of laptops where contact should through Assistant Principals.

Corio	Lonsdale
Year 7 & 8 Mr Bob Marmion Marmion.Bob.R@edumail.vic.gov.au	Year 7 & 8 Mr Patrick McIntosh Mcintosh.Patrick.P@edumail.vic.gov.au
Year 9&10 Mrs Maddie Chaplin chaplin.madeleine.m@edumail.vic.gov.au	Year 9&10 Ms Laura Doran doran.laura.l@edumail.vic.gov.au
Year 11&12 Ms Terri Anne Finch finch.terri-anne.t@edumail.vic.gov.au	Year 11&12 Ms Kristie Miles miles.kristie.j@edumail.vic.gov.au
Nepean	Swan
Year 7 & 8 Mr Justin Crisostomo Crisostomo.Justin.J@edumail.vic.gov.au	Year 7 & 8 Ms Kelly Clitheroe clitheroe.kelly.k@edumail.vic.gov.au
Year 9&10 Ms Senem Shamsili shamsili.senem.s@edumail.vic.gov.au	Year 9&10 Mr Mark Duncan duncan.mark.b@edumail.vic.gov.au
Year 11&12 Mrs Vanessa Wedding wedding.vanessa.f@edumail.vic.gov.au	Year 11&12 Ms Jess Walsh walsh.jessica.g@edumail.vic.gov.au

Parent/Carer Feedback

The College will be regularly seeking feedback from parents/carers to ensure the remote learning program is as effective as possible. Parents/Carers are encouraged to participate in these regular quick surveys. We thank you in anticipation of this active support.

Issues Accessing Remote Learning

The Remote Learning Program assumes that all students have suitable access to the internet and a working laptop. Of course this may not always be the case. Please see the next page for the process for laptop repairs during remote learning.

Parents/carers are asked to contact the College and speak to the following contacts to discuss how we can support your child to engage with the Remote Learning Program if your students does not have a laptop.

Assistant Principals:

Year 7	Pierre Grzybek	Grzybek.Pierre.P@edumail.vic.gov.au
Year 8	Sarah Foley	foley.sarah.k@edumail.vic.gov.au
Year 9&10	Luke Skewes	skewes.luke.a@edumail.vic.gov.au
Year 11&12	Damian Marra	marra.damian.p@edumail.vic.gov.au

Laptop Repairs during Remote Learning

Laptops that require repairs should be dropped off at the General Office on the Drysdale campus between 9am and 4pm daily. Students will receive a replacement laptop to ensure they can continue with their remote learning. Laptops need to be cleaned thoroughly before being returned and in a bag with the students name clearly marked on the bag. There will be a spot clearly marked in the administration office for laptops to be left. Please DO NOT bring in the chargers.

Parents will receive a phone call when the laptop is ready to be collected. The payment of any excess will be required on the day but payment plans and financial assistance is available if required. You can contact the college between 9 and 4 daily on 5251 9000 to make such arrangements.

General Advice for Parents during Remote Learning

How to support your child's remote learning

You can provide support for your child by:

- establishing routines and expectations
- providing a space for your child to work in
- providing a level of supervision appropriate to your child's stage of development
- monitoring communications from teachers
- checking in with your child often to help them manage and pace their work
- monitoring how much time your child is spending online.

Student responsibilities during remote learning

You should adjust these responsibilities according to the age and stage of your child.

Student responsibilities include:

- monitoring digital platforms (Compass, Teams, BSC email account) and communication often to check for announcements and feedback from teachers
- completing tasks with integrity and academic honesty and doing their best work
- doing their best to meet timelines, commitments and due dates
- communicating proactively with their teachers
- collaborating and supporting their classmates in their learning
- abiding by their school's behaviour guidelines.

Setting up a learning environment

We recognise that every home is different. Where possible, it's important to provide a quiet and comfortable learning space. Your child may have a regular place for doing homework under normal circumstances, but this space may not be suitable for an extended period of time. For some families, having all children around one table may work best.

Where possible, extended learning should take place in a space your family shares. For example, a lounge room or dining room. These spaces are preferable over a bedroom, where:

- it can be isolating for your child
- supervision can be more challenging.

It should be a place:

- that can be quiet at times
- that has a strong internet signal, if possible
- where you or another adult is present and monitoring your children's learning.

Establishing routines and expectations

- Start and end each day with a check-in with your child.
- Encourage regular exercise breaks. Options could include exercise DVDs, apps, dancing, floor exercises, yoga, walking around the garden or using home exercise equipment. For example, a stationary bicycle, basketball hoop, or other sporting equipment.
- Encourage healthy eating habits and drinking enough water.
- Keep normal bedtime routines for younger children. Expect the same from your older primary and high school aged children too.

It's important that you set these kinds of expectations as soon as learning from home begins, rather than several days later if you notice a child is struggling without a routine.

Communicating with your child

We encourage you to start and finish each day with a simple check-in. These check-ins can be a regular part of each day.

In the morning, ask:

- What are you learning today?
- What are your learning targets or goals?
- How will you be spending your time?
- What resources do you need? What support do you need?

In the afternoon, ask:

- What did you learn today?
- What was challenging? You could come up with a strategy to deal with the same problem if it comes up again.
- Consider three things that went well today. Why were they good?
- Are you ok? Do you need to ask your teacher for something? Do you need help with something to make tomorrow more successful?

Regular check-ins throughout the day may also be appropriate. This depends on your child's needs.

These questions allow your child to:

- process the instructions they get from their teachers
- help them organise themselves and set priorities.

Literacy and Numeracy Support

Please note that the Literacy and Numeracy Interventions, including the Quick Smart Program, will continue over the period of remote learning. These programs will, however, be delivered online. The students involved in these programs will receive communication via their BSC email account regarding the arrangements.

Students involved in the Numeracy Intervention, Quick Smart, at Years 7&8 will be contacted by Ms Evenden regarding your program over the period of remote learning.

Ms Wood will be making contact with the students and parents of regarding the Literacy Intervention Program.

Parents should contact Ms Evenden Evenden.Grace.G@edumail.vic.gov.au, or Ms Wood wood.lisa.l@edumail.vic.gov.au, if you have any questions and/or concerns.

Advice for parents of children with additional needs

The College is committed to continuing to provide support for students with additional needs. Learning Mentors will make regular contact with parents/carers over the period of remote learning to support the learning of these students. Learning Mentors will also communicate with students via the Teams platform to support the student while they are engaged with the learning.

Please see the following link for advice and resources to assist parents to support their child's learning at home

<https://www.education.vic.gov.au/parents/additional-needs/Pages/disability-support-home.aspx>

please contact Mrs Luppino (Years 9-12) Luppino.Barbara.J@edumail.vic.gov.au or Mrs Christoforou Christoforou.Jessica.K@edumail.vic.gov.au if you have any questions or concerns.

Monitoring student attendance and responding to absences during the period of remote learning

Bellarine Secondary College is committed to ensuring that students remain engaged with their learning during periods of time where they are working remotely. We understand that schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted.

Student 'attendance' during the period of remote learning will be considered against their involvement in online learning and the completion of the work presented during a particular lesson. Students will be required to submit a brief task at the end of each lesson to indicate that they were 'present' and engaged in the class. Class teachers will use this to mark rolls for that class.

The College will be closely monitoring 'attendance' and contact parents where there is concern that students are not engaging in the remote learning program.

Additional Literacy and Numeracy resources and tips

In addition to the resources and materials that your school or early childhood service may provide, you could use the following resources:

<https://www.education.vic.gov.au/school/teachers/teachingresources/discipline/english/Pages/litparents.aspx>

Managing screen time and online safety

It's important you keep a balanced approach to home learning. Time spent using digital devices for learning should be broken up with physical exercise and offline learning tasks often.

For children under six years old, it's recommended that a couple of 30 minutes sessions per day involve screens. For students over six, hourly exercise breaks are suggested.

It's also important that during this period of remote learning we maintain safe and responsible use of information and communication technologies. This includes:

- the appropriate use of digital platforms, privacy and information protection
- respectful online communication.

Bellarine Secondary College

On-site Attendance Form

Student/s name:			
Student/s date of birth:			
Student/s year level:			
<p><i>The Victorian Government has stated that all students who can learn from home must learn from home.</i></p>		<p>I am requesting that my child/ren attend on-site schooling because my child/ren is/are not able to be supervised at home and no other arrangements can be made.</p> <p>By submitting this form, I declare that my child/ren is/are well and I will collect my child/ren as soon as is practicable upon the request of the school if my child becomes unwell.</p>	
<p>Dates required:</p> <p>Please note you need to complete this process weekly to ensure adequate staffing on-site.</p>	Day	Date	AM, PM or ALL DAY
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Emergency contact details:			
<p>Parent/Guardian name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>			

Received and Processed by..... on (date).....