


Getting started in 2020

Action:	Steps:	Due:	Tick when done:
Register with NBSC - complete the registration forms, and pay registration fee.	Complete and submit (email preferred with POP payment) signed and completed <i>NBSC Registration Forms</i> (attached) to Ms Busse, or to your campus front office. <ol style="list-style-type: none"> <i>NBSC registration form</i>, with \$170 registration fee <i>General NBSC Permission to Publish form</i> 	Beginning of Week 5 (24 th Feb)	
Register online via the Online Record Book (ORB)	<ol style="list-style-type: none"> Access Online Record Book registration page via the QR code or this link: https://www.onlinerecordbook.org/fo/register/participant/welcome Complete all fields, clicking on the Continue button to continue through the sections. Enter Australia into Select Country field Enter NSW into Select your Operating Authority field Enter Northern Beaches Secondary College into Select Award Unit field. Enter your Award Leader's details as: Vicki Busse, vicki.busse@det.nsw.edu.au (02) 9939 6942 <p>*Continue through the setup steps and refer to the attachment at the end of this document for further instructions.</p>	Beginning of Week 5 (24 th Feb)	
Register for the Practice Adventurous Journey Hike with Somerset.	<ol style="list-style-type: none"> Register for your first Hike with Camp Somerset online (includes a fee), refer to permission note from Ms Busse. **Check email in week 5 for instructions** Return NBSC hike permission note to Ms Busse.  	Week 6 (6 th March)	
Working with Children Information for Assessors	Distribute Assessor Information Booklet/Agreement link to assessors. Each assessor must provide their complete details including a Working with Children number in the Google Form provided. <ul style="list-style-type: none"> Department of Education teachers do not need to provide their WWC number but they do need to be asked if they can be your assessor. Assessors cannot be immediate family members. 	Week 6-7 (13 th March)	
Once activated on the ORB, setup your sections/activities on the ORB for approval.	Once Ms Busse has activated you, add comprehensive detail to the ORB for each section (Physical Rec, Service, and Skill). Include; <ul style="list-style-type: none"> Type of Activity A goal – well-explained, challenging and achievable Assessor name and email – you must include their email address Select a “Major” – one activity for 6 months 	Week 7 (13 th March)	
Commence activities. Record your hours on the ORB (after Award Leader approves sections)	Once all steps above are complete and Ms Busse has approved your sections you can begin your activities and record your hours on the ORB. Please log details of what you did each time you engaged in activities. For example “Attended Football training or surfed” is not enough information! Explain in the description how your activity is working toward your goal.	Week 8+	

Northern Beaches Secondary College
REGISTRATION 2020
Duke of Edinburgh's International Award

I hereby consent to my child/dependent _____ (full name) of
NBSC _____ Campus participating in the Duke of Edinburgh's International Award, as
described in the information notes provided.

Tick the appropriate box

I understand my child/dependent will participate in the Award at:

- [] BRONZE Costing: \$170.00
[] SILVER Costing: \$170.00
[] GOLD Costing: \$170.00

My child/dependent is anaphylactic and carries an epi-pen [] YES [] NO

My child/dependent has the following special medical and/or dietary needs:
(Please provide full details and include any relevant medical details)

Circle appropriate section below before signing

I **do /do not** grant permission for my child/dependent to be photographed and/or filmed and his/her image to be used in print and/ or digital media (including the NBSC website, Instagram and Facebook).

I **do /do not** give permission for my child/dependent to receive medical treatment in case of emergency.

EMERGENCY CONTACT DETAILS

Name: _____ Mobile: _____

Signature of Parent/Caregiver: _____ Date: _____

Return by **Monday 24th February 2020** to the NBSC Learning and Innovation Centre, Freshwater Senior Campus

Duke of Edinburgh's International Award – Registration

Student Name: _____ NBSC Campus _____ Year _____

REGISTRATION BRONZE - \$170.00 REGISTRATION SILVER - \$170.00

REGISTRATION GOLD - \$170.00

Payment Method: POP (Parent's Online Payments) via the **NBSC Freshwater Senior Campus website** only
<http://www.nbscfreshw-h.schools.nsw.edu.au/>. Please indicate in your payment description the Duke of Ed level
selected "**(Gold, Silver or Bronze) Duke of Ed. registration.**"

POP Online Receipt number _____ Date Paid _____

OR: Cash Cheque (to Freshwater Senior Campus)

Parent Signature: _____ Date: _____ Mobile number: _____

General Permission to publish and disclose information

Dear Parent/Caregiver,

I am seeking your permission to allow the school/Department of Education to publish and/or disclose information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service.

This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media.

The communications in which your child's information may be published or disclosed include but are not limited to:

- Public websites of the Department of Education including the school website, the Department of Education intranet (staff only), blogs and wikis
- Department of Education publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department's websites
- Official Department and school social media accounts on networks such as YouTube, Instagram, and Facebook
- Local and metropolitan newspapers and magazines and other media outlets.

Parents/Caregivers should be aware that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked to by third parties.

Please complete the permission slip and return with your Duke of Ed Participation Form to your campus or directly to NBSC Administration Centre by **Monday 24th February 2020**.

Yours sincerely,

Mrs Stacey Exner
Principal

Northern Beaches Secondary College

.....
Permission to Publish

I have read this permission to publish and:

Tick the appropriate box

I give permission

I do not give permission

to the school/Department of Education to publish information about my child as described above, including in publicly accessible communications.

This signed permission remains effective until I advise the school otherwise.

Child's name: _____

Child's NBSC Campus: _____

Parent/ caregiver name: _____

Parent/ caregiver signature: _____

Date: _____