File: Sample text for permission note

Instructions: School to adapt and use on letter head / email / newsletter templates

### Permission Note - Solving Organic Waste Project

Dear Parent / Caregiver,

[Insert school name] is taking part in a **Solving Organic Waste** program organised by the Department of Education through Rumbalara Environmental Education Centre. Students will help collect food scraps for a Food Organics Collection and will learn about composting and worm farming at our school.

The goal of the program is to help the NSW Government reduce organic waste in landfills and work and work towards net zero emissions from organics in landfill by 2030. This program also supports Our Commitment to Sustainability goals of achieving net zero and eliminating resource waste. It is funded from the NSW Environment Protection Authority.

During the program students will:

* Collecting and weigh food scraps
* Add food scraps to food organic bins, compost bins and worm farms
* Rinse buckets
* Use tools for turning compost
* Add water and dolomite to compost bins
* Put finished compost to garden beds.

Students will be given gloves and masks to stay clean and will learn safe practices. Please let us know if your child has any known food or plant allergies or intolerances.

#### Permission to Publish

Some activities may be recorded to share our school’s experiences with others, and to inform the school about what we are doing.

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:

* The school website and other Department of Education websites
* School newsletters and magazines
* Social media accounts like YouTube, Facebook and X.
* Publications from the NSW Environmental Protection Authority.

**Please complete the below permission slip and return to the school by [insert return date].**

Yours Sincerely,

[Insert Principal name]

Principal

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#### Permission Slip - Solving Organic Waste

I give permission for my child to participate in the Solving Organic Waste Project during the academic year of 2025.

**Name of student:**

(First Name)          (Surname)

**Name of parent/carer:**

(First Name)          (Surname)

**Parent’s Signature:**

Please tick and provide details if required of any special needs of your child that you think we should be aware of:

|  |  |  |
| --- | --- | --- |
| **Need** | **Circle Yes or No** | **Provide further information if required** |
| Illness or Medical Condition | Yes / No |  |
| Allergy | Yes / No |  |
| Anaphylaxis | Yes / No |  |
| Injury | Yes / No |  |

I have read the 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.