

EDSMART PARENT PAPER WORK

NEW TOWN HIGH SCHOOL

2019 MAJOR EXCURSION AND AQUATIC CONSENT FORMS

EdSmart is a web browser based online tool to capture information and responses for your childrens' major excursions and activities. New Town High School has purchased the Parent Paperwork EdSmart system and use it to distribute online forms for you to complete and submit.

Activities include: annual whole school swimming carnival, Gr 7 and Gr 10 peer support camps, whole school beach days, Music tour in Melbourne, Music camp at Orana Lauderdale, Inter-high Swimming Carnival, Gr 7 Swim trails, Basketball and Soccer ADP trip to Melbourne, assisting Primary School at their Carnivals, Triathlon, College and University Taster Days, Ski Trip to Mt Hotham, Northern Territory Tour, Enrichment Day, End of Year Activities, Outdoor Education camps and short courses, ANZAC House Sports and Inter-high Athletic and Cross Country days.

Why do schools use EdSmart?

Schools spend considerable amounts of time managing paper forms, even a modest sized school is creating, copying, distributing and collating hundreds and hundreds of paper forms every year. By switching to online forms the school is able to save many, many hours of staff time, and free up that time for more important activities, like teaching and supporting your children. And of course reducing paper usage is also fantastic for the environment.

How does it work for a parent?

You simply click the link shown in the email being sent to you in the next few weeks and a secure web page will open, containing information from the school, and various questions for you to complete and answer. Some forms include Google Maps, to show you where the activity is taking place. Some may have a calendar icon you can click to add the activity to your own electronic diary, like Outlook or Google Calendar.

Do I need to do anything to register or set up?

No. EdSmart does not use mobile apps or any special software. You do not need to register or set anything up. All you need is an email address and a web browser. And all the EdSmart web pages are specifically designed to work great on desktop computers, tablets and smartphones.

Is my information safe?

EdSmart stores your information in a secure data centre operated by Microsoft in Melbourne, Australia, and is compliant with all aspects of the relevant Australian privacy legislation. The information is only accessible to a select group of staff at your school.

Below is an example of the email you will receive. This is a legitimate email from New Town High School and we ask parents of ALL Grades, to complete it as soon as possible for the 2019 year. If you do not receive this email by end of February 2019, please contact us immediately. Also parents who do not have an email address, please notify the school office immediately.

EXAMPLE OF EMAIL YOU WILL RECEIVE IN FEBRUARY 2019.

2019 Excursion Information

Dear Parent Name,

New Town High has sent you a new online form for NTHS Student.

We need your response by 20th February 2019. Please **click this link to respond**, or copy and paste the web address below into your web browser.

URL TO Form

This email was sent to your Email Address by New Town High using EdSmart. Please contact the school if you have any questions or concerns.