

# NEW SUPA PERMISSION FORM

Our NEW permission form system is designed to replace the current paper-only form and leaders can download it from our SUNSW website schools page under 'Forms for Schools Ministries'.

There are two versions of the permission form - a standard version and a customisable one which has editable text boxes in the top right for you to add the school name, group name and meeting day & time.

Designed as an A5 flyer and containing 2 forms per page for ease of printing in landscape orientation.



## How It Works



1. A printed permission form will be given to the student to take home to their parent.
2. Parent scans the QR code on the form and completes the permission form online.
3. Once submitted, a copy of the permission form will be immediately emailed to the leader of the lunchgroup and a copy saved on SUNSW records.

## What It Means For You

We have heard your frustrations with the challenge of getting kids to return paper permission forms - now there will be **no more chasing up students to bring back paper forms!**



It is best practice for SUNSW to obtain a copy of student permission forms for our records. This digital process automatically saves a copy on our system which means **it will save leaders from having to send copies of permission forms to us.**



# QUESTIONS YOU MAY HAVE ABOUT THE NEW SUPA PERMISSION FORM...

## 1. What if a parent can't scan the QR code?

There is also a web address listed on the form as an alternative way to access the permission form online.

## 2. Does a parent need to complete this every year?

No, parental permission remains valid for the duration of that student attending the group, unless written withdrawal of permission is received.

## 3. Has anything been added to the permission form?

Yes, we have made 3 helpful additions to the form the parent submits:

- Informing the parent that 'a copy of the permission form will be retained on Scripture Union NSW records'.
- Advising that permission remains valid for the duration of the students schooling at the nominated school, unless we receive written withdrawal of permission.
- The opportunity for the parent to grant or deny Scripture Union NSW permission 'to use photos and video taken throughout the event of my child for news and promotional material'.



## 4. Why does SUNSW need a copy of permission notes?

To comply with legal obligations and best practice, SUNSW is now required to retain a copy of students permission forms on our records.

## 5. Can I still use the paper permission forms?

We encourage you to embrace the new simple process, however if you prefer, you are able to continue using the paper-only form for the remainder of 2023 but please bear in mind you will be required to take a photo of the returned paper permission forms and email them to us for our records.