

# Grimwade House electronic consent

## Support for medical and emergency services personnel, Children at Risk and other families in need

Thank you for your expression of interest.

We will continue to provide on-campus supervision at Grimwade House for children from Prep to Year 6 of Melbourne Grammar parents who are medical and emergency services personnel, are a carer of a Child at Risk, or are unable to make arrangements for the supervision of their child. This will be offered during normal school hours, between 8.00am and 4.00pm. This service will operate according to the advice provided by the Federal and State Departments of Health. To ensure adequate staffing we require 24 hours' notice of booking or cancellation of this service.

This provision is a special consideration to support front-line health care professionals, and others. As noted by the Victorian Premier, if your family has the capacity to care for your child at home, you should do so and we seek your support in restricting this service to only those parents who have no other options. Further we will insist that only children attend if all family members they share their house with are in good health.

Children will be completing the off-campus learning content set by class teachers. There will not be specialist lessons or specific teaching of the off-campus content. We will incorporate outside breaks and movement games, however please note this entire provision will be under the supervision of School Support Staff, not classroom teachers. This service will operate from the OSHC building and the Year 2 classrooms above. We will designate separate Prep-Year 2 rooms and Year 3-6 rooms.

By completing an application, you acknowledge the terms and conditions of this offering. Whilst all reasonable health precautions will be taken, your child will be in the company of other students and support staff while at school. Please note, this service will be reviewed daily and is dependent on the health of our staff and students.

Parents are required to confirm medical details and advise the reason for requesting this assistance. Please follow the instructions below to register your details. Places will be allocated by the Head of Grimwade, Mr Royce Helm and may be limited to a specific number of students per day.

At Melbourne Grammar School we recognise the vital role that medical professionals and emergency services personnel play in combatting the current health crisis and caring for us all and to extend our care to those children at risk. I thank our staff involved in providing this important service and giving these key people the opportunity to continue to serve in their crucial roles.

Yours sincerely

Philip Grutzner  
**Headmaster**

# Grimwade House electronic consent

COVID-19 front-line medical and emergency services personnel, and carers for Children at Risk, should also follow these instructions to apply for on-campus care at Grimwade House during periods of off-campus learning.

To give consent for your child to attend an excursion, go to the Melbourne Grammar School website – [mgs.vic.edu.au](https://mgs.vic.edu.au)

1. Select **myMGS**.
2. Enter your **username and password**. If you are unsure of your login details, please contact the Grimwade IT Service Desk on 9865 7822 or email [gwservicedesk@mgs.vic.edu.au](mailto:gwservicedesk@mgs.vic.edu.au).
3. Once logged in, click on **Parent Administration** from the top right hand menu.
4. Click the Outdoor Education Medical Consent Form tab.
5. Select the tab which appears with your child's name on it.
6. The excursion name will appear. Please note the reference to Payment is not applicable. Click **Open**.
7. Proceed to click through and update where necessary, the following sections.
  - Event Details
  - Confirm Medical Details
  - Confirm Immunisations & Healthcare
  - Excursion Consent

## Event Details

The Excursion Details will be shown. Click **Next Step**

## Confirm Medical Details

Information relating to medical conditions that are held on the School's database will be shown. Please ensure that you carefully check and update if required. Should you wish to update any Medical details, click the Edit link located on the top right of each section. *PLEASE NOTE, you will receive a message stating that you will be directed to a different tab and that you will need to restart the Excursion Consent process.* Click **OK** if you wish to be transferred to a different tab to update details or **Cancel** to continue the Excursion Consent process.

When the information has been reviewed, tick the **Confirm Medical Details** box at the bottom of the screen. Click **Next Step**.

## Confirm Immunisations & Healthcare

Healthcare and Medical Contact details required for participation in the excursion are shown in this section. Please ensure that you carefully check the Medical Insurance, Emergency Contact and Medical Contact sections.

Should you wish to update any Healthcare or Medical Contact details, click the **Edit** link located on the top right of each section. *PLEASE NOTE, you will receive a message stating that you will be directed to a different tab and that you will need to restart the Excursion Consent process.* Click **OK** if you wish to be transferred to a different tab to update details or **Cancel** to continue the Excursion Consent process.

When the information has been reviewed, tick the **Confirm Immunisations & Healthcare Details** box at the bottom of the screen. Click **Next Step**.

## Excursion Consent

Overall Consent needs to be given in this section to confirm that your child will be attending the excursion. Tick the **Excursion Consent** box. Click **Next Step**.

A statement of confirmation will appear which will notify MGS Excursion staff.

Should you encounter any problems throughout the process, please contact the Grimwade's IT Service Desk in the first instance on 9865 7822 or email [gwservicedesk@mgs.vic.edu.au](mailto:gwservicedesk@mgs.vic.edu.au).