**School to Parents Communications Template:**

**Information pack from School to Parents/Guardians about ICAS**

This document contains two templates to use when communicating with parents about your school sitting ICAS.

Go to the preferred template, then copy and paste the text into your preferred communication channel to send to parents.

Template 1: For schools using the Parent Payment System (PPS)

Template 2: For schools purchasing ICAS on behalf of the students and parents.

**Key to understanding the templates**

|  |  |
| --- | --- |
| [red text in brackets] | Customisable text to suit your school |
| Black text | Copy this text into your communication letter/email to parents   |
| **Bold and underlined text** | This text, when clicked, will direct the reader to a page on the ICAS website. The URL of this page is also next to the text, in case you wish to give parents and guardians the whole URL.  When copying and pasting into a document that will be distributed: * in hard copy, we suggest showing the URL in full.
* electronically, please check to see if the existing hyperlink copies over to your document and, when clicked, opens the hyperlink in your internet browser.

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Note: If your school chooses to use the Parent Payment System (PPS), distribute this letter to your parent community AFTER signing-up to the PPS.

**Template 1: For schools using the Parent Payment System (PPS)**

Dear [Parents/Guardians],

We are delighted to inform you that [school name] will be participating in the world-renowned ICAS competition this year.

**What is ICAS?**

ICAS is an online academic competition that is designed to assess students’ higher order thinking and problem-solving skills in English, Mathematics, Science, Writing, Spelling Bee and Digital Technologies.

Each assessment celebrates students’ accomplishments by providing opportunities for recognition and development. Every student who participates will receive a printed certificate and an online results report. Top performers will be eligible for medals.

We encourage you to consider entering your child into ICAS this year.

Learn more about ICAS [**here**](https://www.icasassessments.com/products-icas). (https://www.icasassessments.com/products-icas)

**How to participate in ICAS**

If you wish for your child to participate in ICAS this year, please:

1. read about ICAS subjects and prices [**here**:](https://www.icasassessments.com/products-icas) (<https://www.icasassessments.com/products-icas>)
2. read the terms and conditions **here**: (https://www.icasassessments.com/wp-content/uploads/2022/04/Finalised-Parents-Ts-and-Cs-2022v03-1.pdf)
3. go to Parent Portal [**here**](https://shop.icasassessments.com/pages/pps): (https://shop.icasassessments.com/pages/pps)
4. enter our school’s access code –[insert access code]
5. enter your child’s details, select the tests you would like to purchase, then proceed to payment.

Please note that the ICAS tests shown for selection are at the school’s discretion.

After payment is made via the Parent Payment System, you will receive an order confirmation email, please keep this for your records.

We will notify you of the date(s) that we run ICAS at the school and when your child’s ICAS results are ready. You and your child can access the results once released via the Reports Portal using the TAP ID and pin found on the back of the ICAS certificate.

The following information is a*privacy notification* about how your child’s data is kept private and secure.

***Privacy Collection Statement***

*Janison is aware of our responsibility to protect the identity of, and all information relating to, children, and students in general, from disclosure and consequently Janison does not:*

* *collect any personal information or data of children other than as required for the purposes of completion of the assessment, test or exam;*
* *transfer any personal information or data obtained during the delivery of assessments, tests or exams conducted in Australia to any jurisdiction outside of Australia other than with the specific consent of the person, or his or her parent or guardian;*
* *transfer any personal information or data obtained during the delivery of assessments, tests or exams conducted in other international regions out of the child’s jurisdiction other than with the specific consent of the person, or his or her parent or guardian;*
* *share any personal information or data relating to children or students with any third parties (other than a third party whose services are necessary for servicing our products, e.g. print/distribution companies, medal engraving, etc.) except with the specific consent of the person, or his or her parent or guardian;*
* *use any personal information or data relating to children or students for marketing purposes.*

*Janison may retain personal information and data relevant to a child for their future purposes or for research purposes by Janison for the duration of the school life cycle of the child. However, if you or your child at any time wish to have their personal information or data removed from our systems, they or you may opt out by simply contacting our Privacy Officerat**privacy@janison.com*.

We are proud to offer ICAS and look forward to some fantastic results later in the year.

Please do not hesitate to contact the school office if you have any questions.

Kind regards,

[Insert appropriate sign-off]

**Template 2: For schools purchasing ICAS on behalf of the students and parents.**

Dear [Parents/Guardians],

We are delighted to inform you that [school name] will be participating in the world-renowned ICAS competitions this year.

**What is ICAS?**

ICAS is an online academic competition that is designed to assess students’ higher-order thinking and problem-solving skills in English, Mathematics, Science, Writing, Spelling Bee and Digital Technologies.

Each assessment celebrates students’ accomplishments by providing opportunities for recognition and development. Every student who participates will receive a printed certificate and an online results report. Top performers will be eligible for medals.

We encourage you to consider entering your child into ICAS this year.

Learn more about ICAS [**here**](https://www.icasassessments.com/products-icas) (<https://www.icasassessments.com/products-icas>)

**How to participate in ICAS**

If you wish to have your child participate in ICAS this year, please:

1. read about ICAS subjects [**here**](https://www.icasassessments.com/products-icas) (<https://www.icasassessments.com/products-icas>)
2. decide on the test/s your child will sit
3. read the Privacy Collection Statement below
4. sign and return the Permission Slip with the required fee included in an envelope marked with your child’s first name, last name and class.

The following information is a*privacy notification* about how your child’s data is kept private and secure.

***Privacy Collection Statement***

*Janison is aware of our responsibility to protect the identity of, and all information relating to, children, and students in general, from disclosure and consequently Janison does not:*

* + - *collect any personal information or data of children other than as required for the purposes of completion of the assessment, test or exam;*
		- *transfer any personal information or data obtained during the delivery of assessments, tests or exams conducted in Australia to any jurisdiction outside of Australia other than with the specific consent of the person, or his or her parent or guardian;*
		- *transfer any personal information or data obtained during the delivery of assessments, tests or exams conducted in other international regions out of the child’s jurisdiction other than with the specific consent of the person, or his or her parent or guardian;*
* *share any personal information or data relating to children or students with any third parties (other than a third party whose services are necessary for servicing our products, e.g. print/distribution companies, medal engraving, etc.) except with the specific consent of the person, or his or her parent or guardian;*
* *use any personal information or data relating to children or students for marketing purposes.*

*Janison may retain personal information and data relevant to a child for their future purposes or for research purposes by Janison for the duration of the school life cycle of the child. However, if you or your child at any time wish to have their personal information or data removed from our systems, they or you may opt out by simply contacting our Privacy Officer at**privacy@janison.com*.

We are proud to offer ICAS and look forward to some fantastic results later in the year.

Please do not hesitate to contact the school office if you have any questions.

Kind regards,

[Insert appropriate sign-off]

**Parent Permission Slip next page**

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**Permission Slip – please return to**[staff member/location in the school] **by**[DD/MM/YY].

I give permission for my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in year \_\_\_\_\_\_\_ to participate in ICAS.

*Please tick:*

       I have read and agree to the ICAS Assessments [**terms and conditions**](https://www.icasassessments.com/wp-content/uploads/2021/11/Finalised-Parents-Ts-and-Cs-2022v02.pdf) [(https://www.icasassessments.com/wp-content/uploads/2021/11/Finalised-Parents-Ts-and-Cs-2022v02.pdf)](https://www.icasassessments.com/wp-content/uploads/2021/11/Finalised-Parents-Ts-and-Cs-2022v02.pdf)

      I have enclosed the correct amount to pay for the tests. (Prices can be found [**here**](https://www.icasassessments.com/products-icas)**:** (<https://www.icasassessments.com/products-icas>)

*Tick the boxes of ICAS subject/s that you are paying for:*

Writing

Digital Technologies

English

Mathematics

Spelling Bee

Science

Signed (Parent signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent name (*please print*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_