**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.

**Please Note**: The Privacy Collection Statement **MUST** be sent to your students’ parent/ guardian if they are sitting ICAS.

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 or shop. 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.

   |

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/): ([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) ([icasassessments.com/products-icas/](https://www.icasassessments.com/products-icas/))
2. read the Privacy Collection Statement below.
3. read the terms and conditions [**here**](https://www.icasassessments.com/wp-content/uploads/2023/03/2023_ICAS_Assessments_Parents_PPS_TsCs_P2023V02-1.pdf): ([icasassessments.com/wp-content/uploads/2023/04/2023-ICAS-Assessments-Schools-TsCs\_S2023.V6-1.pdf](https://www.icasassessments.com/wp-content/uploads/2023/04/2023-ICAS-Assessments-Schools-TsCs_S2023.V6-1.pdf))
4. go to Parent Portal to purchase tests [**here**](https://shop.icasassessments.com/pages/pps): ([shop.icasassessments.com/pages/pps](https://shop.icasassessments.com/pages/pps))
5. enter our school’s access code –[insert access code]
6. 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.

**ICAS Results and Certificates**

We will notify you of the date(s) that we run ICAS at the school and when your child’s ICAS results are ready. Once we have received your child’s ICAS certificate, we will send it home with your child. The back of the certificate shows ICAS results and the login details, “TAP ID and Pin”, that you and your child need to enter the [**Results Portal**](https://orti.icasassessments.com/ortiSchool) orti.icasassessments.com/ortiStudent.

**Privacy Collection Statement**

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

*ICAS Assessment is owned by Janison Solutions Pty Ltd (****We, Us, Our****).*

*To deliver assessment products, Janison will require your child’s School to obtain your consent to provide Janison with certain personal information of students. Janison will collect, store, use, disclose and otherwise deal with such personal information in accordance with its privacy policy (below). We are aware of our responsibility to protect personal information related to children and students from being disclosed when we deliver an ICAS Assessments product. Unless you, as the child’s legal guardian consents, we* ***will not****:*

* *collect any personal information or data of children other than the information we need for the successful completion of an assessment, test, or exam.*
* *transfer any personal information we obtain from a child in the delivery of assessments and tests to any jurisdiction outside of Australia.*
* *share any personal information relating to children with any third parties (except for those third parties necessary for us to carry out our Services or provide our Products e.g., medal engraving).*
* *use any personal information or data relating to children for marketing purposes.*

*You can view our full privacy policy at https://www.janison.com/privacy-policy/.*

*We 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 or by contacting icasassessments@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]

---End Template 1---

**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) ([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) ([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. Buying Past Papers? Read the Terms and Conditions [**here**](https://www.icasassessments.com/wp-content/uploads/2023/03/2023_ICAS_Assessments_Parents_PPS_TsCs_P2023V02-1.pdf) (<https://www.icasassessments.com/wp-content/uploads/2023/04/2023-ICAS-Assessments-Schools-TsCs_S2023.V6-1.pdf>)
5. 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.

**ICAS Results and Certificates**

We will notify you of the date(s) that we run ICAS at the school and when your child’s ICAS results are ready. Once we have received your child’s ICAS certificate, we will send it home with your child. The back of the certificate shows ICAS results and the login details, “TAP ID and Pin”, that you and your child need to enter the [**Results Portal**](https://orti.icasassessments.com/ortiSchool) (<https://orti.icasassessments.com/ortiStudent>)

**Privacy Collection Statement**

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*To deliver assessment products, Janison will require your child’s School to obtain your consent to provide Janison with certain personal information of students. Janison will collect, store, use, disclose and otherwise deal with such personal information in accordance with its privacy policy (below). We are aware of our responsibility to protect personal information related to children and students from being disclosed when we deliver an ICAS Assessments product. Unless you, as the child’s legal guardian consents, we* ***will not****:*

* *collect any personal information or data of children other than the information we need for the successful completion of an assessment, test, or exam.*
* *transfer any personal information we obtain from a child in the delivery of assessments and tests to any jurisdiction outside of Australia.*
* *share any personal information relating to children with any third parties (except for those third parties necessary for us to carry out our Services or provide our Products e.g., medal engraving).*
* *use any personal information or data relating to children for marketing purposes.*

*You can view our full privacy policy at https://www.janison.com/privacy-policy/.*

*We 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 or by contacting icasassessments@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/2023/03/2023_ICAS_Assessments_Parents_PPS_TsCs_P2023V02-1.pdf) [(https://www.icasassessments.com/wp-content/uploads/2023/04/2023-ICAS-Assessments-Schools-TsCs\_S2023.V6-1.pdf](file:///C%3A%5CUsers%5CBHalbert%5CDownloads%5C%28https%3A%5Cwww.icasassessments.com%5Cwp-content%5Cuploads%5C2023%5C04%5C2023-ICAS-Assessments-Schools-TsCs_S2023.V6-1.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/pricing/>)

*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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

---End Template 2---