



Grovedale News

143 Bailey St Grovedale 3216

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<http://sentral.grovedaleps.vic.edu.au/portal2/#!/login>

Term 1 Week 6 4th March 2020

'Our commitment to Child Safety'

Grovedale Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Grovedale Primary School has zero tolerance for child abuse.

Grovedale Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Grovedale Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Principal News

Dear Parents,

I announced on Monday night at a School Council meeting that I have resigned from the Department of Education and retiring at the end of this term. After 11 years of proudly being the principal of Grovedale Primary, I have decided that it is my time to relax, find time for my husband and family as well as travel and enjoy life. I have been strongly committed to GPS and ensuring that we provide the best of environments for your children to flourish and learn and to be the best they can be. It is such a fabulous school and I have truly enjoyed my time here.

For the first 6 weeks of term 2, Brad Venn will be acting principal and Jodie Mantach will be the acting assistant principal. During that time the process of selecting the new substantive principal will take place.

Year 5/6 Camp:

The Year 5/6 children that went to Melbourne CYC camp had a wonderful time. The children and teachers got to explore many sights around Melbourne. Thanks to the teachers for giving up their personal time to make this camp happen.

Life Education Van:

It is great to have the Life Education Van here at the school this week. All students will have a session in the van and receive some follow up activities to do in their classroom. The parents session was on this afternoon which I hope was successful and informative.

Golf Clinics:

The Year 3/4 children have been enjoying Golf clinics every Wednesday during their PE time. Thanks to Paul Waldron for organising this fun activity.

Photos:

Just a reminder that next Wednesday school photos will take place. Make sure that you read the posters or messages about the process to order. This year is different in that every child's photo is being taken and then you order the ones that you want. All the information has been sent or is displayed, and is also noted in this newsletter on page 3.

Summer Lightning Premiership:

A reminder that the Year 5/6 children will be participating in these events next Friday at various venues. Parents need to ensure that they are not late on that day.

Barwon South Young Leaders Conference:

Mr Venn will be taking our school captains to this event next Friday at Club Armstrong in Mount Duneed. I am sure that they will have a very worthwhile day

Regards

Kathy Wesolowski
Principal

Don't forget:

Monday 9th March—Labour Day Holiday

(no students at school)

Preps

Full week of school starting

Tuesday 10th March 2020

[\(see page 3 for more calendar dates\)](#)



Our Parent's and Friends team is changing our name and our focus. The vision of our group is to make our school a welcoming and thriving environment for all students and their families.

As well as some fundraising activities we would like to be involved in improving the school environment, enabling recycling initiatives, enriching well being and supporting school activities. We are looking for new people to join our group. This is a great way to meet other parents at the school and there is no pressure to be involved in all activities or attend every meeting.

Our next meeting is 6.30pm on **Monday 16th March** in the staff room, everyone is welcome and cake will be provided.

School Council President Report – Sally Harper

On Monday evening we held our AGM and first School Council meeting of the year. We are delighted to welcome three new parent members, Cheryl Berris, Erin Jewell and Ben O'Connor and Paige Karamatic as the Department of Education representative. It was great to see our continuing members Ann-Maree De Giorgio, Bernice Farrugia and Kathee Kelleher-Jones returning to council. I was re-elected to the position of President, Bernice to Vice President and Ann-Maree will continue as Treasurer.

Kathy Wesolowski announced her retirement during her principal's report. School council would like to thank Kathy for her leadership at the school over the past 11 years and her commitment to making our school a thriving learning community. We wish her well for her retirement.

During the meeting we approved a number of policies and spent some time talking about improvements to our facilities and grounds. A number of replacement air conditioners for class rooms and a new fridge for the canteen are to be purchased. We will be installing shade sails on the north side of the multipurpose room and an arborist will be coming to remove dead wood from some of our trees and remove some problem ones. We are looking at how we develop the area on the south side of the school, the asphalt and junior school playground and will be working out how to make this a more inviting space.

On Tuesday 10th March we will have an extraordinary meeting lead by Brendan Bush our SEIL (Senior Educational Instructional Leader) to discuss the process for recruiting a new principal.

STUDENT AWARDS

| | | |
|-----------|-----|---|
| James M | FA | For working really hard to learn the sounds letters make. |
| Kolette E | FA | For being a responsible learner by always doing her best when given tasks. |
| Sahara W | FD | For doing an amazing job of stretching out the sounds in words then blending the sounds together. |
| Xavier M | FD | For always doing his best work. |
| Oliver A | 12C | For his insightful comments when talking about the 'Big Idea' in the book "Puffling". |
| Noah M | 12C | For challenging himself to write numbers in the 100's. |
| Emily S | 12H | For facing numeracy challenges with a positive attitude. |
| Gloria T | 12H | For working really hard to build her writing stamina and stay focused. |
| Jillian R | 12M | For always completing your jobs on time. |
| Isaac S | 12M | For always coming to school with a positive attitude. |
| Aysha W | 12S | For making her "BIG IDEA" even BIGGER, when writing about a baby elephant. |
| Ethan M | 12S | For being a positive and helpful leader in Grade 1/2S. |
| Jayden A | 34C | For taking responsibility and being an awesome leader in our class. |
| Amaya L | 34C | For her amazing 3D shape robot. |
| Cambell B | 34M | For the positive way you approach all learning tasks. |
| Indiana B | 34M | For an excellent start at G.P.S. |
| Archie W | 56G | For being an amazing friend. |
| Connor A | 56G | For a great effort in writing. |
| Ruby W | 56N | For showing improvement in her resilience. |
| Luke H | 56N | For ongoing commitment to his learning. |
| Liam M | 56S | For showing resilience at the start of each school day. |
| Seth P | 56S | For always showing a positive outlook towards his learning. |



| MAR 2020 | |
|------------------------------|---|
| Fri 6th March | Years 3-6 Swim Program Permission Note and Deposit \$40 or Payment in Full \$72 due |
| Monday 9th March | Labour Day Holiday |
| Wed 11th March | School Photos (See note below) |
| Thurs 12th March | Years 5 & 6—Oberon High School visit/transition |
| Thurs 12th March | Geelong Advertiser Photo—PREP AND STUDENT LEADERS GROUP PHOTO |
| Fri 13th March | Easter Raffle Tickets and \$\$ due back |
| Fri 13th March | Anticipated date for Summer Lightning Prem |
| Mon 16th March | Years 5 and 6 - Grovedale College visit/transition |
| Fri 20th March | Easter Raffle drawn |
| Tues 24th March | Anticipated date for School House Cross Country |
| Wed 25th March | Years 3-6 Swim Program—Final payment due today \$32 |
| Friday 27th March | Last Day of Term 1—school finish at 2.30pm |
| APR 2020 | |
| Mon 13th April | Easter Monday—Public Holiday |
| Tues 14th April | 1st day for Term 2 |
| Tues 14th April—Fri 24th Feb | Years 3—6 Swimming Program (9 days) |
| Mon 27th April—Frid 8th May | Prep—Year 2 Swimming Program (10 days) - note to go out for shortly. |

FORMS / PAYMENT DUE BACK

| | |
|-----------------|--|
| Thurs 5th March | Years 5 and 6— Summer Lightning Prem.....Permission Note and Payment due |
| Thurs 5th March | Years 5 and 6—Grovedale College Visit Permission note (no cost) |
| Tues 10th March | Years 5 and 6—Oberon High School Permission note (no cost) |
| Tues 10th March | Prep and School Leaders—Permission note due back for Group Photo |
| Tues 10th March | Scholastic Issue #2 Forms and Payment due back |

Information for parents BEFORE Photo day

School Photo Day 2020 – Grovedale Primary School



Annual school photos will be taken on 11 March, 2020 when sibling photos will also be taken by request.

IMPORTANT - *To ensure a sibling photo is taken on photo day, please complete your request online before midday on the day before photo day.*

- Grab your phone and go to arphotos.typeform.com/to/KUzDIh
- Enter the name and class of the eldest child to be in the photo
- Enter the names of all other children to be included in the photo

There is no need to return any forms or payment to school for photos before photo day however if you do not have internet access you may contact the school for an order form.

School photo ordering details will be issued closer to photo day.

SENTRAL LOG IN

If you have not logged in please attempt to do so we can make sure you have easy access to your child's data and school related news items.



This is an important tool to communicate with our school and stay in touch with your child's achievements and educational development . Please log onto the website portal at least twice a week to check any messages that the school sends out.

Parent Login: <http://sentral.grovedaleps.vic.edu.au/portal2/#!/login>

Discover Grovedale College

CAMPUS TOUR DATES 2020

Parents, prospective students and friends are warmly invited to participate in a tour of Grovedale College.

Scheduled tours occur every **Tuesday and Thursday at 9.30am** during the months of **March, April and May**.

Alternative tour times are available by appointment, please contact the College office on 03 5245 4545.

 19 Wingarra Drive, Grovedale VIC 3216
Telephone (03) 5245 4545
www.grovedale.vic.edu.au

Discover Grovedale College

Information Evening 2020
Thursday 19th March
Activities commence at 6.00pm

Parents, prospective students and friends are warmly invited to attend our Information Evening 2020.

The night begins with displays of students' work and a sausage sizzle at 6.00pm. Guests are invited to tour the College in small conducted groups during this time.

In 2019 the College opened the Performing Arts and Gymnasium for the school community. Over \$7.5 million dollars has been spent on a new 400 seat theatre, double court gymnasium, new kitchen facilities and canteen.

Teaching staff and Team Leaders will provide information on Transition Programs, Curriculum Options, the eLearning Program, Performing Arts Opportunities and our Sports Academy Program.

Enquire about our excellent scholarship opportunities available for students commencing in 2021.

 19 Wingarra Drive, Grovedale VIC 3216
Telephone (03) 5245 4545
www.grovedale.vic.edu.au

Oberon HIGH SCHOOL INFORMATION EVENING

Parents and prospective students are warmly invited to our information evening

Wednesday 25th March 2020

The evening commences with guided tours at 5.30pm followed by an information session at 7.00pm in the school gym.

We look forward to welcoming you to Oberon High School.
Shape your future... Go one better

12 Pickett Crescent, Belmont - Phone: (03) 5243 4444 - oberon.hs@edumail.vic.gov.au

Year 7 Enrolment Information Evening
Wednesday 11 March, 2020 from 7:00pm - 8:30pm

Open Day
Thursday 12 March, 2020 with tours at: 3:30am - 10:30am

Selected Entry Advanced Learning
Program Information Evening
Tuesday 17 March, 2020 from 6:30pm

For further information, contact Damien Woodard, (03) 5243 2800 or enquiries@oberonhs.vic.edu.au

 **MFC**
Marianne Finders Girls Secondary College

 **Extend**
BEFORE & AFTER SCHOOL CARE

Extend is the place for your children to thrive, learn and play, so what are you waiting for? Book and enrol at www.extend.com.au

Hours of Operation
After School Care: 3:15pm - 6:00pm

Contact Details
0476 400 921
grovedale@extend.com.au

| | | Wednesday 4th | Thursday 5th | Friday 6th |
|-----------------------|---|-----------------------------|---------------------|-------------------|
| | | MasterChef Kitchen Delights | Nature Creations | CSI Investigators |
| Monday 9th | Tuesday 10th | Wednesday 11th | Thursday 12th | Friday 13th |
| PUBLIC HOLIDAY | Crazy Science - Foamy Fountain | Upbuild and Recycle | Drawing Masterclass | Ninja Warriors! |
| Monday 16th | Tuesday 17th | | | |
| Watercolour creations | Science Fair! PARENT OPEN NIGHT | | | |

| DISCOVER | LEARN | PLAY |
|---|---|---|
|  |  |  |
| What volcanoes look like, and how to build a volcano model! | What happens when we mix bicarb soda with vinegar... It makes gas! | Seeing how long we can make the ball float for! |

STAR OF THE WEEK!

AMIRAH

For always having a positive attitude and participating in activities with enthusiasm!!

Thank you to all the wonderful children who came to the service with big smiles and full of energy. We will be holding a **PARENT OPEN NIGHT ON TUESDAY 17th MARCH** where the children will be showcasing the different Science Experiments we have been doing and learning about. We would love to see you all there!

Mahaylia Masters
Service Coordinator

[extend.com.au](http://www.extend.com.au)

EASTER RAFFLE

Raffle tickets have now been handed out to families.

We thank you in advance for selling these tickets (and there are more at the office if required) to help our school raise much needed funds to provide bigger and better equipment or environment for our students.

We are asking for donations for the raffle. Chocolate, toys, craft etc will all be very much appreciated. Please hand your donations into the office.

Raffle will be drawn at assembly on Friday 20th March. Tickets are due back to the office on Friday 13th March.





Big
CHILD CARE
SCHOOL
HOLIDAY
PROGRAM

MON MAR 30
TRAVEL THROUGH AFRICA
Today we will travel through the deepest and darkest Africa has to offer, starting with an **Interactive Drumming Experience!** We will then move on to **art and craft** and try our hand at **African Cooking**. Who knows what will happen today?

TUE MAR 31
ROLLER SKATING
Get your roll on as the children will be going to **Rollerfun Roller Skating Rink!** It doesn't matter if you're a beginner or a natural at roller skating, all you need is some music and balance to have a good time!

WED APR 1
LEGOMASTERS
Make sure you get along to today's **Super Incurtion! Lego Building** will be all the rage and you'll have plenty of opportunity to come up with some **fabulous creations!**

THU APR 2
YOUNG HEROES
Have you ever wanted to become a **Suphero?** Sure you have! Well, today is your **lucky day** because we have an amazing **Suphero Book Camp** with plenty of **different challenges** happening on site! **Make your own cape, a mask or even a secret potion** that helps...

FRI APR 3
PETER RABBIT? THE RUNAWAY
Today we are going to the **Reading Musical Peter Rabbit** was hilarious, now he is back in **Peter Rabbit 2!** Come join in the fun. A movie and friends to have fun with... of course you want to be there!

SAT APR 4
EGGSTREME
Hop on in to the Easter fun of the holidays, today is about completing **all different Easter activities**, making **chocolates** and of course an **Easter Egg Hunt!** And the **Easter Bunny** might even drop on in...

SUN APR 5
good Friday
No Big Childcare Today

MON APR 6
MARVEL UNIVERSE LIVE!
The **Marvel Universe LIVE! Arena Show** is coming to Melbourne! Iconic **Marvel Superheroes** including **Spider-Man, The Avengers and the Guardians of the Galaxy** join forces in a legendary battle to defend the Universe from evil in this **Epic Arena Show!**

TUE APR 7
LEGOMASTERS

WED APR 8
MOPA
MoPA™ have worked with experts from across the globe to assemble a collection of **beautiful, creative, immersive and educational exhibits**. The exhibits, and the amazing space itself will **inspire your inner-creativity** and provide a **huge range of opportunities** for play-based learning.

THU APR 9
EGGSTREME

FRI APR 10
good Friday
No Big Childcare Today

As an organisation we are passionate about caring for children. This year we are raising funds for the **Royal Children's Hospital** at all of our centres. **Big Childcare** will also make a donation to help the kids who need it most. **GIVE THAT THEY MAY GROW**

www.bigchildcare.com

HOW TO ENROL

- Online Electronic Enrolment**
This is the quickest and easiest way to enrol at Big Childcare. Go to www.bigchildcare.com and click the 'Enrol Online' tab. For **NEW FAMILIES** please click on **NEW ENROLMENT** & follow the prompts. **NOTE:** For **EXISTING FAMILIES** if you are changing details, bookings or preferred centres please log on to your My Family Lounge account using your email address as your username.
- Traditional Paper Enrolment**
Alternatively, you may request a hard copy enrolment form from your local centre, visit our website to download or email reception@bigchildcare.com.

EXCURSIONS
On Tour excursions depart 8.30am SHARP unless otherwise stated.
WHAT TO PACK: A small bag with your lunch, snacks, drink bottle, wet weather jacket, umbrella, warm clothes, etc. sunscreen.
It is advised to bring a small bag with your child's lunch and belongings to EXCURSIONS.
PROPOSED DESTINATION LOCATIONS: For a detailed listing of excursion locations please refer to our website www.bigchildcare.com/locations

SCHOOL LOCATION & CONTACT INFORMATION
Mirripoa Primary School
A 80 Unley Drive, MOUNT DUNEED
M 0421 646 022 E mirripoa@bigchildcare.com

CCS ESTIMATE GUIDE* Gap payable by parent

| | |
|--|---------------|
| | 85% - \$12.51 |
| | 65% - \$24.86 |
| | 45% - \$37.21 |
| | 25% - \$49.56 |

* For more information, please go to www.education.gov.au/childcarepackage. To receive an 'On Tour' code, please contact your centre or one of our friendly head office team.

CCS INFORMATION
All families are encouraged to set up a MyGov account to start the CCS application process. **If you have not used Big Childcare for 8 weeks, you must confirm us as your service provider again on your MyGov account.** Please visit education.gov.au/childcare for more information or speak to your Centre Manager.

DO I QUALIFY FOR FEE RELIEF?
Entitlement Criteria
Do your children attend approved care like Big Childcare?
Are you an Australian resident or holder of a qualifying visa?
Are you working, looking for work, training or studying?
Does your child meet government immunisation requirements?
Would you like to know more or apply for these entitlements?
Contact the Department of Health & Human Services on 13 61 50

YOUR big CHILD CARE

BOOKING FORM COMPLETE & RETURN

BOOKING FORMS ARE AT THE OFFICE OF GROVEDALE PRIMARY SCHOOL IF YOU ARE INTERESTED.

RIDE2SCHOOL DAY – 'FREAKY' FRIDAY 13th MARCH

'Freaky' Friday 13th March is "Ride2School Day" and we are encouraging all students to walk, scoot or ride to school. Teachers will be meeting students at three different locations at 8:30 am to ensure safe travel to school.–

- Drop- off point at the Soccer oval in Reserve Rd.
- Corner of Marshalltown Rd and Barwarre Rd.
- Corner of Grove Rd and Bailey St.

Students can be dropped off at any of these locations to participate if the distance they travel is too far. Please remember students below grade 4, must be accompanied by an adult if they are riding and all students 'scooting' or 'skating' to school must wear helmets.

Freaky
Friday 13 March 2020
NATIONAL RIDE2SCHOOL DAY

CSEF—Financial Assistance for Parents

Payment amounts for 2020 are \$125 for eligible primary school students and \$225 for eligible secondary school students. The payment is made directly to the school to be used towards camps, sports and excursion costs for the benefit of the student.

Families holding a valid means-tested concession cards for e.g. Veterans Affairs Gold Card, Centrelink Health Care Card or Pensioner Concession Card and Temporary Foster Parents are eligible to apply. A special consideration category also exists.

HOW TO APPLY

New applicants should contact the office to obtain a CSEF application or download from www.education.vic.gov.au/csef

IF you applied and received the CSEF at this school in 2019, you do not need to complete an application form in 2020 UNLESS there has been a change in your family circumstances.

You only need to complete an application form if any of the following changes have occurred:

- **New student enrolments;** your child has started or changed schools in 2020 or you did not apply in 2019.
- **Changed family circumstances;** such as a change of custody, change of name, concession card number or new siblings commencing at the school in 2020.

FOUND

1. A girl's watch.
2. A Child's ring
2. 3. A boy's watch

Please contact the office to describe the watch and ring so we can ensure the items are returned to the correct owner. **These will be going to LOST PROPERTY if there is no owner by Friday 6th March.**



IGA GROVEDALE EAST—Dockets Marshalltown Road.

Thanks You to Erin, Kate and Fiona who offered to assist in sorting out the docketts on a monthly basis.



Remember if you shop at IGA in Marshalltown Road, to bring your IGA docketts in regularly—there is a box in the office to place them into.

We must have all docketts for the month in by the 15th of the following month.

Example: Please send all of your January docketts in by the 14th of February. We have to have them to IGA on the 15th of each month. Keep collecting!

A huge Thank You to IGA for your ongoing support and sponsorship of the school. Thank You IGA!!

Positive Parenting Program The Teen Brain

With David Gillespie

Why screens are making your teenagers depressed, anxious and prone to lifelong addictive illnesses – and how to stop it now.

David Gillespie is one of Australia's most trusted non-fiction authors.

Many parents are starting to feel a deep sense of unease at the amount of time their kids spend on devices. David will detail how complicated a teenage brain is and discuss how to set out clear, reasonable and effective rules to help you confidently manage your kids' use of screens at a critical point in their lives.

Date: Wednesday 18 March, 2020

Time: 7.00pm – 9.00pm (light supper from 6.15pm)

Location: One Hope Centre
4-32 Province Boulevard, Highton

RSVP: This is a free event but booking is essential.

Tickets are available at:

<https://tinyurl.com/DavidGillespieGeelong>

Resilience Project

The Resilience Project is offering a Public Talk. Check it out on Facebook:

<https://www.facebook.com/events/2825603867524955/>

The Resilience Project delivers emotionally engaging programs to schools, sports clubs and businesses, providing practical, evidence-based, positive mental health strategies to build resilience and happiness.



SCHOOLS' PRIVACY POLICY

The Department of Education and Training (which includes all Victorian government schools, central and regional offices) values the privacy of every person and is committed to protecting information that schools collect.

All staff including contractors, service providers and volunteers of the Department, and this Victorian government school (**our school**), must comply with Victorian privacy law and this policy.

In Victorian government schools the management of 'personal information' and 'health information' is governed by the *Privacy and Data Protection Act 2014* (Vic) and *Health Records Act 2001* (Vic) (collectively, **Victorian privacy law**).

This policy explains how our school collects and manages personal and health information, consistent with Victorian privacy law.

Current version of this policy

This policy will be regularly reviewed and updated to take account of new laws and technology and the changing school environment when required. Please ensure you have the current version of this policy.

Definitions

Personal information is information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information or opinion – that is recorded in any form. For example, a person's name, address, phone number and date of birth (age). De-identified information about students can also be personal information.

Health information is information or opinion about a person's physical, mental or psychological health or disability, that is also personal information – whether in writing or not. This includes information or opinion about a person's health status and medical history, immunisation status and allergies, as well as counselling records.

Sensitive information is information or opinion about a set of specific characteristics, including a person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, philosophical beliefs, sexual

orientation or practices; or criminal record. It also includes health information.

What information do we collect?

Our school collects the following type of information:

- information about students and their families, provided by students, their families and others
- information about job applicants, staff, volunteers and visitors; provided by job applicants, staff members, volunteers, visitors and others.

How do we collect this information?

Our school collects information in a number of ways, including:

- in person and over the phone: from students and their families, staff, volunteers, visitors, job applicants and others
- from electronic and paper documentation: including job applications, emails, invoices, enrolment forms, letters to our school, consent forms (for example: enrolment, excursion, Student Support Services consent forms), our school's website or school-controlled social media
- through online tools: such as apps and other software used by our school
- through any CCTV cameras located at our school.

Collection notices

When our school collects information about you, our school takes reasonable steps to advise you of how the information will be handled. This includes the purpose of the collection, and how to access, update and correct information held about you. For information about students and their families, a collection notice is provided to parents (or students who are mature minors) upon enrolment.

Unsolicited information about you

Our school may receive information about you that we have taken no active steps to collect. If permitted or required by law, our school may keep records of this information. If not, we will destroy or de-identify the information when practicable, lawful and reasonable to do so.

Why do we collect this information?

Primary purposes of collecting information about students and their families

Our school collects information about students and their families when necessary to:

- educate students
- support students' social and emotional wellbeing, and health
- fulfil legal requirements, including to:
 - ⇒ take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
 - ⇒ make reasonable adjustments for students with disabilities (anti-discrimination law)
 - ⇒ provide a safe and secure workplace (occupational health and safety law)
- enable our school to:
 - ⇒ communicate with parents about students' schooling matters and celebrate the efforts and achievements of students
 - ⇒ maintain the good order and management of our school
- enable the Department to:
 - ⇒ ensure the effective management, resourcing and administration of our school
 - ⇒ fulfil statutory functions and duties
 - ⇒ plan, fund, monitor, regulate and evaluate the Department's policies, services and functions
 - ⇒ comply with reporting requirements
 - ⇒ investigate incidents in schools and/or respond to any legal claims against the Department, including any of its schools.

Primary purposes of collecting information about others

Our school collects information about staff, volunteers and job applicants:

- to assess applicants' suitability for employment or volunteering
- to administer employment or volunteer placement
- for insurance purposes, including public liability and WorkCover
- to fulfil various legal obligations, including employment and contractual obligations, occupational health and safety law and to investigate incidents
- to respond to legal claims against our school/the Department.

When do we use or disclose information?

Our school uses or discloses information consistent with Victorian privacy law, as follows:

1. for a **primary purpose** – as defined above
2. for a related **secondary purpose** that is reasonably to be expected – for example, to enable the school council to fulfil its objectives, functions and powers.
3. with **notice and/or consent** – including consent provided on enrolment and other forms
4. when **necessary to lessen or prevent a serious threat** to:
 - a person's life, health, safety or welfare
 - the public's health, safety or welfare
5. when **required or authorised by law** – including as a result of our duty of care, anti-discrimination law, occupational health and safety law, reporting obligations to agencies such as Department of Health and Human Services and complying with tribunal or court orders, subpoenas or Victoria Police warrants
6. to investigate or report **unlawful activity**, or when reasonably necessary for a specified **law enforcement** purpose, including the prevention or investigation of a criminal offence or seriously improper conduct, by or on behalf of a law enforcement agency
7. for Department **research or school statistics** purposes

8. to establish or respond to a **legal claim**.

A unique identifier (a CASES21 code) is assigned to each student to enable the school to carry out its functions effectively.

Student transfers between Victorian government schools

When a student has been accepted at, and is transferring to, another Victorian government school, our school transfers information about the student to that school. This may include copies of the student's school records, including any health information.

This enables the next school to continue to provide for the education of the student, to support the student's social and emotional wellbeing and health, and to fulfil legal requirements.

NAPLAN results

NAPLAN is the national assessment for students in years 3, 5, 7 and 9, in reading, writing, language and numeracy. When a student transfers to another Victorian government school, their NAPLAN results are able to be transferred to that next school.

Additionally, a student's NAPLAN results are able to be provided to the student's previous Victorian government school to enable that school to evaluate their education program.

Responding to complaints

On occasion our school, and the Department's central and regional offices, receive complaints from parents and others. Our school and/or the Department's central or regional offices will use and disclose information as considered appropriate to respond to these complaints (including responding to complaints made to external organisations or agencies).

Accessing your information

All individuals, or their authorised representative(s), have a right to access, update and correct information that our school holds about them.

Access to student information

Our school only provides school reports and ordinary school communications to parents who have a legal right to that information. Requests for access to other student information must be made by making a Freedom of Information (FOI) application through the Department's Freedom of Information Unit (see below).

In some circumstances, an authorised representative may not be entitled to information about the student. These circumstances include when granting access would not be in the student's best interests or would breach our duty of care to the student, would be contrary to a mature minor student's wishes or would unreasonably impact on the privacy of another person.

Access to staff information

School staff may first seek access to their personnel file by contacting the principal. If direct access is not granted, the staff member may request access through the Department's Freedom of Information Unit.

Storing and securing information

Our school takes reasonable steps to protect information from misuse and loss, and from unauthorised access, modification and disclosure. Our school stores all paper and electronic records securely, consistent with the Department's records management policy and information security standards. All school records are disposed of, or transferred to the State Archives (Public Record Office Victoria), as required by the relevant Public Record Office Standard.

When using software and contracted service providers to manage information, our school assesses these according to the appropriate departmental processes. One example of this is that staff passwords for school systems are strong and updated on a regular basis, consistent with the Department's password policy.

Updating your information

We endeavour to ensure that information about students, their families and staff is accurate, complete and up to date. To update your information, please contact our school's general office.

To make a FOI application contact:

Freedom of Information Unit

Department of Education and Training
2 Treasury Place, East Melbourne VIC 3002

(03) 9637 3961

foi@edumail.vic.gov.au

If you have a query or complaint about privacy, please contact:

Knowledge, Privacy and Records Branch

Department of Education and Training
2 Treasury Place, East Melbourne VIC 3002

(03) 8688 7967

privacy@edumail.vic.gov.au

School Tours—Thursdays at 9.15am

We will have school tours each Thursday at 9.15am. If you have a student or know of a family enrolling in 2021, we encourage all parents to book a tour through the school office. Bookings are essential.

