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Camelot Rise Primary School Newsletter

Issue 2 · 27 Feb 2024

Our vision is to be a connected community, learning, growing and achieving together. Our Purpose is to maximise student learning through building a desire for personal excellence, a high sense of selfworth and a love of learning. Camelot Rise Primary School is committed to implementing a culture of child safety, inclusive of all school environments, in and outside of school hours and practices zero tolerance of child abuse.

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From the Principal

Child Safe Standards

Camelot Rise 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. Camelot Rise Primary School has zero tolerance for child abuse.

Our 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 is paid to the cultural safety of children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.



Every person involved in Camelot Rise Primary School has a responsibility to understand the important and specific role they play to ensure that the safety and wellbeing of our students is at the forefront of every decision they make.

To create and maintain a child safe organisation, we maintain ongoing compliance with the Eleven Child Safe Standards. For registered schools, Ministerial Order No. 1359 sets out the specific actions to meet these requirements.

https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/

Access to our school 'Child Safe Standards', 'Mandatory Reporting' and 'Student Engagement' policies is via the school website.

Our Vision

As part of our School's Strategic Plan we are required to write a vision for our school. Writing this vision involved seeking feedback from all key stakeholders. Our Vision at Camelot Rise is: Our vision is to be a connected community, learning, growing and achieving together. We are here to maximise student learning potential by building a desire for personal excellence, a high sense of self-worth and a love of learning.

Our Values

The following values have been defined as those that affirm life at Camelot Rise Primary School:

Responsibility
Respect
Resilience

These values are taught explicitly in wellbeing lessons and they form the basis for our School Wide Positive Behaviours framework.



NAPLAN 2024 Wednesday 13 May - Friday 22 May

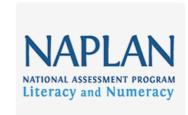
The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9. It has been part of the school calendar since 2008. NAPLAN tests the sorts of skills that are essential for every child to progress through school and life, such as reading, writing, spelling/grammar/punctuation and numeracy. The assessments are undertaken nationwide, every year, in mid-March (previously May).

NAPLAN is made up of tests in the four areas (or 'domains') of:

- reading
- writing
- language conventions (spelling, grammar and punctuation)
- · numeracy.

At Camelot Rise Primary School, we take great pride and care in ensuring that our

students are not overwhelmed by the suite of assessments that are comprised in the NAPLAN schedule. Whilst NAPLAN tests are an important system-level component of the Department of Education, at Camelot Rise Primary School they are viewed as just another form of assessment in our ongoing process of monitoring student achievement.



To alleviate any pressure or anxiety associated with the tests, a special timetable has been formulated to assist teachers and students in the implementation of the tests. The timetable provides ample time both before and after testing for students to prepare and relax. In addition, students will also have an opportunity to familiarise themselves with the types of questions, layout and expected timeframes within which they are required to work for each of the test domains.

We are confident that our well-considered preparatory procedures will enable your children to complete the NAPLAN assessment suite with minimal concern. For more information about NAPLAN please click on the link: https://www.nap.edu.au/

Working With Children Checks (WWCC)

We encourage and value parental and community support at Camelot Rise Primary School. There are many ways that parents, grandparents and friends can assist at our school. We encourage all parents to obtain a Working with Children's Check that will allow you to be very involved in your child's education. These checks are free for volunteers and will allow you to be involved in as many school events as you would like. Once you have

your WWCC, please come to the office so we can photocopy this, and we will add your name to our list of parents who have a current WWCC check.



Parent Helpers Course

We are looking forward to conducting our Parent Helpers Course tomorrow (Wednesday, 28th February) in the library commencing at 2.00pm

By the end of this course, Parents/Carers will understand:

- The purpose of a classroom helper
- Some tasks you may undertake while in the classroom
- The expectations regarding confidentiality

During this course parents will learn about:

- The different roles you may have being a classroom / parent helper
- How you can support the classroom learning
- What you need to keep in mind if you become a classroom / parent helper

We look forward to seeing as many parents as possible attend this course and then welcoming parents / grandparents into the classroom to help / support our students.

Thank you to Mrs Julie Shepherd and Miss Amanda Neary for leading this course.

Tutor Learning Initiative

The Victorian State Government has funded the tutor learning initiative for 2024 to support learning catch up. The Tutor Learning Initiative (TLI) is worth \$200+ million across State Government Schools which is an unprecedented investment of a program on this nature. This funding is being used to employ tutor teachers to work with students who fell behind in their learning.

Our Tutor Learning Teacher is Mrs Sarah Martin. Mrs Martin has been working with individual students and small groups of students since the start of the year. Mrs Martin works with the classroom teachers to plan and teach a program that reflects on the work being completed in the classroom and works on the individual learning needs of these students.



Mrs Martin has communicated with all families that have their child/children attending these Tutor Learning Sessions.

The focus areas for tutoring are Number, Reading and Writing, and there are also many incidental benefits, such as the development of confidence, independence, building self-

esteem and persistence.

Parental Communication Policy

At Camelot Rise PS we are committed to effective communication and ensuring that appropriate opportunities exist for parents to raise any concerns and ask questions related to their child's education, wellbeing and progress.

Typically, parents will need to make an appointment to meet with their child's teacher, especially if the matter needs an in-depth discussion. A meeting such as this is best done at a mutually convenient time, where there is enough time to have a proper discussion. Please contact the office if you wish to make an appointment with one of our teaching staff. You can also contact the teacher via Compass or email.

Before school is usually not convenient to contact teachers as they are usually making final preparations for teaching. A brief message is usually Ok before school, so long as a long discussion is not required. After school is the best time and our teachers will endeavour to fit this in around our regular meetings, which are held on Tuesdays and Wednesdays.

French Language Assistant

We are thrilled to announce that we will have a French Language Assistant starting at Camelot Rise Primary School from the commencement of Term Two.

Juliette will be working at Camelot Rise Primary School every Thursday alongside Mrs
Rosemary Thom, our French Teacher. Juliette will be working at
Vermont Secondary College every Monday – Wednesday.

We are very happy to welcome Juliette to our school community and providing another avenue to promote and enhance our French Program.

Mathletics

This year all students at Camelot Rise PS will be registered to access Mathletics, which is

an online Maths Program that the children can use both at school and at home. In the next few weeks all students will receive a password and login from their class teacher.



Some of the many benefits of Mathletics are:

- Mathletics captivates and challenges students in a stimulating, interactive environment
 - Used by millions of students each month
 - Used by more than 250,000 students each day
 - Students are motivated and engaged
 - o Students are able to work through the curriculum at their own pace
 - o Students are assisted by an online support centre
 - o Live Mathletics fosters a stimulating and exciting online learning community
 - o Students are engaged and motivated to learn
 - Easy to use
 - o Students have access to Mathletics 24 hours a day, 7 days a week
 - Provides the perfect link between home and school, where results flow seamlessly
 - Hall of Fame and certificates recognise and reward participation and achievement.

Please have a look at the website link below to find out more information about Mathletics http://www.mathletics.com.au/

Teachers may use Mathletics to set learning activities and set specific homework for the students to complete as part of their Mathematics program.

Extreme Heat

We are currently experiencing some hot weather and student safety is always the priority at our school. To support this the following guidelines are in place to support the health and safety of both students and staff. Students at our school are encouraged to make healthy choices. They are supported to understand effects of sun exposure and are encouraged to be involved in initiatives to promote and model sun protection measures to the whole school.

If the temperature reaches 35 degrees Celsius outdoor school events including, but not limited to, PE classes, recess and lunch time play, concerts and sporting events will be

cancelled or postponed.

At 35 degrees or above the students will spend recess and lunch times inside their classrooms. These will be called 'Hot Day' timetables . PE classes will take place inside the gymnasium.

The temperature will be determined by the Bureau of Meteorology website <u>Australia's official</u> weather forecasts & weather radar - Bureau of Meteorology (bom.gov.au)

School Council 2024 Membership

We would like to announce that the School Council nomination process for 2024 is now completed and we would like to announce that our School Council for 2024 will be:

- Cindy Zhou (2024 & 2025)
- Keean Braybon (2024 & 2025)
- Paramdeep Singh (2024 & 2025)
- Chris Eryurek (2024 & 2025)
- Shyam Gomatam (2024 & 2025)
- Dean Clinton (2023 & 2024)
- Madara Marasinghe (2023 & 2024)
- Xuan Li (2023 & 2024)
- Bronwyn Miller (2023 & 2024)
- Fiona Mackenzie (2023 & 2024)

Staff

- Ben Heys (2023 & 2024)
- Wendy Yoong (replacing Hayley Lonsdale until March 2025)
- Michelle Cohen Beavis (2024 & 2025)
- Aggie Kurzak Reeves (2024 & 2025)
- Matthew Coney

We would like to acknowledge and thank Carrie Foster, Saugat Dey, Chrissie Sandford-Ricci and Hayley Lonsdale as their current tenure on School Council will expire at the March 2024 School Council meeting.

We would like to thank these members of School Council for their services to our school. They have been a great support and I appreciate their efforts over the past 2+ years.

We would like to acknowledge and thank Carrie Foster for her and her family's involvement in Camelot Rise PS for many years. Carrie has been a long-standing member of School Council and was our President for many years. Carrie performed her role as President extremely well and always ensured that our conversations and discussions were always focussed on what is best for the students at our school.

Carrie has been a wonderful School Council President, and we will very much miss working with her.

We wish Carrie and the Foster family all the best with the next phase of their lives.

Our first meeting of the 2024 School Council will be on Thursday, 21st March at 7.00pm.

onPsych is now available at our school!

Do you find that your child is having emotional or behavioural issues? Are they struggling socially, academically? Camelot Rise Primary School now has an accredited mental health social worker to support your child.

Tracy Harris is an accredited mental health social worker who specialises in child and adolescent mental health. Their services are provided at the school at **NO OUT OF POCKET COST** through Medicare bulk billing, NDIS and other services. They will work collaboratively with you, your child, and the teachers to maximise opportunities for positive growth.

If you believe that this might benefit you child, please contact Ben

Heys <u>ben.heys@education.vic.gov.au</u> and request a Parent Pack for further information.

Matthew Coney & Ben Heys



Dates to remember

School Term Dates 2024

Term 1

Tuesday 30th January -

Thursday 28th March

2:30pm finish

Term 2

Monday 15th April - Friday 28th

June

2:30pm finish

Term 3

Monday 15th July - Friday 20th

September

2:30pm finish

Term 4

Monday 7th October - Friday

20th December

1:30pm finish

Curriculum Days 2024

(Student free days)

Term 1

Tuesday 12th March

Term 2

Wednesday 1st May

Term 4

Monday 4th November

Professional Practice Days

2024

(Student free day)

Term 3

Friday 16th August

School Council Meeting

Dates for 2024:

Term 1:

Thursday 29th February

Thursday 21st, March (6.30pm

start on this night with our

2023 School Council & Annual

General Meeting)

Term 2:

Thursday, 23rd May

Thursday, 20th June

Term 3:

Thursday, 8th August

Thursday, 12th

SeptemberTerm 4:

Thursday, 21st November

Thursday, 5th December

(6.00pm start)

March 2024

Wednesday 27th March

Twilight Sports



Student of the Week Awards

Friday 23rd February 2024

•		
Class		
FJ	Ronnie	Stanly
	In recognition of the thoughtful	In recognition of the resilience he
	and generous way he has helped	displayed in his first few weeks of
	his peers settle into school life.	school. Stanly has been brave when
	Ronnie's friendly smile and	having new experiences in the
	guiding hand has helped his	classroom and outside in the yard.
	friends feel happy at school.	
FL	Anika	Leroy
	In recognition of being a	In recognition of settling into
	wonderful friend by helping others	classroom routines with positivity.
	settle into Foundation and being	You have been responsible during
	kind to them. Well done Anika!	learning and have progressed with
		your self-management skills. Keep it
		up Leroy!
FN	Advik	Akshaya
	In recognition of being such a	In recognition of always
	kind, caring and compassionate	demonstrating a positive attitude
	foundation student. You are always	towards school.
	thinking of others and helping	

	whenever you can. Keep it up Advik!	You come to school each day eager to learn. You are a great role model Akshaya!
1KR	Rayan In recognition of being such a kind and supportive member of 1KR. I love that you are always ready to help your friends, whether it is to read with them or help them find their hat. You spread so much joy through our classroom.	Molly In recognition of being an outstanding learning role model in our classroom. Molly, I love the way you challenge yourself, and learn from your mistakes. Thank you for being such a persistent and resilient learner.
1L	Zac In recognition of the great team work displayed when creating a hygiene poster.	Esther In recognition of being a wonderful helper in the classroom and keeping our classroom in top shape.
1GW	In recognition of helping, thoughtfully listening and cooperatively working with her peers. Thank you for all the kindness you show to your classmates Ke.	Stephen In recognition of a fantastic start to Year One! He faces challenges with a positive attitude and persistence. Keep it up Stephen!
2JR	Zoe In recognition of the amazing descriptive words she used when writing about decorating a cookie for Valentine's Day. Zoe included a very memorable simile that made Mrs Johnson smile. Well done Zoe!	Rachel In recognition of doing such a great job making interesting contributions during our whole class discussions. Rachel always remembers to put her hand up and speaks using a respectful voice. Excellent work Rachel!
2G	Abbey In recognition of taking initiative and being an amazing helper around the classroom. Thank you and keep it up!	Amelia In recognition of her enthusiasm she showed during spelling this week. You have picked up the content quickly Amelia, well done!
2S	Aria	Rishi

	In recognition of being thoughtful about caring for our environment, remembering to switch lights off and use recycled paper.	In recognition of settling in so well to your new school and displaying Camelot Rise Primary School values.
ЗНВ	Elizabeth In recognition of her class work in mathematics during our Place Value unit. Elizabeth presented a neat and well-spaced number line and could place three digit numbers accurately along the line. Terrific work, Elizabeth!	Nate In recognition of his class work in writing during our Persuasive Writing unit. Nate wrote a well-structured and thoughtful opening statement for the topic 'Trees are Good for Humans'. Well done, Nate!
3CB	Xavier In recognition of his commitment to helping his class promptly set up sports games each week.	Riaan In recognition of being a quiet achiever who is ready to learn and is an absolute pleasure to teach.
4Y	Shanaya B In recognition of her contributions in our class discussions and volunteering answers during our Reading sessions. Well done!	Ishaan P In recognition of showing his responsibility to learn and grow his independence in the classroom. Ishaan wrote his own story retelling the soccer incident without support. Well done!
4W	In recognition of his committed effort to produce a persuasive text on the chosen topic "Sport is better than computer games". You have correctly used TEAL to construct clear and convincing arguments. I am so proud of the effort you have put into this fantastic piece of work!	In recognition of her tracking her thinking in a clear and concise way during Independent Reading. You extended your tracking by delving deeper into your thoughts as you were reading your JRB. Keep up the amazing work!
5YT	Camden In recognition of his friendliness towards others, his positive attitude towards all areas of	Claire In recognition of her high level of self-discipline; managing her time, learning resources, and energy

	learning, and his growing leadership skills. Well done, Camden.	effectively. Because of this, and her friendly and optimistic attitude, Claire is able to achieve great results in all areas of school. Well done! Keep it up!
5B	In recognition of your well written character analysis on Rayla. You included details about her personality and traits and added evidence to support your thinking. I also really liked your own analysis and ideas. Keep it up!	In recognition of the responsibility you showed when you designed and took on the job of completing our class sign. You really helped me out and the end product looks great. Thanks Kyna!
6J	Thinali In recognition of her outstanding efforts during writing. Thinali worked hard to analyse her work, to better understand her inclusion of narrative strategies. Excellent work, Thinali. Well done!	Asher In recognition of his efforts during reading. Asher was fully prepared and ready to discuss his thinking. He took initiative in sharing first, and added to the thoughts of others in an effective and constructive manner. Brilliant work, Asher!
6E	Cynthia In recognition of her fantastic character analysis that she wrote this week. It was highly detailed and full of her own thoughts, demonstrating a deep understanding of the text. Great work Cynthia!	Abigail In recognition of the responsibility and dedication she has shown in her leadership position within the yard. Abby has taken her role seriously and acted with professionalism and positivity. Great work Abby!
PERFORMING ARTS	Zoe FL In recognition of the great enthusiasm she demonstrates when singing and dancing in Performing Arts class.	Alexia 2S In recognition of the respectful way she always handles and plays the musical instruments in Performing Arts.
VISUAL ARTS	Ethan 1L In recognition of his attention to detail and effective colour choice when completing his section of	Ruth 4W In recognition of her regular demonstrations of our school values, especially the value of Responsibility.

	the class collaborative piece. Ethan coloured beautifully and organised his colours to repeat across the pattern. Fantastic job, Ethan!	Ruth doesn't think twice before pushing in chairs that others have forgotten to, helping a classmate, or cleaning up a mess that isn't hers. Thank you for your kindness and care, Ruth – it is greatly appreciated!
PE	Andrew 5YT In recognition of the wonderful sportsmanship you display towards a fellow competitor at the District swimming carnival. Well done, Andrew! Keep up the excellent attitude.	Skanda FJ In recognition of the wonderful way you have settled into PE. Well done, Skanda. Keep up the great work!
FRENCH	Iris 4Y In recognition of impressive pronunciation and expression when reading her role play and for great coaching of her partner. Fantastique, Iris!	Clara 1L In recognition of excellent, accurate and independent written work on the family. Fantastique, Clara!
STEM	Emma 2S In recognition of her fantastic teamwork during the physical changes experiment in STEM this week. Keep it up Emma!	Rishi 2S In recognition of his fantastic teamwork during the physical changes experiment in STEM this week. Keep it up Rishi!
Specialist Trophy: 1 L		



School Events

Collaborative pieces in Visual Arts

Students from each year level andded individual works of add to greate a cooaborative piece.











Hockey at CRPS

Last week students were given the opportunity to learn hockey skills with members from Hockey Victoria during PE.





Grde 1 students and minibeasts!

Grade 1 students foraged the grounds and found sticks and leaves which they used to create their own mini beasts. They will now use these for a creative writing lesson.











Community News

Noumea Study Tour Information Night for Year 5/6 families

We are hoping to be able to offer a French Study Tour to Noumea in September this year for our current Year 5 / 6 students and any interested parents.

An information night will be held on Thursday, 29th February in the library at 5.30 pm for those parents interested in the proposed study tour to Noumea in September of this year (2/9/24 - 9/9/24). Mrs Rosemary Thom will be leading this session outlining the costs, itinerary, the accommodation and providing a general overview of this trip.



We look forward to seeing as many parents and students attend this information session that are interested in this exciting study tour.

School Production 2024

We are very excited to announce that we are beginning to prepare for our 2024 Whole School Production "Step Back in Time".

Interested students in Level 5 & 6 will be given the opportunity to sign up and audition for a main cast acting or singing role.

Auditions will be conducted during Weeks 6 & 7 this term.

Please refer to the recent Compass newsfeed for documents outlining the process and the criteria. These newsfeeds were sent to Year 5 and 6 families only.

Happy School

Our school is a proud member of the Happy School program.

Click on the link below for more information

https://www.happyschool.com.au/What-is-the-Happy-School-program/



Gardening Club

The Camelot Rise PS Gardening Club is looking for donations. If you have any seeds or

seedlings that you could donate, we would greatly appreciate them. We are looking to plant new things in our garden boxes. Flowers, vegetables and herbs would be ideal.



Please leave all donations at the office or take them directly to Ms Tusia 5YT.

playgroup@CamelotRise

Playgroup at CRPS is on a Wednesday morning.

If you would like to join in the fun please contact us via the playgroup email address playgroup@camelotrise.vic.edu.au or for further information please call 98035344.

Playgroup is held in the Tydeman Arts Centre starting at 9.15am until 10.30am.

This is a fantastic opportunity for our school and local community to experience an informal play group session within the school grounds and provide the opportunity to develop social interactions for parents and children alike. We can all learn and grow together through play.









OHSC Newsletter



Canteen

The Canteen is now open soon for window sales on Wednesdays and Fridays.

Thank you to Apana and volunteers for making this possible.

We are looking for more volunteers to assist on Wednesday and Friday in the canteen. If you have a WWC and would like to help out between 1:00pm and 2:45pm on either day please contact the school office or complete this google form https://forms.gle/6aypZcUtwpBHwGDC8



We appreciate your assistance.

Parking

Parking is available along King Arthur Drive, Galahad Crescent and Avalon Avenue. Monash City Council Parking Inspectors regularly monitor the parking situation in Galahad Crescent. As the safety of all our students is our prime concern, we are pleased that the Council has taken this initiative to ensure that the parking restrictions are observed. When vehicles are stopped or parked too close to the crossing, the visibility of drivers approaching the school crossing is impaired and this places our students at risk. We ask parent's co-operation in keeping this area clear at all times.

Please remember that to maximise the safety of all our students (and community) it is important to observe and follow all guidelines in place at all times:

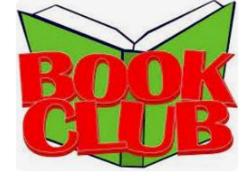
- There is a 2-minute drop-off zone in place, which means <u>2 minutes maximum</u>.
 Vehicles are not to be left unattended.
- There is a Permit Only Zone in front of the staff carpark. Please do not park here unless you have a permit.
- Abide by all road rules
- Use the crossings provided (manned or not) to cross the road
- Ensure children exit the car on the footpath side
- Encourage your children to stand on the footpath not on the road when leaving the car
- Be patient and respectful of other motorists

Scholastics Bookclub

Scholastic aims to give every child access to quality books and learning materials, and create literacy-rich homes, schools and communities throughout Australia.

To help achieve this goal, Scholastic Rewards were created as a form of currency as a way to give back to schools.

Every time you participate in a Scholastic offering, your School is being rewarded! For example, for every Book Club order that you place, Scholastic gives back 20% of your total order spend to your school as Scholastic Rewards.



Scholastic gives away millions of dollars in Scholastic Rewards each year, helping to stretch countless school and classroom budgets further. In doing so, educators have access to an

extensive range of resources and cross-curriculum products to help their students reach their highest potential.

Primary School Wear (PSW)

Wearing school uniform fosters pride in our school, encourages children to identify with the school and feel a sense of belonging. It also assists with supervision and safety on visits out of the school, and unifies students from varying social and cultural backgrounds.

Primary School Wear (PSW) is our school uniform.

PSW is located at 342-350 Springvale Rd Glen Waverley 3150



For PSW uniform information, online ordering and click & collect services click HERE

Compass Parent information

For all you need to know about Compass



Compass Parent Guide.pdf

School Uniform and Drink Bottles Reminder

Please ensure that your children are dressed each and every day wearing their CRPS uniform including school Sun Smart hat and school jumper or jacket.

Reminder. No glass bottles or containers should be bought to school, thank you.

Join our Facebook and Instagram page and stay connected



https://www.facebook.com/Camelot-Rise-Primary-School-162137937140017/camelotriseps on Instagram

Camelot Rise Primary School invites you to join and follow our very own Facebook Group and Instagram page. As a school community, we are very keen for you to keep in touch with communications and to make connecting with our school convenient.

Enrolments for 2025

Last year, the Department of Education has introduced a new timeline for children starting Foundation (Prep).

The new timeline advises families when and how to enrol their child into Foundation (Prep) at a Victorian government school and seeks to make the enrolment process simpler, clearer and fairer for families.

You can read about the new guidelines at <u>Enrolling in Foundation (Prep) | Victorian Government (www.vic.gov.au)</u>

Upon acceptance of the offer, you will receive details of the transition sessions.

Classroom Cuisine

Lunch can be ordered online through the following Classroom Cuisine website on Monday, Wednesday, Thursday and Friday.



https://www.classroomcuisine.com.au/docs/menu-website.pdf



Privacy Information

Privacy Collection Notice for parents and carers

The Department of Education (the department) values your privacy and is committed to protecting the personal and health information that schools collect.

All school staff must comply with Victorian privacy law and the <u>Schools' Privacy Policy</u>. This notice explains how the department, including Victorian government schools (schools), handles personal and health information. On occasion, specific consent will be sought for the collection and use of information, for example, for a student to receive a health service. Our schools are also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information.

Throughout this notice, 'staff' includes principals, teachers, student support service officers, youth workers, social workers, nurses and any other allied health practitioners, and all other employees, contractors, volunteers and service providers of the school and the department.

On enrolment, and during the ordinary course of a student's attendance at a school, schools will collect information about students and their families for the following purposes:

- educating students
- · supporting students' social and emotional wellbeing, and health
- fulfilling legal obligations, including duty of care, anti-discrimination law and occupational health and safety law
- · communicating and engaging with parents

- · student administration
- school management
- supporting policy in relation to student education and wellbeing.

If this information is not collected, schools may be unable to provide optimal education or support to students or fulfil legal obligations.

For example, our schools rely on parents to provide **health information** about any medical condition or disability that their child has, medication their child may take while at school, any known allergies and contact details of their child's doctor. If parents do not provide all relevant health information, this may put their child's health at risk.

Our schools also require current, relevant information about all **parents and carers** so that schools can take account of safety concerns that affect their children. Parents should provide schools with copies of all current parenting plans and court orders about or that affect their children and provide updated copies when they change.

When parents enrol their child in primary school, they will be asked to provide personal and health information in several ways, including via the Enrolment Form, the <u>School Entrance Health Questionnaire</u> (SEHQ) and the <u>Early Childhood Intervention Service</u> (ECIS) Transition Form.

The **Enrolment Form** is used to collect information that is essential for the purposes listed above, and requests information such as:

- Emergency contacts Individuals parents nominate for a school to contact during
 an emergency. Parents should ensure that their nominated emergency contact
 agrees to their contact details being provided to the school and that they understand
 their details may be disclosed by the department if lawful, e.g. in the case of
 emergency communications relating to bush fires or floods.
- Student background information Information about country of birth, Aboriginal or
 Torres Strait Islander origin, language spoken at home and parent occupation. This
 information enables the department to allocate appropriate resources to schools.
 The department also uses this information to plan for future educational needs in
 Victoria and shares some information with the Commonwealth government to
 monitor, plan and allocate resources.
- Immunisation status This assists schools to manage health risks and legal obligations. The department may also provide this information to the Department of

Health and Department of Families, Fairness and Housing to assess immunisation rates in Victoria, but not in a way which identifies students.

• Visa status – This is required to process a student's enrolment.

All schools may use departmental systems and online tools such as apps and other software to effectively collect and manage information about students and families for the purposes listed above.

When schools use these online tools, they take steps to ensure that student information is secure. If parents or carers have any concerns about the use of these online tools, please contact the school.

School staff will only share student and family information with other school staff who need to know to enable them to educate or support the student as described above. Information will only be shared outside the school (and outside the department) as required or authorised by law, including where sharing is required to meet duty of care, anti-discrimination, occupational health and safety, and child wellbeing and safety obligations. The information collected will not be disclosed beyond the school and department without parent consent unless such disclosure is lawful.

When a student transfers to another school (including Catholic, independent and interstate), personal and/or health information about that student may be transferred to the next school. Transferring this information is in the best interests of the student and assists the next school to provide the best possible education and support to the student. For further detail about how and what level of information is provided to the next school, refer to the: Enrolment: Student transfers between schools

Schools only provide school reports and ordinary school communications to students, parents, carers or others who have a legal right to that information. Requests for access to other student information or by others must be made by lodging a <u>Freedom of Information</u> (FOI) application.

To update student or family information, parents should contact their school.

For more information about how schools and the department collect and manage personal and health information, or how to access personal and health information held by a school about you or your child, refer to the: Schools' Privacy Policy



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