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Camelot Rise Primary School Newsletter

Issue 1 · 13 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

Welcome back

Welcome again to the start of the 2024 school year. New beginnings, new hopes, new staff and new children. We have been thrilled with the way the students have commenced the school year ready to learn and reconnect with their peers and teachers.

We would also like to welcome our new staff, who have worked hard to transition to our

great school. A strength of Camelot Rise Primary School is our people, and our whole school practices delivers a guaranteed curriculum for all our students. It has been this invisible work of setting up dynamic classroom environments and planning together that has contributed to such a smooth start for the students.



Thank you to all the dedicated staff that spent many hours at home and school over the holidays preparing their resources and classrooms for the start of the school year. We are most fortunate to have such dedicated, professional staff who work collaboratively to ensure the best learning environment for our students.

On behalf of the staff, I would like to welcome all our new and returning families to Camelot Rise Primary School, and we trust that you will enjoy working with us to provide your child with the best possible education.

In 2024 we will be producing newsletter on a fortnightly basis and we will also be communicating with families via Compass. It is extremely important that all families have access to Compass and stay aware of what is happening at school.

Class structure for 2024

Foundation L: Miss Hayley Lonsdale
Foundation J: Miss Ashleigh Jacobs
Foundation N: Miss Amanda Neary

1GW: Mrs Tennille Giannopoulos (Monday – Wednesday) & Mrs Karen Watts

(Thursday & Friday)

1KR: Mrs Aggie Kurzak-Reeves

1L Ms Le-Buu Ly

2G: Miss Lauren Gabrielle

2JR Mrs Peta Rose (Monday & Tuesday) & Mrs Stephanie Johnson

(Wednesday - Friday)

2S Mrs Julie Shepherd

3CB: Mrs Michelle Cohen-Beavis

3HB: Mrs Jane Humphries (Monday – Wednesday) & Mrs Kellie Byrne

(Thursday & Friday)

4Y: Mrs Wendy Yoong4W: Mrs Sarah Woods

5YT: Mr Chris Young (Monday – Wednesday) & Mrs Illana Tusia

(Thursday & Friday)

5B: Mrs Linda Bett

6J: Mr Simon Judkins

6E: Miss Caroline Eaves

Specialist Programs for 2024

Physical Education:	Mr Cam Stillman	(Tuesday – Friday)
Visual Arts:	Mrs Sharyn Newstead	(Monday – Thursday)
Performing Arts:	Ms Deb Hong	(Monday – Friday)
French:	Ms Rosemary Thom	(Monday – Thursday)
STEM:	Mrs Lorna Vinar	(Monday, Tuesday, Wednesday & Friday)
EAL:	Mrs Leilani Burgess	(Monday, Tuesday & Thursday)
Tutor:	Mrs Sarah Martin	(Monday &Tuesday)

Administration

Principal: Mr Matthew Coney

Assistant Principal: Mr Ben Heys

Learning Specialists Mrs Tennille Giannopoulos, Mr Simon Judkins and Mrs

Wendy Yoong

Business Manager: Mrs Christine Chara

Student Administration: Mrs Kerryn Wardle & Mrs Tracy Davidson

Education Support Staff

(Integration Aides/ Learning Support):

Mrs Jo Hewett

Mr Andy Pullar

Mrs Chrissie Sandford-Ricci

Mrs Fiona Schwass

Welcome (and welcome back) to our new (and returning) staff in 2024:

In 2024 we would like to welcome:

Mrs Karen Watts	(Year 1 teacher)
Ms Le-Buu Ly	(Year 1 Teacher)
Mrs Jane Humphries	(Year 3 Teacher)
Mrs Kellie Byrne	(Year 3 Teacher)

We look forward to introducing these new staff to the students and community at a school assembly early in 2024.

Productive Partnerships

Camelot Rise Primary School staff are looking forward to a productive partnership with you to ensure all children can achieve their highest potential. We recognise that in order to be successful in school, our children need support from both the home and school, knowing that a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our students' success. We want you to know that we will do our very best to carry out our responsibilities, and we ask that you guide and support your child's learning by ensuring

- Attendance at school daily and arrival on time, ready for the day's learning experience
- Supporting the school values
- Daily reading to develop a love for literature and to improve critical language skills

• Sharing school experiences with you so that you are aware of your child's school life

Working and 'learning together' we can achieve great results.

Learning together

Communication

At Camelot Rise Primary School we have a high emphasis on building community and developing the important link between school and home.

Should you need to contact your child/ren's teacher, an email is the suggested starting point, with this form of communication particularly accessible for working parents who are not able to visit the school and chat before and/or after school.

When emailing, we ask parents to respectfully give staff sufficient time to respond or to

take action as requested, as during school hours we concentrate our efforts on the students. Our teachers and staff are very responsive to parents and careers, however, they are extremely busy each day. For this reason, we ask for emails and



phone calls to be kept to a minimum – and not to be an avenue for daily or weekly updates about individual students.

Please remain mindful that teachers are occupied during much of the day. It is very important that teaching staff devote full attention and 'duty of care' to our school's students throughout each school day (noting that some staff are not full time, therefore may need a longer response timeframe depending on working hours and days).

Additionally, staff are not expected to attend to emails outside of 'business hours', during holidays or on weekends. We also have an expectation that all parents and members of the community communicate with staff in a respectful manner at all times.

Emails are best used when you have a message that does not require a lot of detail and is not urgent; if a message is urgent please call the school office on 9803 5344.

Curriculum and Teacher Professional Parents Days

2024 Curriculum Days and Teacher Professional Practice Day - Student Free days

 Monday, 29th January – Staff First Aid Training / Setting the scene / PLC Meeting time (Term One)

• Tuesday 12th March – Writing with Julie Shepherd (Term One)

Wednesday 1st May - Writing with Julie Shepherd (Term Two)

Monday, 4th November – Report Writing Day (Term Four)

2024 Teacher Professional Practice Days

Friday 16th August – Professional Learning Communities (Term Three)

All of the dates listed above are Student Free days at Camelot Rise Primary School. We will advise the community if Camp Australia will be able to provide a service on these days. Reminders of these dates will be sent out throughout the year.

School Assemblies

In 2024 we will be holding our school assemblies on a fortnightly basis. The rationale behind this decision is to allow teachers to spend more time with their classes and enable them to complete weekly 'Wellbeing' sessions.

All students will still have the opportunity to be presented with a 'Student of the Week' award and be involved in a class performance throughout the year.

Assemblies will commence at 2.45pm till approximately 3.15pm.

Each class / specialist teacher will now present two awards at each assembly. Student

Leaders will continue to read out the names of the students accepting the award (but not the reasons as to why they were selected – this will be discussed back in the classroom). Students will come forward and collect their award and stand proudly in front of their peers and school community.



At each assembly we will still have children presenting a song, dance, class presentation, student and teacher announcements etc.

During non-assembly weeks the Year 6 Student Leaders will be working with a Year 6 teacher on their leadership roles across the school. This may include making news reports or mini movies about the school activities in the Green Room. These items will then be shared at the assembly the following week.

Our first school assembly for 2024 was on Friday, 9th February.

School Production 2024

We have locked in the dates of **Wednesday, 9th and Thursday, 10th October 2024** for our production 'Step Back in Time'. Information about this will be shared with families early in 2024.

Please put these dates into your calendars.

Information Nights

We were thrilled with the attendance at our Parent Information Nights during the first week of the year. It was great that parents were able to listen to the teachers talk about the upcoming year ahead and parents had the opportunity to ask questions. The presentations that were used by staff on the night have been sent home to families via Compass and are displayed on our school website for future reference.

Thanks to the teaching staff for leading these sessions.

'We are Learning' Boards

Each term our teachers carefully plan what the students will be learning in all curriculum areas for the upcoming term. This is based on the Victorian Curriculum. The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of

schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.



Our staff carefully plan the content of what is taught based on the learning needs of the students, prior knowledge and student interests. The planning documents our teachers produce form part of our 'We are Learning' Board that is displayed in the foyer of our school.

We invite parents to look at our 'We are Learning' board that clearly articulates exactly what is being taught in all class and specialist classes this term. The class and specialist teachers have prepared this information. As a parent it is invaluable to know what is taught at school so you can assist and support your child / children at home. This information will be updated each term. Thanks to all the teachers for the amazing amount of work they have put into this display!

We encourage all parents to look at this board and see what exciting learning adventures your child has to look forward to this term.

All of these 'We are Learning documents' will be sent out to all families via Compass by the end of Week Two each term.

Welcome to our new Foundation (Prep) students

We are thrilled with the way our 2024 Foundation (Prep) students have settled into schooling life. It was a pleasure to see so many smiling faces. I would like to thank Miss Lonsdale, Miss Neary and Miss Jacobs who have created wonderfully attractive classrooms for these students and the look of excitement on the faces was priceless.

School Council Elections

During Week One information regarding the 2024 School Council election process was sent to families via Compass. I would encourage any interested parent to contact me for more information. School council is an extremely vital part of the school, and it is from school council feedback that helps inform the future direction of our school. Please look out for this if you think you may be interested in nominating or being nominated for 2024. Information includes a timeline and summary of the role of School Council.

Student's Mobile Phones

A reminder that the Department of Education has in place a mobile phone ban that requires students who bring mobiles phones to school to have them switched off and securely put away during school hours.

The department is requiring all schools to ensure this ban is in place and enforced from the start of the 2024 school year.

The ban applies equally to all government schools right across the state.

This helps ensure that school is a learning environment free from unnecessary distractions and disruptions.

By ensuring mobile phones are kept away at recess and lunch times, students can interact with each other face-to-face, without the distractions and social pressures that mobile phones can cause.

I ask for the support of all our families, staff and students in continuing to support the implementation of this policy in our school.

Further information

Exceptions: For a small number of students with particular health needs, an exception to the policy may be granted. Please contact Matthew Coney or Ben Heys if you would like to discuss this.

Emergencies: In the event of an emergency or if you need to immediately contact your child, I ask that families contact the school office who will pass on a message as required.

School mobile phone policy: A copy of our school's local mobile phone policy, which implements the government's mobile policy in line with our local context, is available here: <u>Camelot Rise Primary | Glen Waverley | Home</u>

Parent support: The <u>Mobile phones in schools webpage</u> provides links to resources for families to help them balance their children's time using mobile phones.

If you have further questions, please contact the administration office.

Student Leadership badge presentations

Our Student Leadership Badge Presentation will be held on Friday 8th March at 2.45pm as part of our school assembly. Mr John Mullahy (MP – Member for Glen Waverley) will be at this assembly to present the badges to our student leaders and talk to all students about leadership. We thank Mr Mullahy for his time to attend this very special assembly for our students and their families.

At this assembly we will be presenting badges to the following students:

- School Captains
- Vice Captains
- Sport Captains
- Visual Arts Captains
- Performing Arts Captains
- French Captains
- STEM Captains
- Environment Captains
- Resource Captains
- Wellbeing Captains
- House Captains (Avalon, Galahad, King Arthur & Chivalry)

We hope to see as many parents as possible attend this assembly.

The Resilience Project

In 2024, Camelot Rise Primary School students and staff will be participating in the Resilience Project. To begin our journey, all students will participate in a one-hour student presentation by Martin Heppell.

This presentation will be at Glen Waverley Primary School.Martin will be delivering his flagship 'Discovering Resilience' presentation to your community. Through his high-energy humour and captivating storytelling, Martin will share simple, practical tips we can use everyday to improve our wellbeing.



Camelot Rise staff will then work closely with our Resilience Project coach throughout the year to support us through this role-out.

There will be weekly Resilience Project lessons taking place in the classroom, along with activities that students can do at home.

On Thursday, 15th February there will be a free Community Presentation for parents and carers to attend.

Anyone who would like to attend the Community Parent/ Carer presentation will need to register for a free ticket using the following link:

https://www.ticketebo.com.au/mirvac2024

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 ben.heys@education.vic.gov.au and request a Parent Pack for further information.

2024 Parent Payments Reminder

Parent payments are an essential source of funds for a school to operate effectively. Without student fees schools would not be able to provide the many programs and resources we provide for the students at Camelot Rise Primary School. We would like to thank the parents that have already made these payments.

Working with Children Checks (WWC)

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. Once you have your WWC 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 WWC check.

Accident insurance

The Department of Education (DE) does not provide personal accident insurance for students. Parents are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. Ambulance cover could be one consideration as the school will not hesitate to call an ambulance if we are concerned for a child's wellbeing.

The Department of Education (DE) states that reasonable low-cost accident insurance policies are available from the commercial insurance sector.

Personal goods brought at owner's risk

Personal goods brought to school at owner's risk The Department of Education (DE) does not hold insurance for personal property brought to schools. Principals are requested to remind students and parents/guardians of this at the beginning of each academic year and to discourage parents/students from bringing any unnecessary or particularly valuable items to school. Please, try and avoid bringing these items as it can be most upsetting for all concerned when items do go missing.

Annual Privacy reminder

Our school collects, uses, discloses and stores student and parent personal information for standard school functions or where permitted by law, as stated in the <u>Schools' Privacy Policy</u>.

Please take time to remind yourself of our school's collection notice, found on our website <u>Camelot Rise Primary | Glen Waverley | Home</u>

For more information about privacy, refer to: <u>Schools' Privacy Policy — information for</u> parents. This information is also available in ten community languages:

- * Amharic
- * Arabic
- * Dari
- * Gujarati
- * Mandarin
- * Somali
- * Sudanese
- * Turkish
- * Urdu

* Vietnamese

Our Physical Education/Sports Uniform

As part of a school uniform the Year 4, 5 & 6 students have the opportunity to purchase and wear a sports uniform. This sports uniform is an optional item.

Historically our students have worn their 'normal school uniform' on Sports Days, however, now students can wear their sports uniform when representing the school and participating in Physical Education classes.

These items are currently available in the PSW shop.

These are optional additions to the school uniform.

These uniforms can be worn by Year 4, 5 & 6 students on the following days:

- Physical Education classes
- Sporting events
- Interschool Sports
- House Sport events

We are very excited at the prospect of these sports uniforms as we will look fantastic and further develop a sense of pride in the school.



Literacy Parental Engagement and Activites

We have listed below a useful Department of Education website that provides parents with many activities that their children can participate in to help inspire and boost their Literacy &

Numeracy skills.

https://www.education.vic.gov.au/Documents/school/teachers/teachingresources/discipline/english/literacy/LiteracyandNumeracyTipstoHelpYourChild_Final.pdf

Help with school costs

Families are encouraged to contact Ben, myself or the school office if you are having difficulty with school costs. Programs like Affordable School Uniforms and the Camps, Sports and Excursions Fund (CSEF) can help with the cost of school uniforms and other essential school items as well as school activities for eligible students.

For more information for parents, refer to Help with school costs and fees.

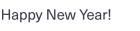
Heat Policy

The school operates a heat policy and we keep the children indoors in air conditioned classrooms on very hot days where the temperature exceeds 350. We have also been asked to remind our parent community about the dangers of leaving children in cars on very hot days.

Chinese New Year

Saturday 10th Febuary marks the beginning of the Chinese New Year. 2024 is the year of the Wood Dragon. I would like to take this opportunity to wish

everyone in our community who celebrates this significant event a





Home-school communication

Ben Heys (Assistant Principal) and I are always open and available to meet with parents and our community. Our number one priority is the engagement, wellbeing and care of all students at Camelot Rise Primary School, and we are always happy to hear feedback on the improvements we are making and what we can do to better assist our students. Ben and I are always available to speak to parents in relation to any feedback you can provide us that will ultimately benefit the students at Camelot Rise Primary School. Please feel free to drop in at any time or contact us to arrange a suitable meeting time.

Please come and see us for a chat!



Dates to remember

School	Term	Dates	2024	Term 4
0011001		Pates		101111

Term 1 Monday 7th October - Friday **Professional Practice Days**

Tuesday 30th January - 20th December 2024

Thursday 28th March 1:30pm finish (Student free day)

Foundation students Term 3

commence on Monday, 5th Friday 16th August

- Tally Toll Again

February 2024

2:30pm finish

Term 2 Curriculum Days 2024

Monday 15th April - Friday 28th (Student free days)

June Term 1

2:30pm finish Tuesday 12th March

Term 3 Term 2

Monday 15th July - Friday 20th Wednesday 1st May Dates for 2024:

September Term 4 Term 1:

2:30pm finish Monday 4th November Thursday 29th February

School Council Meeting

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

(6.00pm start)

Thursday, 8th August

Thursday, 12th

Term 3:

SeptemberTerm 4:

Thursday, 21st November

March 2024

Wednesday 27th March

Thursday, 5th December

Twilight Sports



Student of the Week Awards

Friday 9th February 2024

Class	Recipiant	Recipiant
1L	Derek	Abigail
1KR	Felix	Mikayla
1GW	Ayansh	Dominic
2JR	Aleyna	Arika
2G	Sam	Cian
28	2S	Ronya
знв	Diti	Skye
3CB	Enzo	Sophie
4Y	Jeremy	Aevum
4W	Riyaan	Olivia
5YT	Julia	Amber
5B	Arishka	Bowen
6J	Ratul	Sri
6E	Gia	Aimee
PERFORMING ARTS	Zac 1L	Ruby FN
VISUAL ARTS	Kerrie 5B	Adhiya 3CB

PE	Enzo H CB	Camden 5 YT
FRENCH	George 1L	Ethan 4Y



School Events

Grade 1/2 students fun with bubbles



GRIP Leadership Conference

Yesterday year 6 school leaders were invited to participate in the annual student-focused leadership conference for primary aged children. The conference is designed to encourage and promote positive leadership development and provide the opportunity to meet with student leaders from schools across Melbourne and Victoria.





Community News

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/



Thank you

Big thank you to Bunnings Vermont for their donation of more buckets for the Preforming Art Program. We can't wait to start bucket drumming!



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 will open soon for window sales on Wednesdays and Fridays.

Please see below the new Modified Canteen Window Sales list



2023 Modified Snacks Menu (1).docx

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:

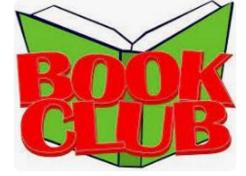
- There is a 2-minute drop-off zone in place, which means <u>2 minutes maximum</u>.
 Vehicles are not to be left unattended.
- There is a Permit Only Zone in front of the staff carpark. Please do not park here unless you have a permit.
- Abide by all road rules
- Use the crossings provided (manned or 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.

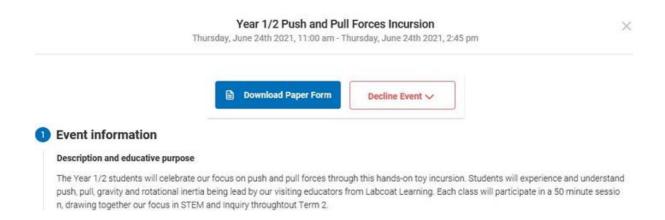
PSW is located at 342-350 Springvale Rd Glen Waverley 3150



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

You can now Decline events on Compass

If for some reason your child is unable to attend an event there is now a Decline button on Compass. Please use this function if required for future events.



How to Reset Compass Password

If you require assistance with logging into Compass, you may have tried your password more than 3 times and Compass will lock you out of the system as a security measure. Please wait approximately 30 minutes and try again.



If you are still not able to remember the correct password and are needing your password reset, you can do this via the Compass login screen.

By clicking this option you will be stepped through a series of questions including a request to enter your current email or mobile phone number. Compass will use the information to forward the reset details so you must be able to access your email / mobile phone. Please note, Compass will use the existing primary email or mobile on file for that user account for verification before completing a password reset for the user. If the mobile or email that they enter does not match what is on file they will not be able to proceed. For instances where it is Parent B of an account attempting to reset the password, the system will require Parent A's email/mobile as these details are considered the primary details for the household account.

If, after waiting 30 minutes and following the 'Cant access your account' instructions, please call or email the school office and we will attempt to assist you.

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: <u>Schools' Privacy Policy</u>



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