



Together We Learn

KOO WEE RUP Primary School

Thursday February 17th

Our Foundation students have had a great start to school over the past few weeks. They are settling into the routine of school wonderfully and have enjoyed their first sessions at Italian, Art, Sport, Digital Technology and PMP. On Monday they attended their first school Swimming Carnival and had a splashing good time! They dressed up in their house colours and played lots of fun games. In the classroom, the children have enjoyed interacting with their peers, making friends, developing their social and language skills and learning through play and exploration. We are working together to get to know each other and establish new routines. We love being greeted by happy faces each morning and are looking forward to a fantastic year together.

Miss Griffith and Miss Waldock



Principal's Message

Before I begin, I would just like to say a big welcome back to all of our KWRPS families and a special welcome to our new families and their children. 2022 is going to be an exciting year at Koo Wee Rup Primary School. The first day of the year was quite a spectacle; I had not seen so many parents on our school grounds since I started at the school. It was fantastic to see and our playground felt alive and buzzing with new year excitement. Let's hope that we are able to continue to welcome you all into the school throughout the year.

The new school year has begun with a higher degree of certainty for our students than we've experienced in the last two years. This comes as quite a welcome relief as the shadow of impending lockdowns, school closures and Remote and Flexible Learning had become quite tiresome for us all. New challenges have emerged though with the new rules that have been imposed upon schools by the Victorian Government. I'd like to thank all of our parents for their ongoing support of the school in implementing these rules.

I know that much of our school community has now been impacted by the Covid-19 virus, whether that be through actually having the virus or needing to isolate due to a household contact having the virus. It certainly presents ongoing challenges for us all. From a school perspective we have observed high levels of student absence. However it is not just impacting our students, as staff too are being impacted by the virus either through catching it themselves, or their children bringing the virus home from their school. Myself, I have not been immune and write this from isolation at home where my whole family have ridden the Covid wave this last week. I have to say I am looking forward to being back at school tomorrow.

As the school continues to navigate its way through the current phase of the pandemic we are implementing a range of options. We replace teachers needing to isolate where we can with casual relief teachers and at other times we may draw on our tutors to take classes, and in situations where student absences are high too or we simply cannot hire a casual relief teacher, we will split classes. I hope that we have peaked here at KWRPS and the second half of the term sees greater stability and an ongoing reduction in cases across the school. For all those students and families currently at home with Covid-19, I wish you a speedy and full recovery.

Last week we finally launched The Fathering Project at KWRPS. Rodney Eade (former AFL great) came and presented to a group of our dads on the importance of a significant male role model in the lives of our children. Although I couldn't make the event due to isolation, I was pleased to hear the evening ran smoothly and 'broke the ice' for some of our dads. From here The Fathering Project group will plan our first dads and kids event which we aim to host later this term.



Information will be provided through the Parent Portal once finalised. A big thank you to Mr Dillon, Miss Robinson, Mr Wigg and Mrs McNaughton for their organisation and running of this exciting event.

Principal's Message

As we near the 4th week of the 4-week trial of Rapid Antigen Testing for school staff and students I am yet to hear what the rest of the term will look like in that regard. As soon as the Government and the Department provide information I will share it with you all.

This week we held our KWRPS swimming sports event. Thankfully Mother Nature was kind and blessed us with amazing weather on the day. From all reports the students had a wonderful time and our new House Captains did a great job in their new roles. Thank you Mr Dillon for your organisation of this event. Selected students who performed well on the day will represent our school at the District Swimming Sports on Thursday the 24th of February. Students through to this stage of competition will receive information on Wednesday.

Now that we are all back into the routine of school, it is timely to remind you all of our before and after school supervision times. In the mornings, students should not be arriving to school until 8:40am. At this time, a staff member will be on yard duty. Prior to this time any students in the yard are unsupervised. In the afternoons, all students should be collected by 3:30pm. Afternoon yard duty for our staff concludes at this time. If you are unable to drop-off or pickup your children within these times I ask that you register with Their Care, our outside of school hours care provider. This will ensure that your child is safe, out of the weather and being properly supervised. I'd appreciate everyone's cooperation with this.

You may have noticed that our current building project has hit a standstill, which it unfortunately has. The reason for this is due to material shortages within the building industry. As a result of timber shortages, the building company made the decision to change to steel framing which necessitated additional architectural work prior to ordering the framework. I am anticipating work to recommence on the site at the front of the school in the coming weeks. At this stage the completion date has been pushed from the end of Term 1 to around May. In exciting news though, our Art Room is back up and running much to the delight of Mrs Ward.

Behind the scenes work has continued with the gymnasium project with the architects on that project moving to the next stage of drawings. It is anticipated this project will commence with onsite work around mid-year, all going to plan.

We are currently reviewing our Grade 5/6 camping program. Information regarding this has been sent home to families of children in Grade 5/6.

A few reminders. We have a school curriculum day on Friday the 11th of March. No students are to attend school on this day, Their Care will provide care on this day. Staff will be using this day to progress our work in Mathematics teaching that we began in 2021. School photos are scheduled for Tuesday the 22nd of March. Please ensure your child is wearing full school uniform on this day. All families should have received information about this already via the Parent Portal.

Information will be sent home later this week regarding Get to know / Parent Teacher Interview sessions to be held on Tuesday 1st March and Thursday 3rd March.

We are hoping to be back to having whole school assemblies shortly with the first scheduled for Friday the 4th of March, providing we are allowed to do so.

Finally, I'd like to congratulate Mrs Jess Ward, Mrs Marlee Adams and Ms Erin McMillan who are all pregnant. This is very exciting news for all of us and I wish them all the best for the safe arrival of their babies later in the year.

Take care,

Ben Zimmerle - Principal

Notify the school of your child's absence

Protecting the safety and well-being of children through the reporting and monitoring of absenteeism is the responsibility of both parents/carers and schools.

Please remember to log your child's absence using the Sentral Parent Portal early in the morning if your child is going to be away or late for school so your child's absence can be recorded correctly.

For further information on the processes and procedures our school uses to record, monitor and follow-up student attendance and absence please read our Attendance Policy which is available on the school website or by contacting the school.

In primary school, some students miss on average **3 weeks** of school per year. That's **half a year** of school by the end of **year 6.**



EVERY DAY COUNTS

Primary school attendance

Going to school every day is the single most important part of your child's education. Students learn new things at school every day – missing school puts them behind.

Why it's important

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

If students miss school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school.

There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes.

Each missed day is associated with progressively lower achievement in numeracy, writing and reading.

Getting in early

Attendance patterns are established early – a child regularly missing days in kindergarten or in the early years of school will often continue to miss classes in the later years, and receive lower test scores than their classmates. It's vital that students go to school every day – even in the early years of primary school.

What we can do

The main reasons for absence are:

Sickness – There are always times when students need to miss school, such as when they're ill. It's vital that they're only away on the days they are genuinely sick, and setting good sleep patterns, eating well and exercising regularly can make a big difference.

It's vital that holidays are planned during school holidays where possible, and not during the term if it can be avoided.

"Day off" – Think twice before letting your child have a "day off" as they could fall behind their classmates – every day counts.

Tuancy – This is when students choose not to go to school without their parent's permission. There can be many reasons for truancy. The best way to address this is for schools and parents to work together.

If for any reason your child must miss school, there are things you can do with your school to ensure they don't fall behind:

- Speak with your classroom teacher and find out what work your child needs to do to keep up.

- Develop an absence learning plan with your teacher and ensure your child completes the plan.

Remember, every day counts. If your child must miss school, speak with your classroom teacher as early as possible.

Openly communicating with your child's school about all absences is a good way to prevent attendance issues being escalated to a School Attendance Officer. A School Attendance Officer is a Department of Education and Early Childhood Development Regional Director who has authority to follow up attendance issues. Attendance issues that are escalated can lead to an Infringement Notice.

If you're having attendance issues with your child, please let your classroom teacher know so we can work together to get your child to school every day.

For more information and resources to help address attendance issues, visit:

www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx

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FINANCIAL ASSISTANCE INFORMATION FOR PARENTS

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. It is part of making Victoria the Education State and the Government's commitment to breaking the link between a student's background and their outcomes.

CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

School camps provide children with inspiring experiences in the great outdoors. Excursions encourage a deeper understanding of how the world works while sports teach teamwork, discipline and leadership. All are a part of a healthy curriculum.

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

The annual CSEF amount per student is:

- \$125 for primary school students
- \$225 for secondary school students

MORE INFORMATION

For more information about CSEF visit:

<https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>

HOW TO APPLY

New applicants should contact the school office to obtain a CSEF application form or download from the website below.

If you applied for CSEF at your child's school last year, you do not need to complete an application form this year 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 this year.
- **changed family circumstances;** such as a change of custody, change of name, concession card number, or new siblings commencing this year.

Check with the school office if you are unsure.



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CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) APPLICATION FORM

School Name

School REF ID

Parent/carer details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

Centrelink pensioner concession **OR** Health care card number (CRN)

- - - **OR**

Foster parent under a temporary care order* **OR** Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Department of Families, Fairness and Housing (DFFH).

**Applicants must provide a copy of the Veteran Affairs Gold card

Is this an application for special consideration (no CRN needed)? Yes No

Student details

Student's surname	Student's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Families, Fairness and Housing (DFFH) to provide the results of that enquiry to DET.

I understand that:

- DFFH will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to DET so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the DFFH and /or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____ Date ____ / ____ / ____

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CSEF ELIGIBILITY

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1 – General eligibility

To be eligible for the fund, a parent or carer of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one
 - on the first day of Term two
- a) be a holder of one or more of the eligible financially-means tested cards **OR** be a temporary foster parent and;
- b) submit an application to the school by the due date.

For the list of eligible financially-means tested cards refer to the CSEF Policy:
<https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy>

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with the above.

Criteria 2 - Be of school age and attend school in Victoria

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

Special Consideration

A special consideration category exists for

- Families on a bridging visa, temporary protection visa, in community detention or are asylum seeker families
- Students in temporary out of home care arrangements, including statutory kinship care

For more information, see <https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/guidance/eligibility>

Eligibility Date

For concession card holders CSEF eligibility will be subject to the parent/carer concession card being validated successfully with Centrelink on the first day of either term one (31 January 2022) or term two (26 April 2022).

PAYMENT AMOUNTS

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$125 per year.
- Secondary school student rate: \$225 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

For ungraded students, the rate payable is determined by the student's date of birth. For more information, see: www.education.vic.gov.au/about/programs/Pages/csef.aspx

Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents/carers so please register your interest at the school.

HOW TO COMPLETE THE APPLICATION FORM

NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/CARER DETAILS section.
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.
If you are claiming as a temporary Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
If you are seeking special consideration, mark this in the form and provide a copy of the relevant documentation.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2022 closes on the 24 June 2022.

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Where kids love to be!

Meet service Coordinator:

Naomi Perry

Programming:

Welcome to 2022.

Our first week back was playing games, getting to know each other and welcoming new families to our service.

Week 2 is all about routines and why we need them every day. What we do at home, what we do at school.

Week 3 will see us talk about types of electronic games we play at home. The children will design their own iPads and phones, create a play station out of boxes.

Week 4 will see us research, discuss and explore about dinosaurs.

Registration and bookings

To find out more about our program, view fees and to register, visit theircare.com.au and search for your school. Alternatively, please call **Customer Support on 1300 072 410.**



Meet the Team:

We're here to make BSC/ASC/HP the best experience possible. If you have any questions about the program, feel free to drop by and meet the team and see the program.

Contact Service	Contact Head Office	Times
Phone: 0437 713 566	Phone: 1300 072 410	Before School: 6:30am – 8:45am
Email: kooweerup@theircare.com.au	Email: info@theircare.com.au	After School: 3:15pm – 6:00pm

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SCHOOLS' PRIVACY POLICY

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

All staff including contractors, service providers and volunteers of the Department, and all Victorian government schools (schools), 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). In addition, the Department and Victorian government schools must comply with the *Victorian Data Sharing Act 2017*.

This policy explains how Victorian government schools collect and manage personal and health information, consistent with Victorian privacy law and other associated legislation.

DEFINITIONS

Personal information is recorded information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information. The information or opinion can be recorded in any form. A person's name, address, phone number and date of birth (age) are all examples of personal information.

Sensitive information is a type of personal information with stronger legal protections due to the risk of discrimination. It includes information or opinion about an identifiable person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, philosophical beliefs, sexual orientation or practices, criminal record, or membership of a trade union.

Personal and sensitive information is regulated in Victoria under the *Privacy and Data Protection Act 2014* (Vic).

Health information is information or opinion about an identifiable person's physical, mental or psychological health or disability. Health information is a type of personal information which, because of its sensitivity, also has different and stronger legal protections.

Health information is regulated in Victoria under the *Health Records Act 2001* (Vic).

Note: De-identified information about individuals can become personal information if it is re-identified or if it is at high risk of being re-identified, for example, if it is released to the public or is a small sample size.

WHAT INFORMATION DO WE COLLECT?

Schools collect the following types of information.

- Information about students and their families provided by students, their families and others – for example, contact and enrolment details, health information, and parenting and access arrangements.
- Information about job applicants, staff, volunteers and visitors provided by job applicants, staff members, volunteers, visitors and others – for example, qualifications, working with children checks, teacher registration and banking details.
- Information about the activities of students, staff and families if they are on school grounds (for example captured through CCTV) or using school or departmental systems (such as school networks or school-acquired software).

HOW DO WE COLLECT THIS INFORMATION?

Schools collect 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: such as job applications, emails, invoices, letters, and forms (such as enrolment, excursion, medical, specialist or consent forms)
- through school websites and school-controlled social media
- through online tools: such as apps and other software used by schools
- through any CCTV cameras located at schools
- through photographs, film and other recordings
- through polls, surveys and questionnaires

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- and, in some cases, through authorised information sharing arrangements with other services.

Collection notices

Schools provide families with a privacy collection notice (also known as a collection statement or privacy notice) on enrolment and on an annual basis to communicate:

- the reason for collecting information about families and students
- how the information is used and disclosed
- how to access, update and correct the information.

Schools may also send out ad hoc collection notices during the year, for example if they are adopting new technologies or processes.

Consent processes

Consent is when someone voluntarily agrees for their information to be collected, used and/or shared within or outside the school or the Department.

Consent, when required, is sought in different ways and can be verbal, online or in writing, depending on the circumstances. There are many consent processes that may be applied during the school year.

Some consents are annual, for example the yearly photography consent process, while some will be for a specific purpose such as to collect information for a school event or use of a new software application.

When seeking consent for photographing students, schools apply the [Photographing, Filming and Recording Students Policy](#).

Health services conducted in schools use specific consent forms, which include consent for use and disclosure of health information. For example, schools use the [Student Support Services consent form](#) to access these services for students.

Unsolicited information about people

Schools may receive information about you that they have taken no active steps to collect. If permitted or required by law, schools may keep records of this information. If not, they 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

Schools collect 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)
 - ensure, as far as is reasonably practicable, the health and safety of people in school workplaces (occupational health and safety law)
- enable schools to:
 - communicate with parents about students' schooling matters and celebrate the efforts and achievements of students
 - maintain the good order and management of schools
- enable the Department to:
 - ensure the effective management, [resourcing](#) and administration of schools
 - 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.

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Primary purposes of collecting information about others

Schools collect 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 schools/the Department.

or reporting obligations to agencies such as the Department of Health and the Department of Families, Fairness and Housing and complying with tribunal or court orders, subpoenas, summonses or search warrants, and in some circumstances to meet our duty of care

- when required under the **Child and Family Violence Information Sharing Schemes**, with other Victorian schools and Victorian services to promote the wellbeing or safety of children, or to assess or manage family violence risk
- to investigate or report suspected **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
- as de-identified information, for **research or school statistics** purposes, or to inform departmental policy and strategy
- to establish or respond to a **legal claim**.

WHEN DO WE USE OR DISCLOSE INFORMATION?

Using and/or disclosing information refers to how it is utilised for a specific purpose, and how it is shared and/or made available to other individuals or organisations.

Schools use or disclose information consistent with Victorian privacy law and other associated legislation, including as follows:

- for a **primary purpose** – as defined above
- 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
- with **notice and/or consent** – for example, consent provided for the use and disclosure of enrolment details (the information collected will not be disclosed beyond the Department without consent, unless such disclosure is lawful)
- when the Department reasonably believes it is **necessary to lessen or prevent a serious threat** to:
 - a person's life, health, **safety** or welfare
 - the public's health, **safety** or welfare
- when **required or authorised by law** – including as a result of our anti-discrimination law, occupational health and safety law, child wellbeing and safety law, family violence law,

UNIQUE IDENTIFIERS

The Department assigns a unique identifier to every Victorian government school student in its student records system to enable schools to carry out their functions effectively. In addition, the Department uses a unique [Victorian Student Number](#) (VSN) assigned to each student by the Victorian Curriculum and Assessment Authority (VCAA) when they enrol in a Victorian government school, independent or Catholic school. The use of the VSN is regulated and can only be used as stipulated by legislation.

The Department also assigns international students a unique international student identifier number.

Other unique identifiers may be applied by schools.

Students undertaking vocational or university education can also register for a Federal Government issued and managed unique identifier, [Unique Student Identifier](#) (USI). The USI is used to create an online record of a student's recognised Australian training and qualifications. Students are required to have a USI before they can receive their qualification or statement of attainment.

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STUDENT TRANSFERS

Between Victorian government schools

When a student has been accepted at, and is transferring to, another Victorian government school, the current school transfers information about the student to that school. This may include copies of the student's school records, including any health information. Parental consent is not required for this.

This enables the new 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.

To and from Victorian non-government schools including Catholic schools

When a student has been accepted at and is transferring to or from a non-government school in Victoria, the current school provides a transfer note from the student records system to the new school, with parental consent.

Additionally, the current school may share information with the new school to promote the wellbeing or safety of the student or to assess or manage family violence risk pursuant to the Information Sharing Schemes.

To and from interstate schools

When a student has been accepted at and is transferring to or from a school outside Victoria, the current school provides a transfer note to the new school, with parental consent.

Further direction on information transfers between schools is available in the guidance under [Enrolment – Student transfers between schools](#).

NAPLAN RESULTS

NAPLAN is the national assessment for students in years 3, 5, 7 and 9, in reading, writing, language and numeracy.

Schools use NAPLAN data to evaluate their educational programs by analysing results for students who attended their school.

Victorian government schools can access student NAPLAN results from the student records system. When a student transfers to or from an independent, Catholic or interstate school, with parental consent, the school where the assessment was undertaken can provide a student's NAPLAN results to the new school.

RESPONDING TO COMPLAINTS

On occasion, Victorian government schools and the Department's central and regional offices receive complaints from parents and others. Schools 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). More information about the process can be found in the [Complaints – Parents policy](#).

Complaints relating to the Department's International Student Program are managed according to the [ISP Complaints and Appeals Policy](#).

Complaints specifically about the Department's or a school's handling of personal information are managed according to the [privacy complaints process](#).

ACCESSING INFORMATION

All individuals, or their authorised representative(s), have a right to access, update and correct information that a school holds about them, providing access to information or records doesn't increase a risk to the safety of a child or children.

ACCESS TO STUDENT INFORMATION

Schools only provide school reports and ordinary school communications to students, parents, ~~parents~~ 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 [Freedom of Information](#) (FOI) application through the Department's Freedom of Information Unit.

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.

Additionally, the Child and Family Violence Information Sharing Schemes allow prescribed organisations to share confidential information with each other to promote the wellbeing or safety of children, or to assess or manage family violence risk. Victorian schools and a range of other Victorian services fall under these schemes. For more information, refer to: [Information sharing and MARAM reforms](#)

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ACCESS TO STAFF INFORMATION

School staff may first seek access to their personnel file by contacting the principal. Guidance on access to staff health information is available at: [Access to health information – Employees](#). If direct access is not granted, the staff member may request access through the Department's Freedom of Information Unit. Refer to [Freedom of information requests](#) for further information.

STORING AND SECURING INFORMATION

Victorian government schools take reasonable steps to protect information from misuse and loss, and from unauthorised access, ~~modification~~ and disclosure. They store all paper and electronic records securely, consistent with the Department's records management policy and information security standards. All school records are formally disposed ~~of~~ or transferred to the State Archives (Public Record Office Victoria), as required by the relevant Public Record Office Victoria record Retention and Disposal Authorities. Refer to the [Records Management policy for Schools](#) for further information.

Victorian government schools are provided with tools and information to help them assess software and contracted service providers for privacy and information handling risk. Privacy Impact Assessments (PIAs) help schools to assess third party software used in a school that handles personal, sensitive or health information. Conducting PIAs helps schools to identify privacy and security risks, evaluate compliance with Victorian privacy laws and document actions required to manage any identified risks.

The European Union's (EU's) General Data Protection Regulation (GDPR) applies to international students from the EU. For queries, contact international@education.vic.gov.au

UPDATING YOUR INFORMATION

It is important that the information we hold about students, families and staff is accurate, ~~complete~~ and up to date. Please contact your school's general office when information you have provided to them has changed.

FOI AND PRIVACY

To make a FOI application contact:

Freedom of Information Unit
Department of Education and Training
2 Treasury Place, East Melbourne VIC 3002
(03) 7022 0078
foi@education.vic.gov.au

For more information about FOI, see <https://www.education.vic.gov.au/about/working/Pages/foi.aspx>.

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@education.vic.gov.au

REGISTRATION DAY



Nar Nar Goon Football Club-Juniors

Registration Day for Boys and Girls

Under 8's - Under 14's

Sunday 6th of March 2022

10am until 2pm

Free Sausages

Drinks available to purchase

Nar Nar Goon Football Oval
Spencer Street Nar Nar Goon
Training on Wednesday Night
Games on Friday Night or Sunday

www.narnargoonfc.com

Enquiries: nngjfcregistrar@gmail.com

School Community News

Congratulations to last weeks assembly award winners!



Important Dates:

Thursday 24th February

District Swimming

Tuesday 1st and Thursday 3rd March

Get to know you / Parent Teacher Sessions

Tuesday 22nd March

School Photos

Friday 1st April

Colour Explosion (details to come shortly)

Friday 8th April

End of Term 1, 2:15pm dismissal