

# CHATHAM PRIMARY SCHOOL

## NEWSLETTER

**ISSUE 1 – 4 FEBRUARY 2022**  
**BE SAFE BE FAIR BE KIND**

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### **Vacation Happenings at Chatham**

Welcome back to another wonderful year at Chatham Primary School. It was marvellous to arrive back in January and see the progress of our grounds and facilities and the care taken by our school community to ensure the continuing stewardship of our school. Again, I thank Peter Manning our part time maintenance person for his attention to our school and the families who readily assisted with the watering of our plants and the care of our animals. It was fabulous to see the watering system in operation again on our oval and the attention given to the thriving and growing plants at the front of our school. This area is proving a fantastic resource for our school and our amphitheatre continues to be timetabled for use, given the demand on using it over the course of the week.

I also take this opportunity to applaud and thank our staff, many of whom spent considerable days of the vacation in preparing their classrooms and learning areas, particularly in the last week. On Wednesday 19<sup>th</sup> January 2022 our student requisites arrived and were collected by parents on the following Tuesday and Thursday from the school hall. Again, I thank our office staff for their efficient and prompt attention to the organisation of these matters for our students and parents.

On Friday 28<sup>th</sup> January a great deal was covered with our staff in relation to organisational matters; the implementation of the Resilience Project and First Aid. Again, in the coming weeks more information about the Resilience Project will be provided by our Wellbeing Coordinator, Jessica Wilson. I am pleased to advise that the four hours of First Aid Training involved all staff, including a number of our Casual Relief Teachers and Casual Integration Aides. This involved all staff receiving training in the areas of CPR, asthma, anaphylaxis, epilepsy and amongst other matters, allergies. Again, we are delighted that with the support of parents' contributions our two-part time Division 1 nurses in Ms Karen Scanlin and Ms Karen Smith continue to provide additional care and support to address the myriad of health matters presented by our students.

### **Compass Communications**

Over the last few days, you will have received Compass communications on all manner of matters. I will continue to use this approach in order that communications can be timely and relevant. Whilst a great deal rests on the changing approaches to COVID – 19 there are many communications that need to occur at this time. Please continue to read these important communications.

### **COVID – 19 Approaches, Organisation and Readiness**

The ongoing pandemic continues to create some inordinate challenges for us at this time. Preparations continued from mid-January 2022 with the arrival of 26 Air Purifiers. Together with Peter Manning we were able to place these in all classrooms and learning areas, office areas, staff meeting places and adjoining spaces. This was a considerable task, and we need to monitor and take direction about the procedures to be put in place to regularly clean filters and attend to other maintenance issues. Additionally, on Friday 28<sup>th</sup> January 2022 I am pleased to advise that we received enough Rapid Antigen Test kits for all students and staff. This was a great relief, and I am pleased that we were in fact given sufficient supplies. I expect that by Thursday 10<sup>th</sup> February we will receive the second lot of supplies for distribution on or before Monday 14<sup>th</sup> February 2022. What occurs subsequent to this date is still unclear at this stage.

### **School begins – Monday 31<sup>st</sup> January 2022**

On Monday morning we were again reminded of the journey beginning not only by our students in Years 1-6 but also our Preparatory students who commenced with their teachers Ms Corinne Slade and Ms Sarah Medland. Typically, these students, many of whom had been in the school on previous transition experiences, adapted readily and happily without ceremony. Later it was enjoyable and refreshing for Georgie Kirwan and myself to meet up with many of the parents of Preparatory students at the James Street Park for the annual Tears and Cheers experience. I was pleased to note that there were not too many tears, or if so, they had dried up and replaced by some positive camaraderie by the time I got there. It was valuable to share some thoughts about the school and express thoughts about our plans ahead. Again, I thank the actions of our Parents' Club in ensuring this opportunity was provided for our parents of Preparatory students.

Whilst an enormous amount of preparation occurs well before school commences, the next few weeks promises to be very engaging. The following are some of the key events for the next two weeks. This information will also be provided on our website at [www.chathamps.vic.edu.au](http://www.chathamps.vic.edu.au)

Date	Event
Monday 7 Feb 2022	<ul style="list-style-type: none"> <li>Year 6 departing to Lakewood Park Camp</li> </ul>
Wednesday 9 Feb 2022	<ul style="list-style-type: none"> <li>Preparatory Testing – No Preparatory Students at School</li> </ul>
Friday 11 Feb 2022	<ul style="list-style-type: none"> <li>Year 6 Students return from Camp</li> </ul>
Monday 14 Feb 2022	<ul style="list-style-type: none"> <li>5:00pm Finance Committee Meeting</li> </ul>
Wednesday 16 Feb 2022	<ul style="list-style-type: none"> <li>House Swimming – Bialik College 9:30am – 1:00pm (Yrs 4 – 6)</li> <li>Preparatory Testing – No Preparatory Students at School</li> </ul>
Monday 21 Feb 2022	<ul style="list-style-type: none"> <li>Parent/Teacher Discussions</li> <li>School Council Meeting 7:00pm</li> </ul>
Tuesday 22 Feb 2022	<ul style="list-style-type: none"> <li>Parent/Teacher Discussions</li> </ul>
Wednesday 23 Feb 2022	<ul style="list-style-type: none"> <li>Preparatory Testing – No Preparatory Students at School</li> <li>District Swimming Boroondara Sports Complex – Selected Students Only</li> </ul>
Thursday 24 Feb 2022	<ul style="list-style-type: none"> <li>School Photo's</li> </ul>
Monday 28 Feb 2022	<ul style="list-style-type: none"> <li>Preparatory Commence Full Week</li> </ul>

#### **Canteen arrangements for February 2022**

Currently Ms Konstantina Halastanis, our Canteen Manager is on extended leave. As a result, there will be no Canteen for the month of February. Given COVID-19 complexities and other matters it is not possible for us to replace Ms Halastanis at this time. We will continue to keep you informed about matters as we make longer term planning arrangements, where this is deemed to be needed.

#### **Year 6 Camp – Lakewood Park, East Gippsland 7<sup>th</sup> – 11<sup>th</sup> February 2022**

At the time of writing, we continue to be in the final preparations for our Year 6 Camp to Lakewood Park, East Gippsland. We continue to work closely with the Camp personnel to ensure COVID Safe practices and to address the requirements of the Department of Education and Training at this time. We are delighted that we can provide these experiences for our students, who because of COVID-19 restrictions over the last two years have missed out on the opportunity to attend their usual Year 4 and Year 5 Camp experience in 2020 and 2021. This Camp has been attended to by Chatham students for many years and offers exceptional opportunities for students at this level. The organisation and school-based arrangements to conduct a school camp are now considerable and I convey our appreciation of those attending but also those back at school in order to ensure it can happen. On this occasion Mr Fernandez, Mrs Wilson, Ms Minshull and Ms Dolence will be attending the experience over the five days. I am hopeful that I will visit the school camp on Tuesday 8<sup>th</sup> February, when our students enjoy the most specialised water activities. In order to accommodate this experience, there will be some changes to staffing arrangements. Mr Zac Barry will remain at school and assume responsibility for Year 3WD.

Again, whilst no Rapid Antigen Testing is required at the school camp for students, we ask that all students be tested on the Monday morning of 7<sup>th</sup> February, prior to leaving Chatham Primary School at approximately 8:30am.

#### **Out of School Hours Care Provider – Team Kids**

We are delighted with the appointment of Team Kids as our new provider at Chatham Primary School. In recent times considerable information has been provided by Team Kids to our community including the appointment of Director of Services, Ms Takara Huggar. Increasingly program information will be made available to our community that reflects the diversity and opportunities available for our students. Importantly there is a considerable refocus upon the provision of Out of School Hours Care at this time. Whilst the provision of high quality of care is paramount, we also seek to have a provider that offers recreational interests and extracurricular activities and programs that creates enriched opportunities for our students. In the coming days together with members of our Services Committee of School Council we will be meeting with personnel from Team Kids to explore these future opportunities.

## Staffing and Organisational matters for 2022

I am pleased to advise that this has not changed since December 2021 and given below is the profile of our school at this stage. I am hopeful that despite COVID-19 challenges that we continue to enjoy great stability in the times ahead. At this stage there are still some matters to be finalised pending student enrolment numbers and the limits of the 2022 Student Resource Package (DET Global Budget for Chatham Primary School).

Also detailed below are the days in which some part time staff are in attendance and the leadership functions of personnel. In an intense and active school such as Chatham, there are a range of leadership expectations from staff commensurate with their skills, interests and classification.

Again, we welcome back Mrs Hannah Scantleton as one of our Year 4/5 teachers, who was previously Ms Matheson, prior to taking family leave. We also convey our best wishes to Mrs Madeline Barry who has left Chatham Primary School today to resume family leave.

## Confirmation of Staffing Arrangements for 2022

Preparatory CS	Corinne Slade	Monday to Friday
Year P1M	Sarah Medland	Monday to Friday
Year 1AB	Anita Buccieri	Monday to Friday
Year 2KB	Kirstie Briggs	Monday to Friday
Year 2LM	Lorraine McLean	Monday to Friday
Year 3SN	Sam Norris	Monday to Friday
Year 3DW	Tanya Dolence Jessica Wilson	Wednesday / Thursday / Friday Monday / Tuesday
Year 45M	Sue Minshull Vivianne Twigg	Thursday / Friday Monday / Tuesday / Wednesday
Year 45S	Hannah Scantleton	Monday to Friday
Year 45Y	Rose Yodgee	Monday to Friday
Year 6ZB	Zac Barry	Monday to Friday
Year 6RF	Rafael Fernandez	Monday to Friday
Japanese	Cathie Bradford	Wednesday / Thursday / Friday
Music	Tanya Dolence	Monday / Tuesday
Physical Education and Sport	Jessica Wilson	Wednesday / Thursday / Friday
Tutoring Program	Sue Minshull	Tuesday / Wednesday
Karen Smith / Karen Scanlin	School Nursing	Monday to Friday
Peter Manning	School Maintenance	Tuesday / Friday
Dimitra Ouliaris	Business Manager	Monday to Friday
Judy Holland	Office Administration	Monday to Friday
Tina Casey	Office Administration	Monday – Wednesday
Mainak Roy	IT Specialist Technician	Monday / Wednesday / Friday
Konstantina Halastanis	School Canteen	Monday / Wednesday / Friday
Kristin Chester	Education Aide	Monday / Tuesday / Wednesday / Thursday
Janet Clarke	Education Aide	Tuesday / Wednesday / Friday
Lynda Gould	Education Aide	Thursday / Friday
Andrea McLeod	Education Aide	Monday / Wednesday
Leda Semercioglu	Education Aide	Monday / Thursday / Friday
Shaina Webb	Education Aide	Tuesday / Thursday / Friday
Georgie Kirwan	Assistant Principal	Monday to Friday
Christopher Cotching	Principal	Monday to Friday

### **Preparatory Testing and arrangements – Wednesdays – February 2022**

It has been delightful for our Preparatory students to experience two short days: a Wednesday away from school and two further full days in their first week. For the period of February Preparatory students will not attend school on Wednesday's. This is now common in Victorian schools and enables Preparatory teachers to conduct important testing on individual students on these Wednesdays. During this time students complete diagnostic testing in relation to speaking and listening, reading and writing and mathematics. Importantly, this time also enables Preparatory teachers to build a close relationship with each Preparatory student.

### **Parent Teachers Discussions – Monday 21<sup>st</sup> and Tuesday 22<sup>nd</sup> February**

In normal circumstances these are usually held twice a year in February and late June for Preparatory to Year 6. During the COVID-19 lockdowns and related periods these Parent Teacher Discussions were held by use of the WebEx platform. This platform is preferred for use by the Department of Education and Training. Given that COVID-19 restrictions are still in place, I expect that we will use this platform again in February this year. The purpose of these discussions is for parents to share important information about their children to their child's new class teacher or teachers. Over the last week our staff have conducted student 'handover' meetings with teachers from 2021, to ensure that they are informed of the progress and needs of individual students. More information about these Parent Teacher Discussions will be provided shortly.

### **School Council Elections 2022**

It is perhaps worth providing some background information at this time about School Council. This School Council Election process occurs each year in all Victorian Government Schools and follows very strict requirements and regulations in implementation. I expect that I will have more information about School Council Elections soon. At Chatham Primary School our School Council comprises of eight elected parent members; two co-opted parent members who are chosen by the elected School Council and four elected Department of Education and Training representatives, in addition to the principal, who performs the role of Executive Officer. Usually, the terms on School Council are for two years with approximately half of the School Council completing their tenure each year. I have included a Schedule 7 document with this newsletter that identifies the composition of the School Council and those members whose tenure will be expired in March 2022. At this stage on the basis of Schedule 7 there will be four parent vacancies: two Department of Education and Training vacancies and two vacancies for community co-option. An additional parent vacancy will also exist because of the relocation of Ms Maggie Cusdin to another area of metropolitan Melbourne.

Over the last two years the functionality of School Councils has been somewhat disrupted by the management of the pandemic. In usual circumstances School Council meets at least eight times per year. In between meetings the School Council is supported by the work of a number of committees which at Chatham comprise Buildings and Grounds, Communication and School Development, Education, Finance, Fundraising and Services. Again, we will be considering carefully how these Committees of School Council are able to function in 2022.

In addition to the School Council the school has an active Parents' Club. This is a separate organisation from the School Council and has its own constitution and processes. Nevertheless, the fundraising and / or social events that are conducted by the Parents Club must be approved by the School Council. Similarly, the funds raised by the Parents' Club and any expenditure thereof must be approved by the School Council. Currently Mr Daniel Heath is our School Council President and Ms Belinda Dalton is the President of our Parents Club.



Again, further information will be provided and formalised in the coming weeks along with a detailed and highly regulated School Council Election process.

### **Privacy Policy – Department of Education and Training**

Please be advised that we are obliged to provide the updated Privacy Policy on an annual basis to all parents. This was uploaded on to our web site on Wednesday morning and a copy is included with this newsletter for your interest. I trust this clarifies matters regarding the use of information sought by the school.

We are hopeful of course that the year ahead can be as normal as possible. I will continue to keep you informed as matters develop in the coming weeks.

Christopher Cotching  
***Principal***

## Declaration of School Council Membership

**School:**  **30 March 2021**

**Council Constituting Order**

Total Members	Parents	School Employee	Community	Nominees
15	8	5	2	0

Member Category	Member Name	Current Term Start Date	Current Term End Date	Office Held	Gender
Parent	Elisha Cottorell	16/03/2020	March 2022	N/A	Female
School Em...	Kirstie Briggs	16/03/2020	March 2022	N/A	Female
Parent	Andrew McPhee	16/03/2020	March 2022	N/A	Male
Parent	Kristy McIvenna	16/03/2020	March 2022	N/A	Female
School Em...	Tanya Dolence	16/03/2020	March 2022	N/A	Female
School Em...	Sarah Medland	1/03/2021	March 2023	N/A	Female
School Em...	Georgie Kirwan	1/03/2021	March 2023	N/A	Female
Community	Spira Vallox	1/03/2021	March 2022	N/A	Male
Parent	Katie Barnett	1/03/2021	March 2023	Vice President	Female
School Em...	Christopher Cotching			Principal	Male
Parent	Belinda Dalton	1/03/2021	March 2023	N/A	Female
Parent	Maggie Cusdin	1/03/2021	March 2023	N/A	Female
Community	Renee Harwin	1/03/2021	March 2022	N/A	Female
Parent	Daniel Heath	16/03/2020	March 2022	President	Male
Parent	Richard Struthers	1/03/2021	March 2023	Treasurer	Male

**Press Control-P to print**  
(It may take up to 10 seconds for the print dialog to appear)

Return to Update Members view
Close (exit)

## CHATHAM PRIMARY UNIFORM

School login: username: CPS password: CPS

## SCHOOL UNIFORM SHOP

### Opening Hours:

Monday- Friday 9am-5pm

Open this Saturday 5th Feb:

10am- 2pm



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**DEL2SCHOOL**

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(Using your school login)

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TAKARA HAGGAR



# NEW DIRECTOR OF SERVICE

CHATHAM PRIMARY



HELLO  
*I'm Takara*

We're excited to introduce Takara Haggard to the Chatham Primary School community as the new TeamKids Director of Service. Takara is studying Bachelor of Educational Studies and comes to Chatham Primary with a wealth of experience in working with primary aged children.

Some of Takara's favourite activities include getting to know you silent ball, arts and crafts activities, and lots of fun and interactive games. Takara also really enjoys cooking with the kids as it helps to build math skills, encourages teamwork, and at the end they have a yummy treat to share with their friends!

Both of Takara's parents are qualified chefs so she has been taught to cook from a young age. Takara also has 8 pets at home including 2 dogs, 3 cats, and a turtle!

Takara says: "Hi, everyone I am so excited to meet you all, we are going to have the best time at Chatham Primary Before and After Care!"

REMARKABLE • GENUINE • FUN • INNOVATIVE • INVOLVED

BOOK ONLINE [TEAMKIDS.COM.AU](http://TEAMKIDS.COM.AU)

# WELCOME ABOARD

Team Kids



We strive to support families and add VALUE to every day. Our child-centred programs excite, engage and entertain children before school, after school and throughout the school holidays.

Let the fun begin...

## HOW TO REGISTER?

Head to [teamkids.com.au/register](https://teamkids.com.au/register)  
Allow 10-15 min to set up your account.



To make a booking, we require the entire registration process to be completed, this includes all emergency contacts, payment details and medical forms.

## HOW TO BOOK?

1. Sign in to your TeamKids account.
2. Select the following: » Add/Change bookings » Care Type » Child's Name » Date (it will turn green).
3. Click "Next".
4. Double check your bookings and click "Confirm Changes".



## CHECK OUT THE TEAMKIDS FUN!



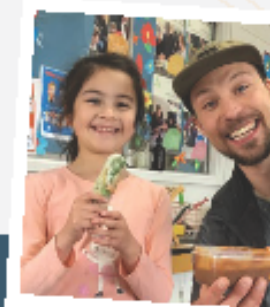
@teamkidsaustralia



@teamkidsaustralia



“ My daughter could not wait to go back to TeamKids the next day! ” Danielle



## WHY YOU'LL LOVE TEAMKIDS



EPIC CLUBS + EVENTS



SAFE + FUN ENVIRONMENT



FUN + ENGAGING EDUCATORS



YUMMY FOOD



See you soon!

## NEED HELP?

Our friendly Customer Service team are only a phone call away and happy to assist.



[teamkids.com.au](https://teamkids.com.au) | 1300 035 000



# Learn Music

here at school

Come and join in the fun of learning to play piano, keyboard, guitar, flute, clarinet, saxophone, violin, drums or trumpet here at Chatham Primary School.

Creative Music for Schools conducts a music program here at school each week.

Small group classes or one-to-one lessons of up to 30 minutes give children an excellent grounding in music where they will learn to read music and play their chosen instrument.

Tuition costs from \$22.50 per lesson and enrolments are now being accepted for limited places in term 1, 2022

Interested parents should contact Swee during office hours on 9818 2333 or via email: [swee@creativemusic.com.au](mailto:swee@creativemusic.com.au)



Creative Music

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





# CHATHAM CHALLENGES

Dear Parents & Guardians

We have a change of teacher and topic for Term 1, 2022.

Some parents paid fees in Term 3, 2021 and these have been carried over if you did not seek a refund.

Please re-enrol or enrol and send the enrolment form to [noelblacker@bigpond.com](mailto:noelblacker@bigpond.com).

If you are unsure whether you have paid fees please check your records or contact me, Pat Truscott, on 0407 313 657.

Coming Up  
Term 1, 2022 ...

"MICROSCOPES AND LENSES"  
Chatham Primary School



The program will include understanding the microscope and how it works; the eye and the optic nerve; the history of the early microscope and how it developed; scientific drawing; the "brain train" with slides of "bugs and tiny mites"; structures and spaces under the microscope, the Law of Relativity and Greek and Latin roots.

## Chatham Challenges Application for 1st Term, 2022

This program is available for all Grade 1 - Grade 6 children who have qualified

*The unit for first term commences week beginning Monday 14<sup>th</sup> February 2022.*

The unit will run for 8 weeks commencing: Monday 14<sup>th</sup> Feb, 21<sup>st</sup> Feb, 28<sup>th</sup> Feb, 7<sup>th</sup> Mar, 14<sup>th</sup> Mar, 21<sup>st</sup> Mar, 28<sup>th</sup> Mar and 4<sup>th</sup> April.

Teacher: Noel Blacker: Mobile 0409 435 396

✕.....

I wish to enrol my child in the unit "Microscopes and Lenses" starting week beginning

Monday, 14<sup>th</sup> February 2022.

**PLEASE RE-ENROL EVEN IF YOU ENROLLED IN 2021 AND PRE PAID FEES AT THAT TIME.**

Child's Name \_\_\_\_\_ School: Chatham Primary School

Date of Birth \_\_\_\_\_ Class (2022) \_\_\_\_\_

Parents' Names \_\_\_\_\_

Address \_\_\_\_\_

Phone: BH \_\_\_\_\_ AH \_\_\_\_\_ Mobile \_\_\_\_\_ Email: \_\_\_\_\_

My child has already qualified for Chatham Challenges YES/NO

I would like a free test for my child YES/NO.

I would like my child to be tested with a fuller assessment (assessment cost \$500 inc GST).

**The cost of the program is \$270.60 (fees \$246 plus GST of \$24.60).**

**To access the Chatham Challenges program for 1<sup>st</sup> Term 2022:**

Please send the Enrolment form to Noel Blacker; email: [noelblacker@bigpond.com](mailto:noelblacker@bigpond.com) by Thursday, 10<sup>th</sup> February 2022.

**PLEASE RE-ENROL EVEN IF YOU ENROLLED IN 2021 AND PRE PAID FEES AT THAT TIME.**

**Payment of \$270.60 (inc GST) also needs to be received by Thursday 10<sup>th</sup> February 2022.**

Payment: Access Re-Ed Services Pty Ltd, BSB 083218 Account No. 516636659 (Please include your Child's name, Grade and School so I know who the payment is for)

Please contact me, Pat Truscott, on mobile 0407 313 657 if you have any queries.

# 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

- 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.



## 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](#).

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## 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.

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## 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 [ISE 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](#).

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## 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.

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## ACCESS TO STUDENT INFORMATION

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 [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.

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## 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](mailto:international@education.vic.gov.au)

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## 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.

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## 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](mailto:foi@education.vic.gov.au)

For more information about FOI,

see <https://www.education.vic.gov.au/about/visibility/foi/foi-portal.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](mailto:privacy@education.vic.gov.au)



# What's on Guide

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2022

For Children, Teens & Families



DISCOVER, LEARN & CONNECT @ **SURREY HILLS NEIGHBOURHOOD CENTRE**



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NEIGHBOURHOOD CENTRE

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