

St. Albans Primary School



Important Dates

Monday 29th – 31st March

3/4 Camp

Cottage By The Sea

Friday 19th March

School Photo Day

Wednesday 24th March

Meet the Teacher meetings.

Students have no school on this day

Thursday 1st April

Easter Egg Hunt

Thursday 1st April:

Last day of Term 1, 1:30pm finish

Monday 19th April:

First day of Term 2

Curriculum Day:

Friday the 23rd of April

FROM THE PRINCIPAL

Dear Community,

This term the students have been re-engaging with onsite learning. Specialist programs have resumed as has Interschool Sport, camps and excursions. We have also started the important 'Learning Catch Up Program', which has children across the school participating in extra reading, writing and maths classes taken by specialist teachers. As the year continues, children will be taken on and off the 'Learning Catch Up Program' as required ensuring that as many children as possible receive the extra support that they need.

Teachers have continued to plan together to ensure a differentiated curriculum is being delivered for all students. Education Support staff are supporting teachers with this work.

The 3/4 students are participating in the BluEarth program again this year. This involves the students participating in sport activities to build mindfulness, team work and interpersonal skills. The Year 5/6 school leaders will be participating in a leadership program developing their skills as leaders including conflict resolution. They will also be attending the 'Young Leaders Conference' later this year.

I would like to thank all families for their continued support helping us to be Covid safe at school. It is important that we continue to keep children who are unwell at home and if they have cold or flu symptoms they need to be tested for Coronavirus and stay home until they are symptom free.

Nominations are called for School Council. If you are interested in being a member of School Council, please contact the office.

Stay safe.

Joanne Richmond
PRINCIPAL



Meet the Teacher

We are having our Meet the Teacher meetings on **Wednesday 24th March**. A letter has been sent home with time blocks for your meetings. Please return these letters on Monday with your preferred time block. These meetings will be held either by WEBEX or on the phone. You will be sent your time block in a letter soon. Please make sure you answer the phone on Wednesday 24th March during your designated time block. Students will not come to school on this day but must attend their meeting on the phone with you or on your WEBEX meeting.

These meetings are very important so if you cannot answer your phone or attend your WEBEX meeting please call the school before the 24th of March to re-schedule your meeting. An interpreter can be booked for these meetings just let the office or your child's teacher know if you need an interpreter.

1/2 NEWS

1/2J and 1/2L explored the school grounds to collect any living and non-living things. We talked about the characteristics living things need to survive and sorted them into hula hoops. We also cuddled the baby chicks.



STUDENT LEADERS

Congratulations to the following students who have been nominated as student leaders for 2021.

School Captains: Hareem Ritzwan
Puneet Kaur

School Vice Captains: Jessica Dhunna
Hadil Ataallah

Positive Choices Leader: Nazrawit Costantinos

House Captains: Blue: Vy Nguyen
Jessica Jessica
Red: Bol Arop
Grace Faanati
Yellow: Adau Deng Garang Akech
Sandy Huynh
Green: Arob Adong
Lidea Shashy

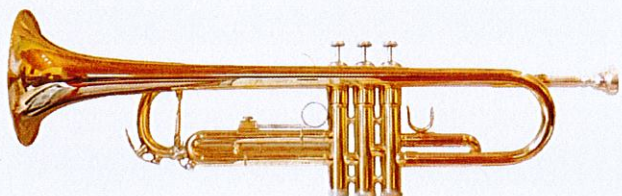


These students will be involved in Student Council and will develop their leadership skills through a range of activities including Lunchtime Leaders, organising and running assembly.

BRASS BAND

This week our Just Brass band commenced. Our senior students welcomed our junior students and took them under their wing.

We are very proud of our dedicated students, well done everyone



NAPLAN 2021

Our students in Year 3 and 5 will participate in the annual NAPLAN tests in reading, writing, language conventions (spelling, grammar and punctuation) and numeracy. Whilst it is not a test that can be studied, we do recommend students to read every night and complete the homework as set by their teachers. Teachers may have also provided your child login details for Literacy Planet and Star Maths. We also encourage them to work form these online platforms on the tasks that have been specifically allocated to them. More information about NAPLAN in the next newsletter.

CHICKENS



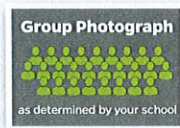
Have you had a chance to visit our website? Go to www.stalbps.vic.edu.au and make it your home page. You can also like and follow us on Facebook!

**PRE-PAY
ENVELOPE**

Friday 19th
March

More products and options
available - **Order Online!**
www.msp.com.au

Premium Pack



See Overleaf →

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2x 10" x 8"

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1x 5" x 7"
Black and White
Portrait

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1x 5" x 7"

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4x 5" x 3.5"

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4x 1.7" x 1.2"

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Classic Pack

Best
Value for
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3x 3.5" x 2.5"

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4x 1.7" x 1.2"

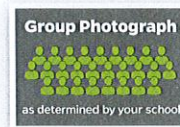
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Value Pack

Popular
Choice



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Essential Pack



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Basic Pack



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Gift Pack*

All 12 items

*Only available
when purchasing
one of the packs
listed above.



3 x Photo
Bookmarks
8" x 2"



3x 2" x 1.4"



1 x Door
Hanger
10" x 4"



1 x Photo
Calendar
5" x 7"



4 x Photo
Gift Tags
3.4" x 2.5"

Group Only



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msp
photography

100%

**Money
Back
Guarantee**
(conditions apply)

**CAPTURING
SCHOOL
MOMENTS**

SCHOOLS' PRIVACY POLICY

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

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

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

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

CURRENT VERSION OF THIS POLICY

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

DEFINITIONS

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

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

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

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

WHAT INFORMATION DO WE COLLECT?

Our school collects the following type of information:

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

HOW DO WE COLLECT THIS INFORMATION?

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

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

Collection notices

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

Unsolicited information about you

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

WHY DO WE COLLECT THIS INFORMATION?

Primary purposes of collecting information about students and their families

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

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

Primary purposes of collecting information about others

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

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

WHEN DO WE USE OR DISCLOSE INFORMATION?

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

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

8 to establish or respond to a legal claim.

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

STUDENT TRANSFERS BETWEEN VICTORIAN GOVERNMENT SCHOOLS

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

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

NAPLAN RESULTS

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

When a student transfers to another Victorian government school, their NAPLAN results are able to be transferred to that next school.

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

RESPONDING TO COMPLAINTS

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

ACCESSING YOUR INFORMATION

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

ACCESS TO STUDENT INFORMATION

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

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

ACCESS TO STAFF INFORMATION

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

STORING AND SECURING INFORMATION

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

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

UPDATING YOUR INFORMATION

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

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) 9637 3961
foi@edumail.vic.gov.au

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

Knowledge, Privacy and Records Branch

Department of Education and Training
2 Treasury Place, East Melbourne VIC 3002
(03) 8688 7967
privacy@edumail.vic.gov.au