



FROM THE PRINCIPAL

Dear Community,

Welcome Back! I hope everyone had a wonderful holiday. I extend a special welcome to all our Preps, new students and their families. I hope you enjoy your time at St Albans Primary School as we work together to develop your child academically, socially and emotionally. If families have any questions or queries please feel free to contact the office.

I would also like to welcome back all our staff a special welcome to our new staff member Ms Abby Teddy.

I would like to remind families that students need to prepare for the day's learning. To maximise learning opportunities, it is best for the children to arrive on time so they are organised to begin their classes. School starts at 8:50am. Students can be at school from 8am to attend the breakfast program but must not be on the school grounds before 8am.

All children must be collected by 3:20pm at the latest unless they are at the after school care program, OSHCLUB. Please see the flyer attached for more details on this program. The OSHClub are an external agency and so all bookings have to be made through them. Please feel free to visit them at the hall after school hours.

I know everyone will be very happy to be back at school and we are looking forward to a great year of learning and friendships.

To ensure everyone's safety any student who is unwell will be sent home, if your child has a runny nose, cough, sore throat, or fever please keep your child at home. If your child suffers from allergies, you need to speak to your doctor and give them medicine to alleviate symptoms.

We would like to remind parents that we have Facebook, we post school news, events and photos of your child's time at school on our Facebook Page and our school website. Only students who have returned their permission forms can have their picture put on Facebook or in our newsletters. Please follow us on Facebook and visit our school website.

Facebook: <https://www.facebook.com/stalbansps>

Website: <https://www.stalbps.vic.edu.au/>

We have attached some photos of some of our students working hard and enjoying their first Term of 2023.

Take care and stay safe.

Joanne Richmond
PRINCIPAL

Important Dates

Tuesday 21st February:

Shrove Tuesday

Monday 14th February:

Preps finish at 2:30pm for two weeks

Friday 24th February:

Student Free Day. No school for students.

Monday 27th February

Preps at school full time
8:50am – 3:20pm

Friday 3rd March:

School Photo Day

Wednesday 8th March:

Meet the Teacher &
Community BBQ Day – No students at school.

Monday 13th March:

Labour Day Holiday – School Closed

Wednesday 15th March:

NAPLAN Begins

Wednesday 29th March:

Family Maths Night

Thursday 30th March:

Semper Dentist onsite

Privacy notice

Annual privacy reminder for our school community

Our school collects, uses, discloses and stores student and parent personal information for standard school functions or where permitted by law, as stated in the [Schools' Privacy Policy](#).

We ask parents to also review the [guidance we provide](#) on how we use Xuno & SeeSaw safely at the school and what parents can do to further protect their child's information. If after reviewing the guidance, you have any questions or concerns regarding your child using Xuno & SeeSaw please contact the school.

We will be sending home information about Privacy Collection attached to this newsletter. If you have any further questions or would like to see the school's privacy policy please speak to the office.

School Photos

St Albans Primary School's photo day will be on Friday 3rd March. All students must be in uniform on this day. Envelopes will go home soon, and you can either use cash to pay for the photos or you can order online. Please remember that the money in the envelopes goes straight to the photographer and so they do not provide change. Please make sure you have the right money in the envelope.

New School Fence

As you may have seen, the school is getting a new perimeter fence installed. This gate will be an automatically locked at 9:30am every day and will open again at 2:30pm. We will have it open for special activities during the year but due to child safety we will not be leaving the gates open during the school day. If you need to come to the school between 9:30am & 2:30pm, you will have to enter and exit from Kate Street only and you will also need to ring the school when you arrive so that we can open the gates for you.

Student Free Day

On 24th February we will be having a student free day. There will be no school for students on this day. Please make other arrangements for your children on the 24th.

Meet the Teacher Conferences

You children will be bringing home a Meet the Teacher conference form in the next few days. This form needs to be returned as soon as possible to the school office. There are limited time slots available, and parents / carers are slotted in on a first in first allocated basis. If the time you have chosen is booked, we will place you into another time slot. If you require an interpreter for these meetings, please make sure you write this on your return slip. The conferences will be held on Wednesday 8th March and there is no school for all students on this day, but they must attend their meeting with their parents. We will be having a community BBQ on this day for everyone to enjoy. Sausages will be cooked throughout the day and are free for all families who attend. These meetings are a great way for families to get to know their child's teacher and to let the teacher know of any concerns you may have regarding your child/children. We look forward to seeing you all.

Reminder: Friday 24th February – No school

Wednesday 8th March – Meet the Teacher – No school

Monday 13th March – Labour Day Holiday – No School






Community Hub

The community Hub is located near the Kate Street entrance and is run by Hub Leader Hang Bui. The hub is a place for all parents to enjoy a coffee, tea, and chat with Hang, but she also offers a variety of program for parents to participate in. The schedule for these activities is below. All activities are free and are great way to meet other parents.

Term 1, 2023 at
ST ALBANS PRIMARY SCHOOL COMMUNITY HUB



St. Albans Primary School
39 West Esplanade, St. Albans, 3021

Monday	Tuesday	Wednesday	Thursday	Friday
SAPS Multicultural Playgroup 9 - 11am 	English for Beginners 1 - 3 pm (Community Room)  <small>Photo by Elements Digital on Unsplash</small>	SAPS Cooking Club 10.00am-2.30pm (Community Room) See Cooking flyer 	Neighbourhood Walks 9.30am-12pm Meet at Community Room 	Sewing Circle 1- 3 pm (Community Room) 

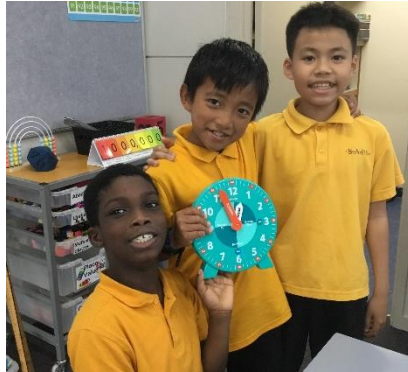
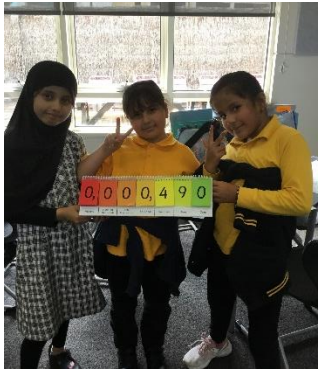
All programs are **FREE** and open to the community; please contact Hub Leader **Hang Bui** (0420855912) for more information.

Sausage Sizzle in support of the earthquake victims of Syria & Turkey

On Tuesday 21st February, we will be holding a sausage sizzle to raise money for the victims of the earthquakes in Syria & Turkey. Order forms for the sausages in bread went home earlier this week. The cost for these sausages is \$2 each. The CSEF can not be used for this as it is a fundraiser. If you do not have your child's order form, please let our child's teacher know. As this is a fundraiser, please indicate that you require change as otherwise it will be seen as a donation towards the victims of the earthquake.



SAPS 2023 Photos



Enrolment and Booking

We offer an easy and uncomplicated free registration system using our online platform at oshclub.com.au or calling our Customer Service team on 1300 395 735.

OSH Club is guided by the governments National Quality Framework and set Education and Core National Law Act and Regulations applicable for each state, so there is necessary documentation we require from each family.

All enrolments must be completed prior to attendance with all required documentation that are required by National Law. These are:

IMMUNISATION HISTORY

Each service has a legal requirement to have a record of each child's immunisation history so families can be contacted if any illnesses are circulating the community and prevent exposure to a child who may not be immunised.

MEDICATION AUTHORISATION FORM

Any medication that needs to be administered requires a Medical Authorisation Form to be signed by the family. The medication then needs to be provided to the service with the child's name clearly displayed in its original packaging.

MEDICAL MANAGEMENT PLANS

All medical conditions require a Medical Management Plan to be prepared by the child's doctor.

Allergy or anaphylaxis requirements must be on an ASICA Action Plan displayed in colour with a picture of the child and signed by the doctor. Any other medical conditions such as asthma or epilepsy also require a Medical Management Plan along with any medication required to properly manage the child's medical condition, such as an inhaler, auto-injector (epipen) or antihistamines.

Families are responsible for updating any Medical Management Plans on an annual basis and providing these to the service. If these are not provided, this may prevent the child from attending.



Bookings

To allow for flexibility, we have permanent and casual bookings options available for families. Bookings can be managed through oshclub.com.au, by calling Customer service on 1300 395 735 or contacting the coordinator directly for late bookings.

PERMANENT BOOKINGS

Set days for each week (unless altered)

CASUAL BOOKINGS

For changing schedules or infrequent visits

LATE BOOKINGS

Bookings made within 24 hours can incur a late booking fee

CANCELLATIONS

We allow booking cancellations up to seven days prior or they may incur a late cancellation fee, but this is determined by case.

Payments

All statements can be accessed online with Customer Service available on 1300 395 735 if any assistance is required. Payments are automatically debited fortnightly through two payment options:

- Credit card (VISA or Mastercard)
- Direct debit from a nominated bank account

If families are eligible for Child Care Subsidy, they can contact Centrelink Family and Parents Line on 13 61 50 for details on how to register. Once we have these details, families will not have to suffer out of pocket costs by having the rebate applied automatically.

We also have further assistance for families suffering with financial hardship. For more information, contact Customer Service and Billing on 1300 395 735.



Privacy Collection Notice

Information for students, parents and carers of students at St Albans Primary School

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

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

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

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

- educating students
- supporting students' social and emotional wellbeing, and health
- fulfilling legal obligations, including duty of care, anti-discrimination law and occupational health and safety law
- communicating and engaging with parents
- student administration
- school management
- supporting policy in relation to student education and wellbeing.

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

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

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

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

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

- **Emergency contacts** – Individuals parents nominate for a school to contact during an emergency. Parents should ensure that their nominated emergency contact agrees to their contact details being provided to the school and that they understand their details may be disclosed by the department if lawful, e.g. in the case of emergency communications relating to bush fires or floods.
- **Student background information** – Information about country of birth, Aboriginal or Torres Strait Islander origin, language spoken at home and parent occupation. This information enables the department to allocate appropriate resources to schools. The department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.
- **Immunisation status** – This assists schools to manage health risks and legal obligations. The department may also provide this information to the Department of Health and Department of Families, Fairness and Housing to assess immunisation rates in Victoria, but not in a way which identifies students.
- **Visa status** – This is required to process a student's enrolment.

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

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

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

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

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

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

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

