

FEBRUARY 14TH, 2023

NEWSLETTER NO.2

Principal's Report

Hello everyone,

I have been in and out of all the classrooms over the last few weeks and I have to say this has been one of the smoothest transitions into the year we have experienced. The start-up approach: exploring our values and classroom expectations, is a great way to start the year and an excellent way for our students to have a shared understanding of the 'Wattle Glen Way'. Now that this process has finished, Ms de Haan and Ms Elliott will be distributing the 'School Wide Positive Behaviour Parent Booklet', hopefully by the end of this week.

Are you coming to the Values/Welcome Back BBQ on Wednesday? Our grade 5/6 students are looking forward to running the events for students and their families to enjoy. This is a wonderful afternoon spent with friends, with sausages, drinks and icy-poles available.

Student Enrolment Information...earlier this week you received an email about enrolment information. It is essential that you review the attachment you were emailed. Please advise the office **ONLY** if there are changes to be made.

There is no need to print the information, if there are any changes an email to the school will suffice.

School Council nominations opened on February 1st, and close tomorrow (February 15). I have received some parent nominations, but if you would like to nominate yourself or another parent it will need to be received by someone at the WGPS office by 4pm tomorrow afternoon (Wednesday February 15).

I am also calling for people to join the Parents, Teachers and Friends Association (PTFA). The PTFA will be responsible for organising community building and fundraising events. They will meet with me, roughly once a month, at a time that is convenient to the majority of members.

Have a wonderful week,

Mel



Term I Dates

FEBRUARY

15th School Values and Welcome back BBQ
 15th School Council nominations close
 23rd Camp Information Night 6pm, onsite
 24th Sugarloaf District Swimming - students who have qualified

MARCH

1st Division Swimming at WaterMarc (for those who further qualify)
 9th Yr 6's Leadership Day
 10th Curriculum Day - No students attend school
 13th Public Holiday - Labour Day
 14th/16th/20th/22nd/24th Swimming at ELC
 15th/16th/17th NAPLAN
 21st Harmony Day
 28th Collingwood Children's Farm P-3
 27th/28th/29th CAMP 3-6

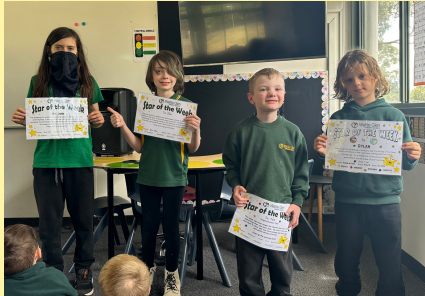
APRIL

3rd/4th Life Education incursion
 6th Last day of Term I - School Finishes at 2:20pm



Stars of the Week

Week 2
P/1 Dylan
1/2/3 Tom
3/4/5 Zoe
5/6 Leo



Week 3
P/1 Alisa
1/2/3 Billie
3/4/5 Billie
5/6 Hazel

Learning Showcases

In week two, our grade 5/6 students shared their learning about our school values (specifically Resilience) and sharing their activity.

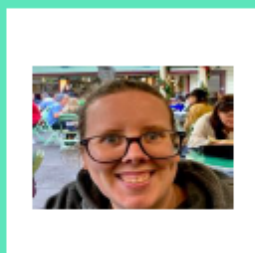


In week three, our grade 3/4/5 students shared their learning about advertising techniques used to promote products as healthy.



Meet the team

at Wattle Glen Primary School OSHC



Name: Elizabeth

Position: COORDINATOR

I have been part of the Wattle Glen community for over 3 years and with Camp Australia for 8 years. After completing my Diploma in Early Childhood education and care at Box Hill Institute I have worked at several services before being full time at Wattle Glen Primary School. Wow what a great experience it has been and so happy to be part of the team.

In my spare time I am often seen at the gym, but it doesn't get any easier! I enjoy traveling and have been lucky enough to escape post lockdown to both North America and Japan. What an experience learning about new cultures, hopefully I can do more in the future.

Most of all I enjoy interacting with both the Parents and children and seeing them grow to be compassionate and caring individuals.

Looking forward to working with the Wattle Glen Family in 2023.

Thanks, Elizabeth (Liz)

Newsletter



Your OSHC.



Tailored Out of School
Hours experiences.

Your OSHC by Camp Australia provides enriching experiences for children during term – before school, after school and on pupil free days.

[Find out more](#)



Visits welcome!

Please feel free to stop by the program with your children to meet the team and see what happens in our great program each school day.



Register with Camp Australia

Once registered, you'll be able to easily make and manage your bookings online via your Parent Portal.

[Register now](#)

Visit our blog

New articles are added each week for parents and cover various topics to help families.

[Visit our blog](#)

Curriculum News

Your February update about our classrooms!

Assessments

- Grade 1 students will be taking part in the English Online Interview and Maths Online Interview in upcoming weeks.

February Lunch time clubs

Minecraft - Monday & Friday
Colouring/Reading - Tuesday
Outdoor Games- Wednesday
Lego - Thursday

What's happening

We have nearly finished administering assessments, and we'll be analysing the data very soon. The next step is setting goals for reading, writing, maths and wellbeing.

Your child will soon know their goal and will be supported with learning opportunities to achieve it.

Frankie has commenced teaching Enrichment classes- LEAP (Literacy Excellence and Acceleration Program), TLI (Tutor Learning Initiative) and NAPLAN familiarisation sessions.

Roo rewards are in full swing! Ask your child how they can earn rewards in their classroom.



Reminders

Organisation Preparation

Homework has started! Good routines and habits start early. Set aside a part of your day to complete homework together. A clear table or desk works well, with everything you need close by.

Sunsmart!

Please remind your child to wear their hat in term one, hats can be purchased via QKR, or at the school office (limited stock).



School council elections – information for parents

What is a school council and what does it do?

All government schools in Victoria have a school council. They are legally constituted bodies that are given powers to set the broad direction of a school, in accordance with Ministerial Order 1280 Constitution of Government School Councils, and the Education and Training Reform Act 2006. In doing this, a school council may directly influence the quality of education for students.

Who is on the school council?

For most primary school councils, there are several possible categories of membership:

A mandated elected parent member category – more than one-third of the total members must be from this category. Department employees can be parent members at their child's school providing that they are not engaged in work at the school.

A mandated elected school employee member category – members of this category make up no more than one-third of membership. The principal of the school is automatically one of these members.

An optional community member category – members are co-opted by a decision of the council because of their special skills, interests or experience. Department employees are not eligible to be community members.

A small number of school councils have nominee members.

Generally, the term of office for all members is two years. The term of office of half the members expires each year, creating vacancies for the annual school council elections.

Why is parent membership so important?

Parents on school councils provide important viewpoints and have valuable skills and a range of experiences and knowledge that can help inform and shape the direction of the school.

Those parents who become active on a school council find their involvement satisfying and may also find that their children feel a greater sense of belonging.

Do I need special experience to be on school council?

Each member brings their own valuable skills and knowledge to the role, however, in order to successfully perform their duties, councillors may need to gain some new skills and knowledge.

It is important to have an interest in your child's school and the desire to work in partnership with others to help shape the school's future.

Code of conduct for school councillors

School councils in Victoria are public entities as defined by the Public Administration Act 2004.

School councillors must comply with the Code of Conduct for Directors of Victorian Public Entities issued by the Victorian Public Sector Commission. The Code of Conduct is based on the Victorian public sector values and requires councillors to:

- act with honesty and integrity – be truthful, open and clear about their motives and declare any real, potential or perceived conflict of interest and duty
- act in good faith in the best interests of the school – work cooperatively with other councillors and the school community, be reasonable, and make all decisions with the best interests of students foremost in their minds
- act fairly and impartially – consider all relevant facts of an issue before making a decision, seek to have a balanced view, never give special treatment to a person or group and never act from self-interest

- use information appropriately – respect confidentiality and use information for the purpose for which it was made available
- exercise due care, diligence and skill – accept responsibility for decisions and do what is best for the school
- use the position appropriately – not use the position as a councillor to gain an advantage
- act in a financially responsible manner – observe all the above principles when making financial decisions
- comply with relevant legislation and policies – know what legislation and policies are relevant for which decisions and obey the law
- demonstrate leadership and stewardship – set a good example, encourage a culture of accountability, manage risks effectively, exercise care and responsibility to keep the school strong and sustainable.

Indemnity for school council members

School councillors are indemnified against any liability in respect of any loss or damage suffered by the council or any other person in respect of anything necessarily or reasonably done, or omitted to be done by the councillor in good faith in:

a. the exercise of a power or the performance of a function of a councillor, or the reasonable belief that the act or omission was in the exercise of a power or the performance of a function of a council.

In other words, school councillors are not legally liable for any loss or damage suffered by council or others as a result of reasonable actions taken in good faith.

How can you become involved?

By participating in, and voting in the school council elections, which are held in Term 1 each year. However, ballots are only held if more people nominate as candidates than there are positions vacant. In view of this, you might consider:

- standing for election as a member of the school council
- encouraging another person to stand for election.

What do you need to do to stand for election?

The principal will issue a Notice of Election and Call for nominations in Term 1 of each year. Council elections must be completed by 31 March, unless varied by the Minister for Education.

If you stand for election, you can arrange for someone to nominate you as a candidate or, you can nominate yourself in the parent member category. You can only be nominated by another member of the same electorate that you are eligible for (e.g. a member of the parent electorate may only nominate another parent of that electorate)

Department employees with a child enrolled at a school where they are not engaged in work, are eligible to nominate for parent membership at that school.

Return your completed nomination form to the principal within the time stated on the Notice of Election. You will receive a Nomination Form Receipt via post, email or by hand delivery.

Generally, if there are more nominations than vacancies a ballot will be conducted in the two weeks after the call for nominations has closed.

Remember

Consider standing for election to school council.

Ask the principal for instructions if you are not sure what to do.

Be sure to vote if the election goes to ballot.

Contact the principal if you are unsure about what is required at any stage of the election process.

FORM 2: NOTICE OF ELECTION AND CALL FOR NOMINATIONS
(Formerly Schedule 4: Notice of Election and Call for Nomination)

An election is to be conducted for members of the school council of

.....Wattle Glen Primary School.....

Nomination forms may be obtained from the school, from Feb 1st, and must be lodged by 4.00 pm on:

.....15.... / ...02..... / ...2023..... (insert day, month and year).

The ballot (if required) will close at 4.00 pm on:

... ..01.... / ...03.... /2023.... (insert day, month and year).

Following the closing of nominations a list of the nominations received will be posted at the school. The terms of office, membership categories and number of positions in each membership category open for election are as follows:

MEMBERSHIP CATEGORY	TERM OF OFFICE	NUMBER OF POSITIONS
Parent member	From the day after the date of the declaration of the poll in 2023... to and inclusive of the date of the declaration of poll in 2025	3
School employee member	From the day after the date of the declaration of the poll in 2023... to and inclusive of the date of the declaration of poll in 2025	1
Community member	From the day after the date of the declaration of the poll in 2023... to and inclusive of the date of the declaration of poll in 2025	1

If the number of nominations is less than the number of vacancies, a notice to that effect and calling for further nominations will be posted in a prominent position at the school.

Melanie McLennan.....
Principal signature

JOIN US FOR A WELCOME BACK BBQ

All students and their families are invited

WEDNESDAY, FEBRUARY
15TH

4:30-6:30

IN THE UNDERCOVER AREA

Sausage sizzling BBQ will be cooking your dinner while the children participate in activities that focus on our four school values;

Respect, Kindness, Resilience and Curiosity

Sausage in bread, drinks and icy poles available for purchase.



RSVP: Wednesday 8th of February

Wattle Glen
PRIMARY SCHOOL



RESPECT

RESPECT PEOPLE,
PLACES + PROPERTY



KINDNESS

Be kind + fair



RESILIENCE

BELIEVE, ACCEPT +
ADAPT



CURIOSITY

BE A LEARNER - SEEK
+ EXPLORE

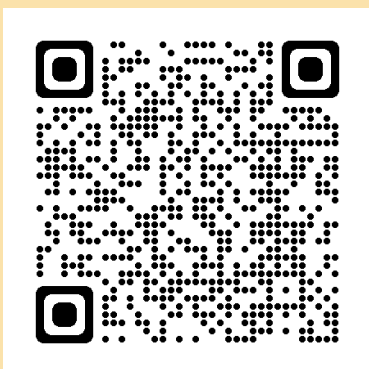


Camps, Sports and Excursions Fund applications (CSEF)

The Camps, Sports and Excursions Fund helps eligible families to cover the costs of school trips, camps and sporting activities. If you have a valid means-tested concession card, such as a Veterans Affairs Gold Card, Centrelink Health Care Card or Pensioner Concession Card, or are a temporary foster parent, you may be eligible. There is also a special consideration category for asylum seeker and refugee families. Payment amounts this year are \$125 for eligible primary school students.

Payments are made direct to the school to use towards expenses relating to camps, excursions and sporting activities for the benefit of your child. It is important that funding made available in 2023 supports students to participate in school trips, camps and sporting activities this year rather than being held for future years. This funding can also be used in conjunction with any funding accrued from previous years. If you applied for CSEF through our school last year, you do not need to complete an application form this year, unless there has been a change in your family circumstances.

If you would like to apply for the first time, please contact the school office on 9438 1259 and ask for an application form. You can also download the form, and find out more about the program and eligibility, on the Department of Education and Training's Camps, Sports and Excursions Fund web page ([Camps, Sports and Excursions Fund \(CSEF\) application form \(education.vic.gov.au\)](#)) or use the QR code below. Check with the school office if you are unsure, and please return completed forms to the school office as soon as possible.





Wattle Glen
PRIMARY SCHOOL

Come and play the Wattle Glen way!

Wattle Glen Primary School invites all children starting school in 2024 to three afterschool play dates in term one!



Session One:
February 16th
3:45pm- 4:30pm

Session Two:
March 8th
3:45pm- 4:30pm

Session Three:
March 28th
3:45pm- 4:30pm

This is a great opportunity to see Wattle Glen Primary School, meet the friendly staff and form new friendships.

All sessions are supervised by current staff members.

Call or email the office to enrol in these exciting sessions.



wattle.glen.ps@education.vic.gov.au



Wattle Glen Primary School



03 9438 1259



www.wattlegps.vic.edu.au

NAPLAN Information for parents and carers

2023

Why do students do NAPLAN?

NAPLAN is a national literacy and numeracy assessment that students in Years 3, 5, 7 and 9 sit each year. It is the only national assessment all Australian students have the opportunity to undertake.

As students progress through their school years, it's important to check how well they are learning the essential skills of reading, writing and numeracy.

NAPLAN assesses the literacy and numeracy skills that students are learning through the school curriculum and allows parents/carers to see how their child is progressing against national standards and over time.

NAPLAN is just one aspect of a school's assessment and reporting process. It doesn't replace ongoing assessments made by teachers about student performance, but it can provide teachers with additional information about students' educational progress.

NAPLAN also provides schools, education authorities and governments with information about how education programs are working and whether young Australians are achieving important educational outcomes in literacy and numeracy.

Your child will do the NAPLAN tests online

Schools have transitioned from paper-based to computer-based assessments. All Year 3 students will continue to complete the writing assessment on paper.

Online NAPLAN tests provide more precise results and are more engaging for students. One of the main benefits is tailored (or adaptive) testing, where the test presents questions which may be more or less difficult depending on a student's responses.

Tailored testing allows a wider range of student abilities to be assessed and measures student achievement more precisely. A student's overall NAPLAN result is based on both the number and complexity of questions they answer correctly. Your child should not be concerned if they find questions challenging; they may be taking a more complex test pathway.

What does NAPLAN assess?

NAPLAN assesses literacy and numeracy skills that students are learning through their regular school curriculum.

Students sit assessments in writing, reading, conventions of language (spelling, grammar and punctuation) and numeracy. The questions assess content linked to the Australian Curriculum: English and Mathematics.

All government and non-government education authorities contribute to the development of NAPLAN test materials.

To find out more about NAPLAN, visit nap.edu.au.

Participation in NAPLAN

NAPLAN is for everyone. ACARA supports inclusive testing so all students have the opportunity to participate in the national assessment program.

Adjustments are available for students with disability who have diverse functional abilities and needs.

Schools should work with parents/carers and students to identify, on a case-by-case basis, reasonable adjustments required for individual students with disability to access NAPLAN. Adjustments should reflect the support normally provided for classroom assessments.

To help inform these decisions, you may consult the [NAPLAN public demonstration site](#), the [Guide for schools to assist students with disability to access NAPLAN](#), or our [series of videos](#) where parents/carers, teachers and students share their experiences in using NAPLAN adjustments.

In exceptional circumstances, a student with a disability that severely limits their capacity to participate in the assessment, or a student who has recently arrived in Australia and has a non-English speaking background, may be granted a formal exemption.

Your school principal and your local test administration authority can give you more information on adjustments for students with disability or the process required to gain a formal exemption.

What if my child is absent from school on NAPLAN days?

Where possible, schools may arrange for individual students who are absent at the time of testing to complete missed tests at another time during the school's test schedule.

What if my school is closed on NAPLAN days?

Schools with compelling reasons may be given permission to schedule tests after the 9-day test window.

What can I do to support my child?

Students are not expected to study for NAPLAN. You can support your child by reassuring them that NAPLAN is a part of their school program and reminding them to simply do their best. Some familiarisation and explanation of NAPLAN is useful to help students understand and be comfortable with the format of the tests. Teachers will ensure students are familiar with the types of questions in the tests and will provide appropriate support and guidance.

ACARA does not recommend excessive preparation for NAPLAN or the use of services by coaching providers.

See the types of questions and tools available in the online NAPLAN assessments at nap.edu.au/online-assessment/public-demonstration-site.

NAPLAN timetable

The NAPLAN test window is 9 days. This is to accommodate schools that may have fewer devices.

The NAPLAN test window starts on Wednesday 15 March and finishes on Monday 27 March 2023. Schools are advised to schedule the tests as soon as possible within the testing window, prioritising the first week.

How is my child's performance reported?

Individual student performance is shown on a national achievement scale for each assessment. This scale indicates whether the student is meeting expectations for the literacy and numeracy skills needed to participate fully in that year level.

A NAPLAN individual student report will be provided by your child's school later in the year. If you do not receive a report, you should contact your child's school.

How are NAPLAN results used?

- Students and parents/carers may use individual results to discuss progress with teachers.
- Teachers use results to help identify students who need greater challenges or extra support.
- Schools use results to identify strengths and areas of need to improve teaching programs, and to set goals in literacy and numeracy.
- School systems use results to review the effectiveness of programs and support offered to schools.
- The community can see information about the performance of schools over time at myschool.edu.au.

Where can I get more information?

For more information about NAPLAN:

- contact your child's school
- contact your local test administration authority at nap.edu.au/TAA
- visit nap.edu.au

To learn how ACARA handles personal information for NAPLAN, visit nap.edu.au/naplan/privacy.

Test	Scheduling requirements	Duration	Test description
Writing	<ul style="list-style-type: none">• Year 3 students do the writing test on paper (on day 1 only)• Years 5, 7 and 9 writing must start on day 1 (schools must prioritise completion of writing across days 1 and 2 only, with day 2 only used where there are technical/logistical limitations)	Year 3: 40 min Year 5: 42 min Year 7: 42 min Year 9: 42 min	Students are provided with a 'writing stimulus' (sometimes called a 'prompt' – an idea or topic) and asked to write a response in a particular genre (narrative or persuasive writing)
Reading	<ul style="list-style-type: none">• To be completed after the writing test• To be completed before the conventions of language test	Year 3: 45 min Year 5: 50 min Year 7: 65 min Year 9: 65 min	Students read a range of informative, imaginative and persuasive texts and then answer related questions
Conventions of language	<ul style="list-style-type: none">• To be completed after the reading test	Year 3: 45 min Year 5: 45 min Year 7: 45 min Year 9: 45 min	Assesses spelling, grammar and punctuation
Numeracy	<ul style="list-style-type: none">• To be completed after the conventions of language test	Year 3: 45 min Year 5: 50 min Year 7: 65 min Year 9: 65 min	Assesses number and algebra, measurement and geometry, and statistics and probability

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

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, service providers (contractors) and agents, (whether paid or unpaid) 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

preferences 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 family, provided by students, their family 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 family, 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 certain matters. 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 mature minor students) 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.

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 Public Records Office Victoria, as required by the relevant Public Records 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.

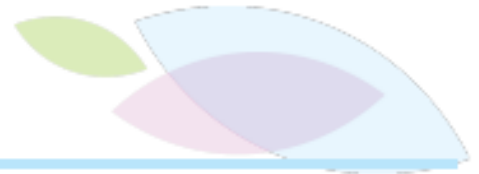
FOI AND PRIVACY

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

Tuning in to Kids™



Practical tips and strategies to show parents how to help their child develop emotional intelligence.

Through this practical six session emotional coaching parenting program, delivered across six weeks and hosted by Family Support Worker Joan Lauricella, you will learn positive parenting strategies.

Tuning in to Kids™ program is suitable for parents of children aged 9 years and under.

Topics covered:

- Improve talking to and understanding your child
- Help your child learn to manage their emotions
- Prevent behaviour problems with your child
- Help your child deal with conflict

“Emotional intelligence may be a better predictor of academic and career success than IQ”.



When: Wednesdays - 22 February, 1, 8, 15, 22, 29 March 23

Time: 9.30am to 11.30am

Where: healthAbility, 917 Main Rd, Eltham

Cost: \$120 per adult, \$60 concession and \$180 per couple

Bookings: Essential via trybooking.com/CFNKA

For more information

Please contact Joan Lauricella, Family Support Worker at joan.lauricella@healthability.org.au or phone **9430 9100**

Note: Please note sessions are currently scheduled to occur in person however this may change to online sessions if Coronavirus restrictions change. Participants will be notified if this occurs.

Phone: (03) 9430 9100 | **Email:** contact@healthability.org.au

Box Hill: 43 Carrington Road, Box Hill, VIC 3128

Eltham: 917 Main Road, Eltham, VIC 3095



healthAbility

By your side
healthability.org.au



Community Announcements

**DIAMOND CREEK
STEP UP 2 CLEAN UP**

**SUNDAY
MARCH 5** Marngrook Oval
9am until 12noon

libbyskoala.org.au

**ROTARY
eltham
FESTIVAL**

Saturday 4 and Sunday 5
March 2023
Alistair Knox Park

Celebrating Community - Supporting Local

Rock Wall, Animal Farm, Main Stage, Fireworks, Buskers Tent, Roving Entertainers, Clean Future Zone, Carnival, Rides, Food Stalls, Art & Craft

www.elthamfestival.org.au Facebook/ElthamFestival

Major sponsors: Bendigo Bank, merison klewin, ELTHAM LEISURE CENTRE

Sponsors: Le Pine, helloworld, bloom, HOME, HYSPEC, MAIN, NORTON

Proudly supported by: Rotary Eltham, Nillumbik

Gold coin donation appreciated at entry

**Diamond Creek Baseball Club
JUNIOR CLINIC**

3 Week Program
Saturdays - March 4th, 11th, & 18th
10am - 11am
@ Campbell Street Reserve

Free!!!
Includes a Devil's Cap

Boys & Girls
Ages 5-16

All skill levels welcomed,
no experience required.

All equipment provided

Register @ dcbc.com.au
or Call Greg on 0407 400 463

COME PLAY SOCCER

**NORTHERN EAGLES
SOCCER CLUB**

RECRUITING JUNIORS,
WOMEN, AND MEN NOW.
CONTACT US TO FIND OUT MORE.

NESC is a diverse club embracing players with a wide variety of skills. We value family involvement, wide community engagement, and a welcoming and inclusive culture. Our home ground is Wilson Reserve, Wattle Glen. NESC competes in the VCEA.

We run programs and competition for:

JUNIORS 5-8
Goal Kick Basic Skills Program
Saturday Mornings

JUNIORS 8-15
Competition Games
Saturday Mornings, Home & Away

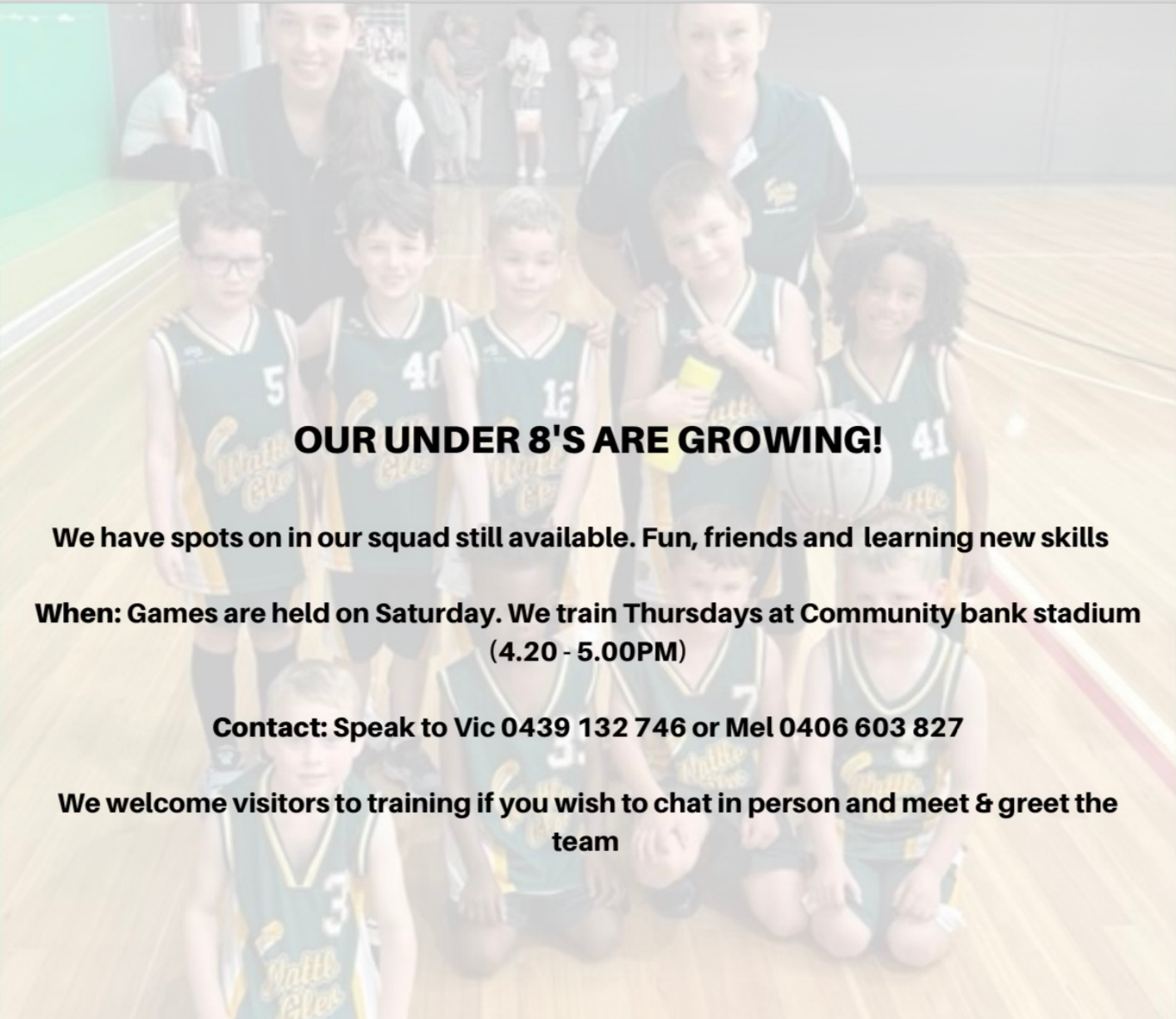
WOMEN
Open Ages
Saturday Afternoon Competition

MEN
Open Ages
Saturday Afternoon Competition

For more information contact:
Juniors / Women / Men - Steve 0419 328 862
registration@northerneagles.org.au

Northern Eagles Soccer Club was founded in 1994 as Eltham Eagles Soccer club to accommodate growing demand for soccer in Melbourne's Northern region, welcoming players from the Nillumbik, Banyule, and Whittlesea shires and beyond.

www.northerneagles.org.au
[facebook.com/northerneaglessc](https://www.facebook.com/northerneaglessc)



OUR UNDER 8'S ARE GROWING!

We have spots on in our squad still available. Fun, friends and learning new skills

**When: Games are held on Saturday. We train Thursdays at Community bank stadium
(4.20 - 5.00PM)**

Contact: Speak to Vic 0439 132 746 or Mel 0406 603 827

**We welcome visitors to training if you wish to chat in person and meet & greet the
team**

WATTLE GLEN
Breakers
BASKETBALL CLUB