



OUR LADY'S SCHOOL NEWSLETTER

16 October 2020

www.olsunshine.catholic.edu.au

Parish Priest: Fr. Peter-Damien McKinley
Principal: Ms. Patrizia Bertani
Parish Mass Times: Saturday 6:00pm
Sunday 9:00am, 10:30am & 5:30pm
School Phone: 9312 2230
School website: www.olsunshine.catholic.edu.au
Our Lady's is a Child Safe School

'In the beginning God created the Heavens and the Earth' Genesis 1:1

Dear Parents,

During the time of remote online learning we took the opportunity to complete much needed maintenance at the school. This included replacing all the worn out carpet in the main office, and in the corridors of the double storey building outside the Year 5 and 6 rooms. All toilet blocks were updated and all maintenance works carried out. The urinal sensors in the boys toilet were replaced as well as all the flush buttons so as to make it easier for children to flush the toilets without any difficulty. Emergency lighting was checked and those that needed replacing replaced as well as other general maintenance work. This maintenance work cost the school a total of \$35,810.

In order to maintain excellence in teaching and learning it is important that we regularly improve and build on our digital resources. With that in mind we also purchased 31 new iPads and covers to be used across the school. As well as headsets and new interactive pens which are used with the interactive Smart boards in each classroom. We also added to our Robotics resources. The total cost of these additional resources was \$23,555.

BOOK WEEK INFORMATION

Next week will be the beginning of Book Week celebrations at Our Lady's School. The theme of this year's Book Week is *Curious Creatures, Wild Minds*. We have had to make changes to our usual Book Week events due to the COVID-19 restrictions and so **this year we will not be holding a Book Week parade or any dressing up**. We will however be providing many opportunities for all students to engage with the books.

Our Book Week events will span over 2 weeks and all students will be participating in online incursions with Michael Salmon a very well known author, cartoonist and artist. All students will also participate in one of the Meerkat Production company's online performances. The 40 minute musical performances will include original songs and puppetry. We will also be having our annual Book Week free raffle where we give away books to lucky students in each class. You can see a picture of the author Michael Salmon and also the two books which will be performed for the students by the Meerkat Production Company. The cost of these incursions to the school will be \$2550. We are sure they will provide the students with memorable learning experiences.



Our Lady's School Year 5 and 6 Intra-School Sport Competition

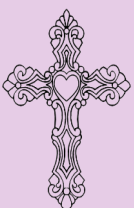


The Year 5 and 6 students usually participate in inter-school sports but due to COVID-19 regulations these have been cancelled.

Knowing how important it is to maintain our PE program Miss McManus teacher together with the Year 6 teachers (Miss Kaan and Miss Gurry), the Year 5 teachers (Mrs Rodriguez and Ms Wendy) and Miss Pina (Art teacher) have organised to hold an intra-school sports competition each Friday. Miss Pina (Art teacher) and Miss McManus (PE teacher) organised that each of Year 5 and 6 student creates their own team t-shirt and emblem. The t-shirts they have made look great and they will wear them throughout the competition.

The intra-school competition will begin this week. The students are looking forward to participating in the competition. Well done to all the Year 5 and 6 students for getting off to such a great start!

Thank You for Education Prayer



Holy Spirit working among us fill us with gratitude for education and with appreciation of those in the teaching ministry who empower our communities. Calm us in this time of pandemic to be supportive of children, young people and teachers negotiating the new realities of this time.

Strengthen the commitment of governments, churches and institutions to the goal of universal education in our world. Encourage us to take advantage of opportunities for learning through all our lives. And bless us with critical minds, grateful hearts and willing hands to do our bit. We ask this in the name of Jesus Christ the way, the truth and the life. Amen

At Our Lady of the Immaculate Conception Parish Primary School we promote the safety, well being and inclusion of all children.



Team Colours Day



At Our Lady's school we love to celebrate the things we are passionate about. Sport is a very important part of our school curriculum and we have set aside a day where we can all come to school celebrating our favourite sporting teams by wearing their colours. This is a fun day for the children and the staff.

This year Team Colours Day will be held

NEXT THURSDAY 22 OCTOBER (*the day before the AFL Grand Final Public Holiday*)

The children of Our Lady's school will be able to come to school dressed in their favourite sporting team or House colours. It does not have to be a complete uniform; it might be a scarf, jumper or a beanie. *If your child is not wearing the colours from their favourite sporting team or House colours they can wear their school sports uniform on the day.*

CHISHOLM
MacKILLOP
MAZENOD
WOODS

Promoting Child Safety - A Day for Daniel

On Friday, October 30th, Our Lady's will be participating in the registered event 'A Day for Daniel' for the fourth time. It has been organised by the Daniel Morecombe Foundation to help promote and educate children about safety. It is also Missions Day, where the students will be able to come in casual clothing. On this day, students are encouraged to wear splashes of RED which could be a red tee-shirt, headband, ribbon or red socks. To prepare for this day the students will have participated in a number of 'Child Safety' lessons, which also support our Social and Emotional Learning Program.

These lessons promote and teach students to **Recognise, React and Report** if they find themselves in situations that make them feel unsafe. We encourage you to continue to talk to your child about what they are learning in class.



Keeping kids safe!

Preparation for 2021 Classes

At this time of the year the school is making arrangements for staffing and classes for 2021. Next week we will begin the process of class compositions for 2021. This process usually takes about a month and a great deal of time and energy goes into the decision-making process. We give the children a voice by asking them to list 6 children they would like to be in their class and we guarantee that each child will have one friend that they have listed.

Please take the time to talk to your child about who they will list as their friends and encourage them to think about listing children who will support them in their learning and help them to be a better learner in the classroom rather than someone they would like to play with. The staff work very hard to make sure that we provide a supportive and engaging learning environment for each child and this process plays a large part in this.

The class structure for 2021 will not change; we will still maintain two classes for each year level. None of the classes will be composite; they will all be straight classes from Foundation to Year 6.

If you have any educational concerns about your child's placement for 2021 you will need to communicate these to Ms Bertani in writing via email on principal@olsunshine.catholic.edu.au by Friday 16 October 2020. It is essential that all letters have been received by tonight.

As we are planning for 2021, we ask that parents let us know as soon as possible if their children are not returning to Our Lady's next year. We have had many inquiries about places for 2021 and we need to let these parents know if there are places for their children. We currently have a waiting list for Prep and several of the other year levels are full, with enrolment enquiries coming in. **If your child is not returning in 2021 (apart from our current year 6 children) please let the Office know as soon as possible.**



2021 FOUNDATION ENROLMENTS

Just a reminder to families that if they have picked up an enrolment form and NOT RETURNED IT, please return it to school with all the documentation as soon as possible.

Also any new families that have NOT picked up an enrolment form for Foundation 2021, please come into the Office to pick up a pack.



UPCOMING EVENTS

Friday 23 October	School Closure	AFL Grand Final Public Holiday
Thursday 22 October	Team Colours Day	
Friday 30 October	Missions Day Casual Dress with Donation	
Monday 2 November	School Closure	Report Writing Day
Tuesday 3 November	School Closure	Melbourne Cup Day
Wednesday 16 December	Students finish for 2020 at 3.00pm	

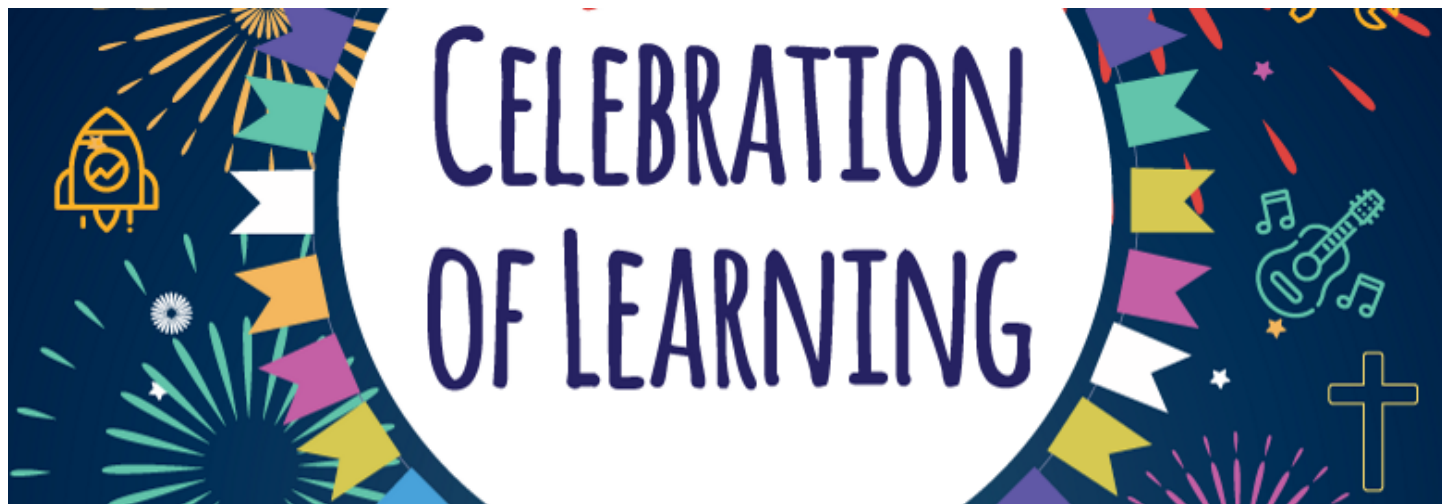
Yours sincerely,

Patrizia Bertani

Ms Patrizia Bertani

Principal

principal@olsunshine.catholic.edu.au



FI

Sylvee - For a fantastic diagram of a bee! Your labels were clear and the different parts of the bee were drawn well. Well done! *From Ms. Cam Tu*

Lincoln - For making a connection while we were reading The Potato People. It was great to see you use the pictures to draw out more information. *From Ms. Cam Tu*

FJ

Damien - For making an excellent start to Term 4 by walking into the class independently and ready to start the school day. You have done a great job at following instructions and completing your learning. Keep up the amazing effort Damien! You can do it! *From Miss Severino*

Dylan - For demonstrating most improved 'Whole Body Listening' behaviours in the classroom. You are doing a great job at listening to instructions and staying focused on your learning. Keep up the amazing effort! *From Miss Severino*

1K

Vivienne M- For showing a positive attitude when returning to onsite learning being ready to learn and be with friends in 1K *From Miss Karen*

Ben M- For showing enthusiasm when looking for materials on our Material hunt around the school. *From Miss Karen*

1L

Oliver B - For showing the Our Lady's School Value of Justice, and ensuring that everyone in his group has a fair go. *From Miss Steph*

Tling Za R - For being an encouraging and supportive classmate by speaking kind words to her group members. *From Miss Steph*

2M

Sienna C- for demonstrating the Our Lady's School Gospel values of Respect and Courage throughout your learning. Well done - *From Miss Scarpaci*

Adele M- for answering questions during class discussions and sharing your ideas and knowledge with the class. Well done - *From Miss Scarpaci*

2N

Henry A - For using strong persuasive arguments during our class debates to change people's thinking, feelings and beliefs about different topics. Henry you were very convincing and used great persuasive language! Keep it up! - *From Ms Howe*

Cohen W - For speaking clearly and confidently to try and change people's thinking and feelings during our class debate. You believed that cats were better than dogs and you used strong language and persuasive arguments. Amazing Cohen!- *From Ms Howe*

3E

Harrison B - For writing an excellent information text about himself and working hard to include paragraphs correctly in his writing. Great work Harrison! - *From Miss O'Connell*

Will F - For working hard during maths groups to calculate the correct amounts of money. You showed your working out clearly! Well done - *From Miss O'Connell*

3F

Lucas D - for demonstrating a growth mindset this term, keep it up! I am so impressed by your new learning attitude *From Ms Murphy*

Natania P - for your great writing, adding lots of detail and using paragraphs and interesting vocabulary. Keep it up! *From Ms Murphy*

4G

Zoe A- for settling beautifully into onsite learning and wearing a big smile during many of the activities we have done together so far. You're a star! *From Mrs Sales*

Eden H- for being a proactive and eager helper in the classroom and going out of his way to assist others. Keep up the amazing work! *From Mrs Sales*

4H

Jasmine N- For being a conscientious students, always trying her best and pushing herself to go further with her learning. *From Mr Wickham*

Alex W. - For sharing his knowledge of Aboriginal culture and history in our class discussion on the Aboriginal history of Kororoit Creek. *From Mr Wickham*

5C

Sumer S.- For being a fabulous collaborator. You worked with a partner to solve a mathematics problem efficiently and fairly. Well done!- *From Miss Wendy.*

Luka K.- For showing the learning assets Thinker and Communicator. You read and understood a complicated mathematical question, and explained what was required to others. Keep up the great work! -*From Miss Wendy.*

5D

Kobe P - For sharing your thoughts and ideas with the class during class discussions this week! Well done on your participation! - *From Mrs Mendoza*

Samuel A - For the enthusiasm you show in your learning and the effort and focus you have shown this week! Keep it up! *From Mrs Mendoza*

6A

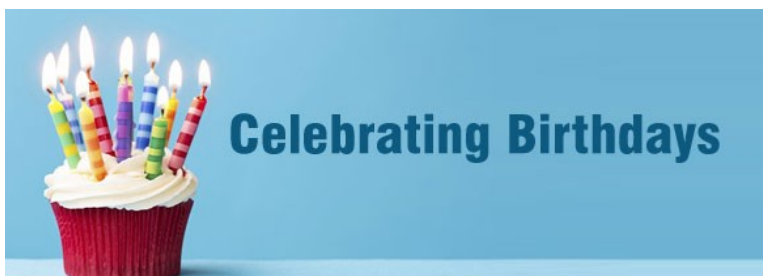
Elias L-for showing passion and enthusiasm when learning about volcanoes and Cambodia - *From Ms Kaan*

Nicolas A- For sharing your wonderings and your vast knowledge with 6A during class discussions. We love it! - *From Ms Kaan*

6B

Vy T - For being an excellent self-manager in all areas of his learning during our return to the classroom this week and for his consistent efforts as part of the '6B End of Day Cleaning Crew!!' - *From Ms. Gurry*

Kelly T - For being an excellent self-manager in all areas of her learning and for consistently showing respect to others. Well done! - *From Ms. Gurry*

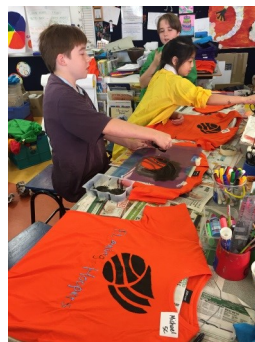


Lucas A 6B
Maya L 1K
Ella N FJ
Johnny S 5C
Madeline F 2N
Geraldine (Canteen)
Alysia I 6A
Ethan N FI
Kayden N 4G
Eliza B 6B
Ram Nawm T 1K
Lucrecia C FJ





Year 5 & 6 Artists at Work





SCHOOL CROSSING NEWS

Brimbank City Council have implemented a few changes to the way our School Crossing Supervisors work Covid-19 safe at a crossing. Social distancing for everyone in our community is paramount and must be followed by anyone in the workforce and people moving around the community.

CHANGES

- Compulsory wearing of masks – WHISTLES WILL NOT BE USED
- **Hand signals** and **voice commands** will be used to instruct pedestrians in place of the whistle
- To maintain social distancing, all supervisors will stand on the opposite side of the crossing to where pedestrians approach
- Morning shift: School Side location
- Afternoon shift: Opposite side to school

Sunshine is Growing Greener

For the last three years students at Our Lady's have worked alongside Melbourne Water and The Friends of Kororoit Creek, planting indigenous native trees, shrubs and grasses along the banks of the nearby creek. This has been part of children's learning at school, tying into units of science and sustainability, understanding our environment as well as helping build their sense of responsibility for building a better environment for now and in the future.

The result is that thanks to our children and other schools working at the same site we are now seeing a genuine habitat for native insects, birds and animals being developed. This had previously been lost as weeds and invasive species had invaded the area, that don't support our local insects, birds and animals. As you can see from the pictures the plants have really taken off and thanks to the recent landscaping with rocks and logs and rigorous program of maintenance, largely by The Friends of Kororoit Creek, this has really made the area stand out.

If you'd like to go and see the student site have a look at the creek between Sanders Avenue and Wright Street on the western side.

We look forward to doing this again next year as whilst we had a grant to do it again this year, COVID19 has meant we couldn't go down to the creek.

Thanks again to all the children, staff and volunteers who made this possible.

If you are interested in helping Friends of Kororoit Creek contact: <https://www.fokc.org.au/our-team>

Greg Woolford
Family School Partnerships





Extend is the place for your children to thrive, learn and play, so what are you waiting for? Book and enrol at

www.extend.com.au

Hours of Operation

After School Care: 3:00pm – 6:00pm

Contact Details

0499 849 940

olic@extend.com.au

Monday	Tuesday	Wednesday	Thursday	Friday
Obstacle Course Fun	Making Rainbow Paper Bowls	Rube Goldberg Machine	Lava Lamps	Public Holiday - No OSHC

DISCOVER

LEARN

PLAY



My name is... monster! We had fun making our glue monsters! Any monster is happier once it has sequins, glitter, and googly eyes.



Slime! We mixed our colours in the slime mix... did you know you can make slime into a solid bouncy ball?



The Duplo proved more of a challenge than the Lego. You can build a trap much faster with Lego!

STAR OF THE WEEK!


Namnam

For being such an amazing help around the centre!

It's been a great first week back to school. We have all had fun getting to know each other, cleaning out some old stuff and bringing in some new. We have discovered that we like chemistry the best... or at least messy stuff! We had a great time experimenting with colours and consistency for our coloured slime (paint excluded this week), and our monsters. Bubbles gave us so much joy at the end of one night, and of course it's always fun to get some new toys! We have been trying them out too. We also had a birthday in the centre this week so of course we loved to celebrate! It was fun to make the eggs bounce, but more fun when they went splat! And origami is just so relaxing! The perfect way to start the weekend. ☺!

Leonie
Service Coordinator

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

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Privacy Policy

Introduction:

Our Lady's Primary School recognises that the protection of an individual's privacy is important and is a requirement of the [Australian Privacy Principles \(APPs\)](#) contained in the [Commonwealth Privacy Act 1988 \(Cth\)](#). This Policy has been created to ensure that all personal, health or sensitive information provided to, collected or generated by the School is used and managed in accordance with the APPs. The school also acknowledges its responsibility to notify the Office of the Australian Information Commissioner (OAIC) where personal information is lost or subjected to unauthorised access, modification, disclosure or misuse in accordance with the Notifiable Data Breach Scheme (NDBS 2018).

The School will, from time to time, review and update this Privacy Policy to take into account new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing School environment.

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.

Data Breach: occurs where personal information is lost or subjected to unauthorised access, modification, disclosure or misuse in accordance with the Notifiable Data Breach Scheme (NDBS 2018).

Scope:

This policy applies to all parents, guardians, students, permanent, fixed term and casual employees including teaching & non-teaching at Our Lady's Primary School. It also extends to contractors and volunteers engaged to undertake work on behalf of the School.

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Responsibilities:

School's Responsibility:

The school Principal & Members of the Leadership Team have a responsibility to:

- » Collect, use and manage personal, health & sensitive information in accordance with processes outlined in this policy;
- » Ensure all employees and other relevant individuals are aware of the School's Privacy Policy;
- » Promptly & appropriately intervene when they become aware of a breach of this policy;
- » Report any Data Breach that has the potential to cause *serious harm* to the Office of the Australian Information Commissioner (OAIC);
- » Comply with legislative requirements.


Employee Responsibilities:

- » Familiarise themselves with this policy;
- » Collect, use and manage personal, health & sensitive information in accordance with processes outlined in this policy;
- » Report any Data Breach to the Principal or a member of the Leadership Team immediately upon becoming aware of the event.

The Kinds Of Personal Information The School Collects And How The School Collects It:

The type of information Our Lady's Primary School collects and manages includes (but is not limited to) personal information, including health and other sensitive information relating to:

- » Information about Students and their family, provided by Students, their family and others including;
 - Contact details (including next of kin), dates of birth, gender, language background, previous school, religion, health fund details and Medicare number, as well as relevant financial details;
 - Parental or carers' education, occupation & language backgrounds;
 - Medical information (e.g. details of disability and/or allergies, and details of any assistance the student receives in relation to those disabilities, medical reports, names of doctors);
 - Conduct and complaint records, or other behaviour notes, school attendance and school reports;
 - Information relating to referrals to government welfare agencies;
 - Counselling reports;
 - Any court orders;
 - Volunteering information (including Working With Children Checks);
 - Photos and videos at school events.
- » Information about job applicants, staff member, volunteers and contractors including but not limited to:

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- Name, contact details (including next of kin), date of birth and religion;
 - Information on job application;
 - Professional development history;
 - Salary and payment information, including superannuation details;
 - Medical information (eg details of disability and/or allergies and medical certificates);
 - Complaint records and investigation reports;
 - Leave details;
 - Photos and videos at school events;
 - Work surveillance information
 - Work emails and private emails (when using work email address) and internet browsing history.
- » Information from others such as visitors who come into contact with the School, including name and contact details and any other information necessary for the particular contact with the School.

Personal information you provide:

Our Lady's Primary School will generally collect personal information through:


- » Electronic and paper documentation: including job applications, emails, invoices, enrolment forms, letters to the school, consent forms (for example: enrolment, excursion, Student Support Services consent forms), the School website or school-controlled social media;
- » Face-to-face meetings, interviews, telephone calls;
- » Through online tools: such as apps, intranet, portals and other software used by the school.
- » Through any CCTV cameras located at the school.

From time to time, the School may seek the consent of parents/guardians to use their child's name, image and likeness in materials produced or published by or for the School (including newsletters, magazines, posters and other advertising materials to promote the School and its services). Where parents/guardians do not consent to their child's name, image and likeness being used by the School in this manner, the School will refrain from using their child's name, image and likeness.

Personal information provided by other people: In some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school. Information the School may collect from another school may include:

- » Academic records and/or achievement levels
- » Information that may be relevant to assisting the new School meet the needs of the student including any adjustments.

Exception in relation to employee records: In accordance with the Commonwealth Privacy Act 1988 (Cth), the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record unless required by law or organisational policy where the treatment is directly related to a current or

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former employment relationship between the School and employee. The School also handles staff health records in accordance with the Health Privacy Principles in the Health Records Act 2001 (Vic.).

How The School Uses Personal Information That You Provide:

Our Lady's Primary School generally only uses personal information for the primary purpose for which the information was collected or for secondary purposes when permitted by the Privacy Act or to which individuals have consented. Generally, the School collects personal information for the purpose of facilitating its ability to function as an educational institution.

Students & Parents:

In relation to personal information of Students and Parents, the primary purpose of collection is to enable the School to provide educational and support services for the student. This includes satisfying the needs of Parents, the needs of the pupil and the needs of the School throughout the whole period the Student is enrolled at the School.

The purposes for which the School uses personal information of Students and Parents include:

- » Keeping Parents informed about matters related to their child's schooling & School events through correspondence, newsletters, magazines, e-news, online tools such as apps, intranet, portals and other software used by the School.
- » Day-to-day administration of the School;
- » Ensuring students' educational, social and medical wellbeing;
- » Addressing queries or resolving complaints;
- » To satisfy the School's legal obligations and allow the School to discharge its duty of care;
- » To comply with the requirements of government authorities and similar organisations;
- » Seeking feedback from students and parents on school performance and improvement, including through school improvement surveys;
- » To engage in fundraising and marketing activities for the School and Parish;
- » To keep Parents informed about matters relating to the Parish, its groups, activities and work.


In some cases where the School requests personal information about a Pupil or Parent, if the information requested is not provided, the School may not be able to enrol or continue the enrolment of the Pupil or permit the Pupil to take part in a particular activity.

Job Applicants and Contractors:

In relation to personal information of job applicants and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, or contractor, as the case may be.

The purposes for which the School uses personal information of job applicants and contractors include:

- » Administering the individual's employment or contract;
- » For screening purposes;
- » For insurance purposes;
- » Seeking funding and marketing for the School;

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- » Satisfying the School's legal obligations, eg, with relation to child safety standards and child protection legislation.

Volunteers: Our Lady's Primary School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities. This may include copies of their Working With Children Check (WWCC), reference checks, codes of conduct for activities such as assisting in the classroom at sporting events, attending excursions, camps, parent association activities etc...

Counsellors: The School contracts with external providers to provide counselling services for some students. The Principal may require the Counsellor to inform him or her or other teachers of any issues the principal and the Counsellor believe may be necessary for the School to know for the well-being or development of the student who is counselled or other students at the School.

Parish: The School may disclose limited personal information to the school parish and sacramental programs, and other activities such as fundraising.


Marketing And Fundraising: The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by the School may be disclosed to organisations that assist in the School's fundraising, for example, the School's Parent's Association or alumni organisation or, on occasions, external fundraising organisations.

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might the School disclose personal information to?

Our Lady's Primary School may disclose personal information, including sensitive information, held about an individual to:

- » School service providers, including the Catholic Education Commission of Victoria, (CECV);
- » Third party service providers that provide educational support services and those that assist the school to conduct school improvement surveys, document & data management, training & support services, hosting services and software as a service applications used by the school including Integrated Catholic Online Network (ICON), Googles G-Suite including Gmail;
- » Specialty visiting teachers, counsellors, sports coaches and other dioceses;
- » Online tools such as apps, intranet, portals and other software service providers used by the school;
- » Federal & State government departments & agencies;
- » Assessment & educational authorities including the Australian Curriculum, Assessment & Reporting Authority;
- » Health Service Providers;
- » Another School to facilitate the transfer of a student;
- » Medical practitioners;

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- » Recipients of School publications, such as newsletters and online school spaces;
- » Anyone to whom you authorise the School to disclose information to;
- » Anyone to whom the school is required or authorised to disclose the information to by law such as the Department of Health & Human Services (DHHS), Commission of Children and Young People, Victoria Police;

National Consistency Collection of Data on School Students with Disabilities:

Our Lady's Primary School is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any Student.

Sending Information Overseas:

The School will not send personal information about individuals associated with the school outside of Australia without:

- » Obtaining consent of the individual;
- » Otherwise complying with the Australian Privacy Principles (APP) or other applicable privacy legislation.

The School may also store information by way of electronic cloud, in which case it may be stored on servers outside of Australia.


School personnel and the School's service providers, as well as the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purpose of administering the system and services ensuring their proper use.

The School makes all reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia, in connection with any cloud storage service and endeavours to ensure the storage service is located in countries with substantially similar protections as the APPs.

Where personal and sensitive information is retained by a cloud service provider on behalf of CECV to facilitate Human Resources and staff administrative support, this information may be stored on servers located in or outside Australia.

Treating Sensitive Information:

In referring to 'sensitive information', the School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

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Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or if the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information:

Our Lady's Primary School staff members are required to respect the confidentiality of Student and Parental personal information and the privacy of individuals.

The School will take reasonable steps to protect personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records. Where information is passed to external organisations or service providers acting on the school's behalf, adequate privacy safeguards will be implemented prior to the release of any information.

Notifiable Data Breach Scheme (NDBS)

In accordance with [Section 26 of the Commonwealth Privacy Act 1988](#); Our Lady's Primary School will immediately report any Eligible Breach of Data immediately to the Office of the Australian Information Commissioner (OAIC).

Eligible Data Breach occurs when personal information is lost or subject to unauthorised access, modification, disclosure, misuse or interference. Where a data breach has occurred and it is likely to result in 'serious harm' (physical, psychosocial, emotional, economic, financial harm or reputation damage) notification to the OAIC is required.


Where the School suspects or believes that an Eligible Data Breach has occurred, the School will within 30 days conduct a risk assessment to determine the contributing factors and anticipated degree of harm to determine if the breach is 'eligible'. Examples of breaches which may be 'eligible' for notification may include:

- » Loss or theft of a laptop or other device containing personal information of Students or Staff Members;
- » Hacking of databases containing personal information;
- » The provision of personal information to the wrong person.

When a Breach of Data has been identified as 'eligible' the School will prepare and submit a Data Breach Statement to the OAIC as soon as is practical. This statement will include all relevant information; including:

- » A description of the breach;
- » The type of information involved in the breach (personal, health, sensitive, financial);
- » Anticipated degree of harm;
- » Recommended actions for notifying those affected;
- » Recommended actions to prevent reoccurrence;

For further information, refer to the Our Lady's Primary School's Notifiable Data Breach Procedure.

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Updating Personal Information:

Our Lady's Primary School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. Any person may seek to update their personal information held by the School by contacting the School's Administration Officer at any time.

The Australian Privacy Principles require the School to store personal information no longer than necessary.

Checking Personal Information Held by the School:

In accordance with the [Commonwealth Privacy Act 1988 \(Cth\)](#) and the [Victorian Health Records Act 2001](#), individuals have the right to obtain access to any personal information and health records relevant to them and to advise the School of any perceived inaccuracy. There are some exceptions to this under the relevant Acts, including limitations in access by employees to their records. Students will generally be able to access and update their personal information through their parents.

Contact may be made with the School's Administration Officer to make a request to access any information the school holds relating to you or your child. The School may require you to verify your identity and specify what information you require.

Consent and rights of access to personal information of (current) students:

Our Lady's Primary School respects every Parent's right to make decisions concerning their child's education.


Generally, the School will direct any request for consent and notices in relation to the personal information of a student, to the student's Parents. The School will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the Student.

Parents may seek access to personal information held by the School about them or their child by contacting the School's Principal. However, there may be occasions when access is denied, such as where release of the information would have an unreasonable impact on the privacy of others or where the release may result in a breach of the School's duty of care to the student.

The School may, at its discretion, on the request of a Pupil, grant that Pupil access to information held by the School about them, or allow a Pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the Pupil and/or the Pupil's personal circumstances warrant it.

Past students have the right to request access to any personal information held about them by the School with consideration given to the relevant APPs. Any such requests must be made to the School Principal.

In addition to the above, the School may from time to time refuse an individual access to the information the School holds about the individual, in accordance with the relevant legislation.

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Where the School refuses access, the School will give an explanation for the refusal in writing. There may, however, be circumstances where the reason for refusal is not provided, if doing so may breach the privacy of another person.

Enquiries or Complaints

Individuals that would like further information about the way the School manages personal information, or wish to complain as they believe that the School has breached the Australian Privacy Principles (APP) please contact the Principal via principal@olsunshine.catholic.edu.au or (03) 9312 2230. The School will investigate any complaint and will provide a response to the complainant as soon as is practical.

The School reserves the right to refuse to investigate and deal with a complaint if the School considers it to be vexatious or frivolous.

Anyone unsatisfied with the School's decision you may make a complaint to the Office of the Australian Information Commissioner (OAIC):
GPO Box 5218, Sydney, NSW 2001
Telephone: 1300 363 992
www.oaic.gov.au

Breaches of this Policy


Our Lady's Primary School expects that all permanent, fixed term and casual employees who become aware of a breach of this policy will advise the Principal or a Member of the Leadership Team immediately.

The School will consider each breach of this policy in the context in which it has occurred and will determine the significance of the breach. Where the breach is deemed 'eligible' in accordance with the Notifiable Data Breach Scheme, the school will inform the Office of the Australian Information Commissioner (OAIC).

A serious breach may result in disciplinary action and or in termination of employment.

References:

Catholic Education Commission Victoria 2020; Sample Privacy Act;
Commonwealth Government 1988, *Privacy Act*;
Commonwealth Government 2013; Australian Education Regulation
Office of the Australian Information Commissioner (OAIC) 2014, Australian Privacy Principles;
Victorian Department of Education & Training 2018, Information & Privacy Guidelines;
Victorian Government 2001, *Health Records Act*;

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Standard Collection Notice

Introduction:

Our Lady's Primary School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.

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.

Implementation:

Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

Health information about students (which includes information about any disability as defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. The School may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.

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If any personal information requested by the School is not provided, this may affect the School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the School.


The School may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- » School service providers such as the CECV, Catholic Education Office, school governing bodies and other dioceses,
- » Third party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-service applications (such as the Integrated Catholic Online Network (ICON) and Google's G Suite)
- » CECV and Catholic Education Offices to discharge its responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students
- » CECV to support the training of selected staff in the use of schools' systems, such as ICON
- » Another school to facilitate the transfer of a student
- » Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes
- » Health service providers, and people providing educational support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
- » Assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
- » People providing administrative and financial services to the School
- » Anyone you authorise the School to disclose information to; and
- » Anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws.

The school is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student. Personal information collected from students is regularly disclosed to their parents or guardians.

Where an enrolment application is made to another School, personal information including health information provided during the application stage may be collected from, or shared with, the other school.

Our Lady's Primary School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server/s, which may be situated outside Australia. Further information about the School's use of an online or 'cloud' service providers is contained in the School's Privacy Policy.

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The School's Privacy Policy, accessible on the School's website, sets out how parents, guardians or students may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, where students have provided information in confidence or where the School is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).

The School will make all reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.

Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.

School personnel, school service providers, the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.

The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.


The School's Privacy Policy is accessible via the school website, newsletter, handbook, or from the School office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

The School's Privacy Policy also sets out how parents and students can make a complaint if they believe there has been a breach of the APPs and how the complaint will be handled.

The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.

On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided.

Where parents or guardians provide the School with the personal information of others, such as the names of other family members, doctors or emergency contacts, we encourage them to inform the individual that they are disclosing this information to the school and the purpose for doing so.

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References:

Catholic Education Commission Victoria 2020; Sample Standard Collection Notice 2020;
Commonwealth Government 1988, *Privacy Act*;
Commonwealth Government 2013; Australian Education Regulation
Office of the Australian Information Commissioner (OAIC) 2014, Australian Privacy Principles;
Victorian Department of Education & Training 2018, Information & Privacy Guidelines;
Victorian Government 2001, *Health Records Act*;

insights

Peer time counts big time towards your child's success

by Michael Grose



"It takes a village to raise a child because in a village there are always enough kids to form a play group." Anon

Life for children and teenagers is generally very busy and adult-initiated. A quick glance at most kids' after school schedules will reveal at least two after school activities (involving sport/ physical activity or classes of some sort) each week that are organised and lead by an adult. Nothing wrong with that however the more time children spend in adult-initiated activities the less free time they have to spend among themselves, and the enormous benefits this brings.

Spending free time with peers benefits kids in these ways:

1. They learn to negotiate and communicate

Young children generally communicate with one another through play, and the communications have real meaning. They negotiate about what and how to play. Typically kids will make up the rules of any game, modifying them as they go along, and challenging other children's interpretations. *"You're not playing by the rules"* is a common childhood retort most of us are familiar with. Left to their own devices kids will generally resolve such conflict situations more creatively, and with more finality than when adults become involved.

Teenage peer-to-peer communications often focus on emotions and the struggles they experience. Adolescents learn they can be honest with their friends, as they are less likely to overreact and assume control, the way that their parents or other adults might.

2. They become independent quicker

When children spend more time among themselves they become less reliant on adults to solve problems for them. In fact, when kids play among themselves someone will take on the authority of an adult and ensure that problems are resolved, usually more quickly and more equitably than when an adults attempts to do so.

Typically when kids of any age get together they act in ways that can mock and challenge adulthood – young children will use 'naughty' words and teenagers push parent boundaries so they can gather together away from adults. This type of independence-seeking is the default mechanism of kids of all ages, but it can be stifled by well-meaning, over-involved or over-controlling adults.

3. They are less anxious

"I dare you" is a phrase that evokes strong memories for many adults. It's a throw-back to a time when as children or teenagers we challenged each other to climb that tree, to cross that road and to go speak to that girl/boy. Of course, the biggest challenge we faced was to confront our fears rather than avoid them. Children of any

generation tend to be more courageous, and better able to learn to manage difficult emotions such as fear, nervousness and anxiousness when they spend more time with each other, away from adults.

4. They become more innovative

Adults of every generation bemoan the fact that children and teens don't play in the same way as they did when they were young. We forget that children are naturally drawn to the newest innovations in the larger culture around them. Where adults are naturally suspicious of change, children will invariably embrace it. This is shown by children's eagerness to embrace digital technology, which is often far ahead of their parents and teachers. Children's culture focuses, quite naturally and adaptively, on the skills important to the world they are growing into, not the world as it was, when their parents and teachers were growing up.

5. They get along better with others

The biggest requirement for kids mixing with siblings and peers is that they must get along with each other. They need to accept each other's differences; learn how to assert themselves while accommodating the needs of others and respect other kids' opinions, not just their own. This type of socialisation is central to being a member of civil society. The skills of "getting along" are best practised among equals and for kids that means practising on their peers and siblings. These "getting along" skills may well be the most important skills for kids to develop if they are to lead a successful adult life –including maintaining long-term partnerships, making friends and enjoying cooperative relationships in the workplace.

Encourage a culture of childhood

As a parent or teacher it helps to see the time kids spend among friends and siblings as valuable rather than wasted time. Encourage kids to spend time with each other and resist the urge to rush in fix things up between peers and siblings when relationships sour or they have problems to resolve. And resist the natural urge of most parents who lead small families to know everything that's happening in a child's life -kids need some time and space to work things out themselves.



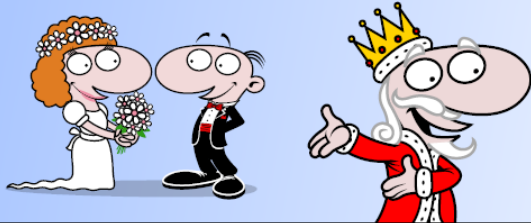
Kids need to belong to two cultures

Encouraging a culture of childhood doesn't mean that we devalue what we offer as adults to children and young people. Kids also need to be able to fit into the adult culture that we are preparing them for. However it's important to recognise the value of sibling and peer relationships in the development of the skills and attitudes needed for a successful adult life.



Michael Grose

Michael Grose, founder of Parenting Ideas, is one of Australia's leading parenting educators. He's the author of 10 books for parents including Thriving! and the best-selling Why First Borns Rule the World and Last Borns Want to Change It, and his latest release Spoonfed Generation: How to raise independent children.



The banquet is ready!

28th Sunday in Ordinary Time, Year A

Gospel Mt 22:1-10

Jesus said to the chief priests and elders of the people: "The kingdom of heaven may be compared to a king who gave a feast for his son's wedding. He sent his servants to call those who had been invited, but they would not come. Next he sent some more servants. "Tell those who have been invited" he said "that I have my banquet all prepared, my oxen and fattened cattle have been slaughtered, everything is ready. Come to the wedding." But they were not interested: one went off to his farm, another to his business, and the rest seized his servants,

maltreated them and killed them. The king was furious. He dispatched his troops, destroyed those murderers and burnt their town. Then he said to his servants, "The wedding is ready; but as those who were invited proved to be unworthy, go to the crossroads in the town and invite everyone you can find to the wedding." So these servants were out on to the roads and collected together everyone they could find, bad and good alike; and the wedding hall was filled with guests."

Make a list of all the people you would invite if you gave a banquet.



What would you do if everyone refused to come to your banquet?



BANQUET

How many words can you make from the letters in the word BANQUET?

_____	_____
_____	_____
_____	_____
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