Thursday 6th February 2020

A very warm welcome to all members of the Courtenay Gardens school community to the beginning of the 2020 school year.

Commencing in the role of principal this year, I have been kindly welcomed by staff, students and parents. I have so far been impressed with our students, who are friendly and keen to tell me about themselves. Students have been settling back into school with ease, and I have noticed the wonderful relationships they have with our teachers. The teachers have also impressed with their high expectations for both their students and themselves. Teachers are clearly committed to the best for their students and are willing to work hard and see themselves as learners too.

Last Thursday, 113 prep students started their school journey. It was a busy start to the day, with parents and extended family members, wishing their loved one a fantastic first day of school. I was impressed with our prep teachers, who eagerly welcomed all the students and enabled them to quickly settle into the classroom environment. Given the very hot day, everyone did very well!

We welcome a number of new staff starting at the school: Melinda Hamilton (1H), Jessica Mulley (1M), Brooke Dove (2D), Chris Allison (2A), Kaitlyn Love (3L), Kathy Derek (4D), Le McMahan (5L), Laura Muller (5M), Sam Wilson (6S) and Michelle D’Amelio (Art).

Over the course of the year, I am very excited to get to know our staff, students and parent community better, and to create relationships which enable all of us to work together for the best interests of our students.

With regards to School Council, there are 3 parent vacancies arising this year. Further information on the nomination and selection process for this will be sent out. I would like to encourage parents to consider joining the school council. It is a commitment, however, enables you to have a voice in the running and direction of the school. I strongly encourage parents to consider this opportunity. If you are interested, I am happy to have a chat with you.

The school is due for a School Review in term 3 this year. This occurs every 4 years, as part of the school setting goals and directions for the future. As part of this process, there is community consultation. I will provide further information about this in due course. It is an opportunity for parents and members of the school community to have a say in how the school moves forward.

Please find included the School’s Privacy Policy information. This applies to all government schools and outlines how schools manage and communicate student information.

A reminder that the second Meet the Principal - Parent Morning Tea is on next Wednesday 12th February, 9.00am in the school staffroom. Please take this opportunity to meet with me.

We look forward to having our first whole school assembly on Friday 14th February, at 3.00pm. This will include the school leaders badge presentation by our special guest, City of Casey Councillor Ms. Amanda Stapledon.

The School Phones Policy currently asks all students that bring a phone and/or smartwatch, to hand these to the office before the school day starts, and to collect at 3.30pm.

For Student Absences, please inform the school using the phone, leaving a message. The school office is required to follow-up unexplained absences on the day of the absence.

Regards
Marc De Ley
Principal
Office Notes

ABSENCES
It is a Government requirement that all absences are reported to the school office daily. Please leave a message on the absence line with the following information:
Student’s First Name.                      Student’s Surname.                      Grade.
And the reason: eg Illness, Medical Appointment, Religious/Cultural.

School Banking

School Banking will start on Monday 10th February 2020. Students are to bring their deposit books and place them in the School Banking Box in the office.

Canteen News

Canteen reopened on Wednesday 5th February and then every Wednesday, Thursday & Friday. Orders must be written on a brown paper bag. Canteen menu and price list can be located on the schools website or a copy can be obtained from the office.

Grade Calendar of Events

PREPS:
Do not attend school on the following dates: **Wednesday: February** 5th, 12th, 19th, 26th and **March** 4th. **Full time:** 11th March 2020.

**GRADE 1:**
19th February: Junior School Sports.
9:00 - 12:30

**GRADE 3:**
11th March House Sports
11:30—12:30

**GRADE 5:**
4th March: House Sports
9:00 - 12:30

**GRADE 2:**
19th February: Junior School Sports.
11:30 — 12:30

**GRADE 4:**
7th February: Casey Village

**GRADE 6:**
4th March: House Sports

**GRADE 6:**
4th March: House Sports
9:00 - 12:30

*Junior School Sports and House Sports will be held at the school - Weather permitting*

School Photos

School photos will be taken on **Monday 17th February 2020**. Envelopes have been sent home with your child this week. You can order and pay directly online or can pay in cash in your child’s envelope.

Please note that correct money must be placed in the envelopes, as the school is unable to give change.

Family photo envelopes are available at the office.
SCHOOLS’ PRIVACY POLICY

FREQUENTLY ASKED QUESTIONS - FOR PARENTS

The Schools’ Privacy Policy informs the school community that information about students can be shared to fulfill the schools’ core functions of educating and supporting our students.

The Schools’ Privacy Policy establishes a clarified ‘need to know’ framework, where school staff share information about students with other staff who need to know as part of their role. This is consistent with Victorian privacy law.

Who does the policy apply to?
The policy applies to all central, regional and school staff including principals, teachers, visiting teachers, social workers, wellbeing staff, youth workers, nurses, Student Support Service officers (SSSOs) and all other allied health practitioners. This means the ‘need to know’ framework below also applies to all school staff, whether employees, service providers (contractors) and agents (whether paid or unpaid) of the Department.

Need to know
All school staff can, and must, share information about a student with other staff who ‘need to know’ that information to enable the school to:
1. educate the student (including to plan for individual needs or address barriers to learning)
2. support the student’s social and emotional wellbeing and health
3. fulfil legal obligations, including to:
   - take reasonable steps to reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors (duty of care)
   - make reasonable adjustments for a student’s disability (anti-discrimination law)
   - provide a safe and secure workplace (occupational health and safety law).

Who decides who ‘needs to know’?
Subject to the principal’s direction, each staff member decides who needs to know specific, relevant information about a student, based on the ‘need to know’ framework.

Sharing relevant information with other staff who ‘need to know’ is very different from idle conversation or gossip.

School staff are entrusted with a large amount of important information about students. Staff must treat all such personal and health information sensitively and respectfully, and not share it other than on this ‘need to know’ basis.
**SCHOOLS**

What information and records can be transferred to a student's next Victorian government school?

When a student has been accepted at a new Victorian government school, the current school can provide personal and health information about the student to that next school.

This can occur in any, and all, of the following ways:

- via a principal to principal (or authorized representatives);
- on request by principal to principals of the student's records (including any health information) at the new school;
- on request by principal to the Victorian Automated Student Information System (VASIS) in person or by email.

Parents (or authorized representatives) determine whether information to provide to the next Victorian government school based on the 'need to know' framework.

What information does the next school need to know? To propose education or support the student, what information do schools need regarding?

**'NEED TO KNOW' framework**

Duty of care

A school is under a duty to students who are a principal or other member of the student's care to know about any reasonably foreseeable risk of harm to anyone because of the student's behavior, disability, medical condition, or any other relevant circumstances relating to the student.

So, for example, if there is a reasonably foreseeable risk to anyone because the student:

- displays violent behaviors;
- is a victim or perpetrator of bullying, assault, or inappropriate sexual behavior;
- has an infectious or debilitating disease;
- the student has a medical condition or disability that means they cannot tell the principal or other member of the school about the threat.

The principal will then share relevant information with any other staff members that needs to know because they work with the student. The student is granted the principle of having sufficient information to decide whether it is appropriate to be informed of this information as well.

Anti-discrimination law

A school is required to make reasonable adjustments for students with disabilities (regardless of whether they are eligible under the Program for Students with Disabilities) that ensure information about a student's disability and their needs must be shared with staff who work with or provide services to the student.

This is required to enable the school to make properly informed decisions about the students with disabilities and other relevant stakeholders.

The school may be required to make the data available to all relevant stakeholders, such as medical professionals or educational support specialists.

The relevant school policies are followed by school staff when engaging with students, including information about the student's medical condition or disability.

School staff are available to provide further information about school policies and handling of personal information or contact the DET Privacy Officer at privacy@edu.gov.au.