

# Katandra Weekly



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No: 29 Wed 11th September, 2019

Principal: Marcia Waters

## SEPTEMBER

Thurs 12th — AFL 9's @  
Congupna  
Fri 13th — State Mixed Netball  
Wed 18th — G6 Orientation @  
GSC  
Thurs 19th — Whole school  
excursion to  
Melbourne Zoo  
Fri 20th — Last Day of Term 3  
Dismissal 2.30 p.m.



DATES TO REMEMBER

## OCTOBER

Thurs 10th — Book Week Cluster  
@ McGuire SC  
Wed 16th — A.S.P.I.R.E. in  
Shepp for 4/5/6.

## **SCHOOL BUS**

Families using the school bus are reminded that they are expected to be at their child's bus stop 10 minutes prior to departure or arrival time. If you are going to be late to collect your child from the bus stop, please notify the school. The school will then notify Connie on route, she will stop the bus if she sees a call from the school's number.

Families are also reminded to notify the school if your child will be departing the bus at another stop, eg to go to a friend's house. Connie will be given this information when she collects the bus roll from the office in the afternoon.



## ACCOUNTS

Accounts have been sent home to families still owing the 2019 Parent Payment. Please budget for the account to be paid before the end of the year, contact the office to make a payment plan if necessary. Please note that the cost of the Grade 3/4 Ballarat Camp will be added to the accounts of relevant families at the start of Term 4.

School Fees



The iPad lease payments are due for payment by the end of the 1st week of Term 4.

**Be Safe - Be Respectful - Be Strong - Be Your Best**

**GRADE 5/6 ITALIAN CULTURAL DAY**

Our Grade 5/6 students participated in an Italian Cultural Day with Grade 1/2 students at Orrvale Primary School. Our students have worked on preparing for this day in their weekly Italian sessions throughout the Term. I was impressed with their expression and energy as they performed plays in Italian for the younger students. Feedback from staff at Orrvale Primary School was very positive about our Grade 5/6 students, especially the respectful and friendly way they interacted with the younger students.



**RENEGADES MASCOT VAN**

If you managed to catch the footage that Win News showed last night, you would have seen the smiles on the faces of our students at Katandra West Primary School. We had perfect weather for our students to be on the oval participating in various cricket activities. If your child is interested in playing cricket this year, contact the school and we can point you in the right direction.

FROM THE PRINCIPAL—Marcia Waters



**AFL 9S CLUSTER DAY**

The busy week continues at Katandra West Primary School tomorrow. Our students will be participating in the AFL 9s Cluster Day at Congupna Primary School. This is an exciting day that is organized and run by Year 11 students at Notre Dame College. Students in Grade F-2 will participate in various football games and activities on the school oval and students in Grade 3-6 will be allocated teams to play a number of AFL 9s games against other teams on the rec reserve oval. Each team has a NDC student as a coach and the games are umpired by a NDC student. Our students are encouraged to wear their footy colours along with their school uniform, for example a footy guernsey over the top of school uniform. Please name all footy gear in case your child takes something off during the day. If you have not ordered a hot dog for your child, please ensure they have lunch and snacks packed to take with them. Students who have ordered a hot dog will need to take snacks with them. **ALL** students will need a drink bottle.



**Be Safe - Be Respectful - Be Strong - Be Your Best**



NAME: Josh  
 GRADE: 6  
 TEACHER: Mrs Campbell  
 FAVOURITE FOOD: Stew pumpkin  
 FAVOURITE GAME: Netball  
 FRIENDS at SCHOOL: Will C, Ryan & Issy  
 WHAT HAVE YOU BEEN LEARNING? Fractions  
 FAVOURITE COLOUR: Pink  
 FAVOURITE TOY/THING: Bike  
 BEST THING ABOUT SCHOOL: Sports / Friends  
 WHEN I GROW UP: P.E. Teacher  
 FAVOURITE HOLIDAY DESTINATION: Thailand  
 WHICH SCHOOL VALUE IS YOUR STRENGTH? WHY? Be Strong—because If I get hurt I won't retaliate.



## STUDENTS OF THE WEEK

Foundation/1: Lilly

2/3: Sunie

4/5: Connie

5/6: Laura



## READERS



Lilly, Joshua & Zoe



Zoe

## MIXED NETBALL

A big congratulations to our Mixed Netball team who made it through to compete in the School Sports Victoria State Mixed Netball Finals on Friday 13th September. We wish you all the best for the day and know you will "be your best" as you compete. Players will receive a flyer today with information regarding merchandise available on the day to purchase. Families are not obliged to purchase items it is optional. If you would like to purchase something for your child, send the money along with your child on Friday.



**Be Safe - Be Respectful - Be Strong - Be Your Best**





# SCHOOLS' PRIVACY POLICY

## FREQUENTLY ASKED QUESTIONS - FOR PARENTS

The Schools' Privacy Policy informs the school community that information about students can be shared to fulfil 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.



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

When a student has been accepted at another 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:

- verbally: principal to principal (or authorised representatives).
- on paper: by providing copies of the student's records (including any health reports) to that next school
- electronically: including through the CASES21 transfer function; the Student Online Case System (SOCS) and/or via email.

Principals (or authorised representatives) determine what information to provide to that next Victorian government school based on the 'need to know' framework:

*What information does the next school 'need to know' to properly educate or support the student, and fulfil the school's legal obligations?*

### 'NEED TO KNOW' framework

#### Duty of care

A school's duty of care to students means that a principal or other member of the leadership team needs to know about any **reasonably foreseeable risk of harm to anyone** because of the student's behaviour, disability, family circumstances or any other relevant circumstances related to the student.

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

- displays violent behaviours
- is a victim or perpetrator of bullying, assault or age-inappropriate sexualised behaviours
- has emotional, wellbeing or self-harm issues

then staff must **tell the principal** (or other member of the school leadership team).

The principal will then share relevant information with any other staff member that needs to know because they work with, or supervise, the student. Staff must provide the

principal with enough relevant information required to adequately fulfil their own duty of care – so that the principal can fulfil their duty of care too.

Importantly, when there is a reasonably foreseeable risk of harm, staff should act on that information and share the information with other staff who 'need to know', even if the student or parent asks that information not be shared.

### Anti-discrimination law

A school's obligation to provide **reasonable adjustments** for students with disabilities (regardless of whether they are eligible under the Program for Students with Disabilities) means that relevant information about a student's disability and their needs must be shared with all staff who work with or supervise that student.

This is required to enable the school to make properly informed decisions about what adjustments are reasonable, and then to implement those adjustments.

This may also be required to meet the duty of care to that student (for example, a student with a medical condition who may require treatment).

This means that relevant information must be shared with staff who work with or supervise that student, to enable them to:

- understand the student's disability and how it affects their learning and social or emotional wellbeing
- implement reasonable adjustments at school, including understanding all recommendations made by the student's treating practitioners.

The relevant school policies are followed by school staff when engaging with parents, such as wellbeing and behavior policies. Go to your school's website for relevant policies.

School staff are available to provide further information about school policies and handling of personal information or contact the DET Privacy Officer at [privacy@edumail.vic.gov.au](mailto:privacy@edumail.vic.gov.au).

# Katandra West Tennis Club



**First week of  
the School  
Holidays**

**\$30** per child

\$30 for 2 days 1hr session

\$20 for 1 day 1hr session

## Tennis Coaching

With **Mark Mills**

Monday **23<sup>rd</sup>** and Tuesday **24<sup>th</sup>**

**September**

**Please register ASAP**

**So we can organise age groups and times.**

**Contact Aaron Howells on 0408283240**