

LETHBRIDGE PRIMARY SCHOOL

2 Stephenson Street, Lethbridge, Vic. 3332 Phone: 03 5281 7214
Email: lethbridge.ps@education.vic.gov.au
www.lethbridgeps.vic.edu.au

Newsletter No. 01

3rd February 2023

Care Respect Collaboration Resilience

Lethbridge Primary School acknowledge the traditional custodians of our school lands, the Wadawurrung people, and pay our respects to Elder's past, present and future.

Feb	Monday	6	Year 6/Student Leader Applications due
	Wednesday	8	Prep/Foundation – Rest/Assessment Day
	Thursday	9	MARC Van Prep to Year 6 Football Clinic
	Friday	10	Assembly – 3pm
	Tuesday	14	Year 4-6 Ecolinc session
	Wednesday	15	Prep/Foundation – Rest/Assessment Day Year 1 – 6 Hockey Clinic
	Tuesday	21	School Council meeting – 6.30pm (existing members)
	Wed - Fri	22 - 24	Year 5 Camp
	Wednesday	22	Prep/Foundation – Rest/Assessment Day
	Monday	27	Prep/Foundation students begin full time

WELCOME TO 2023!

I hope you all enjoyed a restful and fun-filled holiday break! It has been wonderful to welcome all our families back throughout this week. I have enjoyed hearing about the adventures students have enjoyed throughout the holidays. Some families have enjoyed interstate holidays, others explored local areas and some welcomed new pets!

I would like to especially extend a very warm welcome to our new Prep students and new families!

All our students have settled into the school routine smoothly and effectively. Our new staff members have quickly become part of our Lethbridge 'family' and we are very excited to have them with us.

Quick Notes:

- Please send along a box of tissues for your child's class.
- It is Department of Education policy for families to notify the school of any absences. If we do not receive communication, we are then expected to contact you. You can advise us of absences in a number of ways, directly to the office, via telephone or on Sentral.
- All of our classrooms have a supply of sunscreen for student use. Students are encouraged by their teacher to apply sunscreen before leaving the room for a break or outdoor session, however we cannot apply the sunscreen on the children. If your child requires a specialised form/brand of sunscreen, please send some to the school for their use.

Information sent home this week:

Parent Information and student permission forms:

- Local excursions
- House Rewards
- Breakfast Club
- Publishing photos
- Parent Helpers

HATS!

A reminder that all students are expected to wear a school hat when outside. This includes break times and during P.E. sessions. Students not wearing a school hat will be asked to stay in areas under cover by teachers on yard duty.



SCHOOL COMMUNICATION

Effective communication is important to ensure the best outcomes for each child. Our newsletter is published each fortnight. We ask that you take the time to read it as it will always contain celebrations of student learning, details regarding the professional development of staff and information connected to special events.

In addition to the newsletter, we also communicate through Class Dojo and Facebook. Many of our parents are already accessing Class Dojo. In 2023, Class Dojo will be used as a digital portfolio so we can share and celebrate with you the achievements, successes and special events happening in classrooms. We also use Class Dojo to acknowledge positive and expected behaviours.

Our use of Sentral will increase throughout 2023, particularly with communications.

Parents can also use Sentral to:

- Notify the school of absences
- Access semester reports
- Track upcoming events
- Provide permission for excursions
- Send messages to teachers

Please ensure you have downloaded the Sentral application and have registered to use it.

CREATING ENVIRONMENTS FOR LEARNING

During our Curriculum Days at the beginning of the year, staff worked to understand our school priorities, structures and create learning spaces that enhance and engage student learning.

Over the course of the first fortnight, students are participating in our 'Launching into Lethbridge' program. This learning aims to support student understanding of our school values, expected behaviours and curriculum approaches.

This learning will also focus on exploring expectations for collaborative and independent learning time, understanding the school routine and building relationships with peers.

The 'Launching into Lethbridge' program aims to establish positive and effective learning habits, to support student success.

STUDENT LEADERSHIP

As part of our approach to promote student voice, agency and leadership, our Grade 6 students have been invited to apply for leadership positions. This includes:

- School Captain
- House Captain
- Specialist Captain

I am very excited to read the applications which close on Monday!

As part of the application process, students will present a speech to our students across the school. Once our Captain positions have been filled, we will be working towards increasing the leadership capacity of our younger students through the School Representative Council.

More exciting information to come!

PARENT PAYMENTS

Thank you to all of the families who have already contributed to essential learning materials and voluntary payments. We are very appreciative of these payments. These contributions support us to provide effective programs for our students. Parents wishing to make contributions towards the Parent Payment Arrangements for 2023 are welcome to contact the office by phone or visit us in person.

COLLABORATIVE TEAMS

At Lethbridge Primary School, our staff work collaboratively to support the learning of all students. This includes individual learning goals, focus groups and collaborative team planning. Your child's classroom teacher, is your first point of contact regarding learning celebrations, messages or concerns you may have.

Due to our collaborative approach, there may be times throughout the year that your child is supported by other teachers. These teachers may provide support through our intervention programs, or perhaps they are the other classroom teacher associated with your child's year level. Our collaborative approach supports us in assisting students at their point of need. This involves fluid grouping across each of our cohorts to support the learning growth and wellbeing for all our students. Fluid groupings ensure we are responsive to the learning needs of all students and as a result, children may join a focus group with the other classroom teacher within their year level. These groupings are informed by achievement data and as a result will continuously change to ensure we are catering for the learning needs of each student.

- Prep Collaborative Team: Mrs Boal and Mrs McKenzie
- Year 1-3 Collaborative Team: Mrs McKenzie and Mr Fleet

- Year 4-6 Collaborative Team: Mrs Matthews and Miss Rowe

OUR INTERVENTION TEAM

At Lethbridge Primary School, we support all students with their learning. This includes small group intervention approaches that support students in their learning confidence, knowledge and skills. Our intervention team is supported by the Tutoring Initiative.

- Literacy Intervention: Mr Bartlett, Mrs Palmer & Miss Marks
- Mathematics Intervention: Mr Bartlett and Kate
- Social Support: Miss Marks

SPECIALIST SUBJECTS

Our students will participate in The Arts, Italian, STEM, P.E. and MARC Van as specialist subjects this year.

Our timetable allows for students to join Art, STEM and PE on a weekly timetable. Italian and MARC sessions are held fortnightly.

MARC will be held on Thursdays, during even weeks of the school term.

CONTACTING US

At Lethbridge Primary School we take great pride in knowing each of our students and building connections with their families. This is particularly important when supporting students through transitions, changes and concerns either at school or at home.

Your child's classroom teacher is the best person to initially contact if you have concerns or information to share.

Mrs Whiting in the office can also support you with general queries, school notices, policies and medications.

CAR PARKING – Student Safety

Towards the end of each day, Stephenson Street quickly fills with cars ready for the collection of students. We ask that you consider the safety of all community members when parking. Parking alongside the fence opposite the school on Stephenson Street is not permitted.

More parking is available behind the tennis club rooms when Stephenson Street is full.

Please use the turning circle to turn around when departing. Car parks on Stephenson St are clearly marked and the turning circle needs to be clear for moving vehicles.

BIKES AND SCOOTERS – Student safety

It is wonderful to see so many students enjoying physical activity on bikes and scooters. For the safety of our students and families:

- Bikes and scooters are to be walked when inside the school grounds
- Bikes and scooters are to be walked between the tennis court and the turning circle along Stephenson Street
- Helmets must be worn.

COMMUNITY OSH

It is recommended that all families register for Community OSH. This supports families who need last-minute bookings for unforeseen circumstances.

Our Community OSH staff offer an engaging and fun session for students before and after school. The program is held in the multi-purpose room.

OSH is open before school; 7am to 9am, and after school 3.20pm to 6.20pm.

Register: [Lethbridge Primary School | communityosh \(commosh.net.au\)](https://communityosh.commosh.net.au)



AT-SCHOOL MUSIC

Learn at school, during school & without leaving school

AT-SCHOOL MUSIC

Instrumental music sessions will continue at Lethbridge Primary School in 2023!

Pat Wheeler is at Lethbridge Primary School on Fridays to conduct instrumental music sessions with individual students.

Key information:

- Piano, drums and beginner guitar are available.

To register and make a booking:

- Bookings and payments are managed directly by At School Music.
- Go to atschoolmusic.au and complete the enquiry form at the bottom of the page.
- Staff at At-School Music will contact families directly using information provided by parents in the website enquiry submitted.

SCHOOL COUNCIL ELECTIONS

At the beginning of each school year, schools lead the School Council election process. All School Council members add value and bring their expertise and skills to help with the governance of the school.

School Council provides an essential role in decision making regarding school policies, which helps to set the direction of the school. Parent input at School Council meetings ensure that we make decisions that represent the voice of our community.

Information will soon be shared on Sentral regarding our election process.

Our existing School Council will meet on Tuesday February 21 at 6.30pm.

MEDICAL PLANS/ACTION PLANS

For students who have asthma, anaphylaxis, diabetes or epilepsy, we ask that parents ensure the Action Plan and medication is not expired. It is a Department of Education requirement that Action Plans are signed by your child's doctor and shared with the school.

LATE ARRIVALS and EARLY DEPARTURES

Supervision of students is available from 8.50am. The Community OSH program is available for students who are attending school prior to 8.50am.

Our first bell at 9am indicates the beginning of learning time. It is important that students arrive to school on time to avoid significant teacher instruction time from 9am.

Students who arrive late, need to be signed in at the office by a parent or carer.

If you need to collect your child or children early from school, please notify us by contacting your child's teacher or phoning the office. This is particularly helpful if you are collecting your child during a break time or special event.

Students are dismissed at 3.20pm. Teachers will attend the front gate to speak with parents until 3.30pm to share successes and discuss any concerns. This is a wonderful opportunity to make contact with your child's teacher on a regular basis.

NAPLAN

Lethbridge Primary School will again conduct NAPLAN assessments online this year. NAPLAN is scheduled for March. Students in Years 3 and 5 will require their own set of *corded* headphones for the assessment. Please contact Miss Marks or Mr Bartlett if you have any questions regarding NAPLAN.

ANNUAL PRIVACY STATEMENT

Our school collects, uses, discloses and stores students and parent personal information for standard school function or where permitted by law, as stated in the Schools; Privacy Policy. For more information about the policy, please refer to the fact sheet at the end of today's newsletter.

OUR FIRST ASSEMBLY

Our first school assembly will be held on **Friday February 10 at 3pm, in the Learning Street.**

Parents and families are welcome and encouraged to attend. Our assemblies are a celebration of student learning, events, and awards.

We would love to see you there!

Enjoy your weekend,
Chelsey

NEWS FROM THE OFFICE

CAMPS, SPORTS AND EXCURSIONS FUND (CSEF)

School camps provide children with inspiring experiences in the great outdoors. Excursions encourage a deeper understanding of how the world works while sports teach teamwork, discipline and leadership. All are a part of a healthy curriculum.

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance (\$125 for Primary school students) is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

To be eligible for the fund you must:

- on the first day of Term one, or;
- on the first day of Term two;
- a) Hold a Veterans Affairs Gold Card, Centrelink Health Care Card (HCC), Pensioner Concession Card (PCC), OR
- b) Be a temporary foster parent, and
- c) Submit an application to the school by the due date.

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

If you applied for CSEF at Lethbridge Primary School last year, you do not need to complete an application for this year, unless there has been a change of family circumstances. You only need to complete an application form if any of the following has occurred:

- new student enrolments; your child has started at Lethbridge Primary School in 2023.
- changed family circumstances; such as a change of custody, change of name, concession card number, or new siblings commencing this year (eg prep students)

Please contact the office to obtain a CSEF application form or download from www.education.vic.gov.au/csef

CONVEYANCE ALLOWANCE

The conveyance allowance is a contribution towards transport costs and is not intended to cover the full cost of transporting children to and from school.

Eligibility

An application on behalf of a student may be submitted if the student is:

- a Victorian resident;
- school aged and enrolled (3) three or more days per week at a school; and
- attending a school/campus located outside the Melbourne metropolitan conveyance boundary

A student who meets the above requirements may be eligible if they:

- attend their nearest or designated neighbourhood government school/campus appropriate to their year level, at which admission is permissible, and
- reside 4.8km or more by the shortest practicable route from the campus attended

For further information regarding the Conveyance Allowance Program see:

<https://www2.education.vic.gov.au/pal/conveyance-allowance/policy?Redirect=1>

If you think you may be eligible for Conveyance Allowance, please see Meagan in the office.

STUDENTS OF THE WEEK

Term 1, Week 1

Prep B	Harlow For having an amazing start to the school year and always being willing to help your new friends and Mrs Boal.
Grade 1/2 F	Ameliah For an amazing start to the year and giving your best effort in all work tasks. Great work Ameliah!
Grade 2 / 3 M	Duke For an outstanding start to the year with such a positive attitude and giving everything a go. Congratulations Duke!
Grade 4 / 5M	Blake For his resilient and persistent attitude for new experiences during Year 4 Camp.
Grade 5 / 6R	Saige For having an incredibly positive start to the year. I am really proud of your eagerness to learn and your optimistic attitude. Keep it up, Saige!
Principal's Award	Briah For showing respect and contributing to class discussions. Congratulations Briah!



Thank you to the Bannockburn Bakehouse for their support and contributions to our Breakfast Club!

The Bakehouse have been supplying bread for our Breakfast Club.



Thank you to Coles at Wauru Ponds for their kind donations of supplies for our Breakfast Club.

Coles have donated milk, juice, cereal and fresh fruit.

SCHOLASTIC
BOOK CLUB NEWS

**EDITION 1
OUT
NOW**



**LETHBRIDGE JUNIOR
FOOTBALL CLUB
UNDER 14'S**

TRAINING TO BEGIN WEDNESDAY 8TH FEBRUARY

5:30pm *FREE MEMBERSHIP*

@ LETHBRIDGE RECREATION RESERVE
8 STEPHENSON ST, LETHBRIDGE



Enquires to Troy:
0412 358 868

**SHELFORD
DUCK RACE
WE'RE BACK!**

Recreation Reserve, Shelford
Free Entry

**Sunday
26th Feb
11am - 4pm**

**Race starts at
3pm!**

RACE TICKETS \$10
Available via Facebook
or on the day.

1st \$1000
2nd \$500
3rd \$250

Join us for a day of
fun with:

- Lash78 live on stage
- Show-n-Shine
- Miniature Railway
- A licenced bar
- Food and drink stalls
- Craft and Market stalls
- Kids Rides
- Fun Competitions
- Petting Zoo

AND...
The Duck Race!











facebook.com/shelford.duck.race

SCHOOLS' PRIVACY POLICY

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

All staff including contractors, service providers and volunteers of the Department, and all Victorian government schools (**schools**), 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**). In addition, the Department and Victorian government schools must comply with the *Victorian Data Sharing Act 2017*.

This policy explains how Victorian government schools collect and manage personal and health information, consistent with Victorian privacy law and other associated legislation.

DEFINITIONS

Personal information is recorded information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information. The information or opinion can be recorded in any form. A person's name, address, phone number and date of birth (age) are all examples of personal information.

Sensitive information is a type of personal information with stronger legal protections due to the risk of discrimination. It includes information or opinion about an identifiable person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, philosophical beliefs, sexual orientation or practices, criminal record, or membership of a trade union.

Personal and sensitive information is regulated in Victoria under the *Privacy and Data Protection Act 2014* (Vic).

Health information is information or opinion about an identifiable person's physical, mental or psychological health or disability. Health information is a type of personal information which, because of its sensitivity, also has different and stronger legal protections.

Health information is regulated in Victoria under the *Health Records Act 2001* (Vic).

Note: De-identified information about individuals can become personal information if it is re-identified or if it is at high risk of being re-identified, for example, if it is released to the public or is a small sample size.

WHAT INFORMATION DO WE COLLECT?

Schools collect the following types of information.

- Information about students and their families provided by students, their families and others – for example, contact and enrolment details, health information, and parenting and access arrangements.
- Information about job applicants, staff, volunteers and visitors provided by job applicants, staff members, volunteers, visitors and others – for example, qualifications, working with children checks, teacher registration and banking details.
- Information about the activities of students, staff and families if they are on school grounds (for example captured through CCTV) or using school or departmental systems (such as school networks or school-acquired software).

HOW DO WE COLLECT THIS INFORMATION?

Schools collect information in a number of ways, including:

- in person and over the phone: from students and their families, staff, volunteers, visitors, job applicants and others
- from electronic and paper documentation: such as job applications, emails, invoices, letters, and forms (such as enrolment, excursion, medical, specialist or consent forms)
- through school websites and school-controlled social media
- through online tools: such as apps and other software used by schools
- through any CCTV cameras located at schools
- through photographs, film and other recordings
- through polls, surveys and questionnaires

- and, in some cases, through authorised information sharing arrangements with other services.

Collection notices

Schools provide families with a privacy collection notice (also known as a collection statement or privacy notice) on enrolment and on an annual basis to communicate:

- the reason for collecting information about families and students
- how the information is used and disclosed
- how to access, update and correct the information.

Schools may also send out ad hoc collection notices during the year, for example if they are adopting new technologies or processes.

Consent processes

Consent is when someone voluntarily agrees for their information to be collected, used and/or shared within or outside the school or the Department.

Consent, when required, is sought in different ways and can be verbal, online or in writing, depending on the circumstances. There are many consent processes that may be applied during the school year.

Some consents are annual, for example the yearly photography consent process, while some will be for a specific purpose such as to collect information for a school event or use of a new software application.

When seeking consent for photographing students, schools apply the [Photographing, Filming and Recording Students Policy](#).

Health services conducted in schools use specific consent forms, which include consent for use and disclosure of health information. For example, schools use the [Student Support Services consent form](#) to access these services for students.

Unsolicited information about people

Schools may receive information about you that they have taken no active steps to collect. If permitted or required by law, schools may keep records of this information. If not, they will destroy or de-identify the information when practicable, lawful and reasonable to do so.

WHY DO WE COLLECT THIS INFORMATION?

Primary purposes of collecting information about students and their families

Schools collect 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)
 - ensure, as far as is reasonably practicable, the health and safety of people in school workplaces (occupational health and safety law)
- enable schools to:
 - communicate with parents about students' schooling matters and celebrate the efforts and achievements of students
 - maintain the good order and management of schools
- enable the Department to:
 - ensure the effective management, resourcing and administration of schools
 - 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

Schools collect 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 schools/the Department.

WHEN DO WE USE OR DISCLOSE INFORMATION?

Using and/or disclosing information refers to how it is utilised for a specific purpose, and how it is shared and/or made available to other individuals or organisations.

Schools use or disclose information consistent with Victorian privacy law and other associated legislation, including as follows:

- for a **primary purpose** – as defined above
- 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
- with **notice and/or consent** – for example, consent provided for the use and disclosure of enrolment details (the information collected will not be disclosed beyond the Department without consent, unless such disclosure is lawful)
- when the Department reasonably believes it is **necessary to lessen or prevent a serious threat** to:
 - a person's life, health, safety or welfare
 - the public's health, safety or welfare
- when **required or authorised by law** – including as a result of our anti-discrimination law, occupational health and safety law, child wellbeing and safety law, family violence law,

or reporting obligations to agencies such as the Department of Health and the Department of Families, Fairness and Housing and complying with tribunal or court orders, subpoenas, summonses or search warrants, and in some circumstances to meet our duty of care

- when required under the **Child and Family Violence Information Sharing Schemes**, with other Victorian schools and Victorian services to promote the wellbeing or safety of children, or to assess or manage family violence risk
- to investigate or report suspected **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
- as de-identified information, for **research or school statistics** purposes, or to inform departmental policy and strategy
- to establish or respond to a **legal claim**.

UNIQUE IDENTIFIERS

The Department assigns a unique identifier to every Victorian government school student in its student records system to enable schools to carry out their functions effectively. In addition, the Department uses a unique [Victorian Student Number](#) (VSN) assigned to each student by the Victorian Curriculum and Assessment Authority (VCAA) when they enrol in a Victorian government school, independent or Catholic school. The use of the VSN is regulated and can only be used as stipulated by legislation.

The Department also assigns international students a unique international student identifier number.

Other unique identifiers may be applied by schools.

Students undertaking vocational or university education can also register for a Federal Government issued and managed unique identifier, [Unique Student Identifier](#) (USI). The USI is used to create an online record of a student's recognised Australian training and qualifications. Students are required to have a USI before they can receive their qualification or statement of attainment.

STUDENT TRANSFERS

Between Victorian government schools

When a student has been accepted at, and is transferring to, another Victorian government school, the current school transfers information about the student to that school. This may include copies of the student's school records, including any health information. Parental consent is not required for this.

This enables the new 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.

To and from Victorian non-government schools including Catholic schools

When a student has been accepted at, and is transferring to or from a non-government school in Victoria, the current school provides a transfer note from the student records system to the new school, with parental consent.

Additionally, the current school may share information with the new school to promote the wellbeing or safety of the student or to assess or manage family violence risk pursuant to the Information Sharing Schemes.

To and from interstate schools

When a student has been accepted at and is transferring to or from a school outside Victoria, the current school provides a transfer note to the new school, with parental consent.

Further direction on information transfers between schools is available in the guidance under [Enrolment – Student transfers between schools](#).

NAPLAN RESULTS

NAPLAN is the national assessment for students in years 3, 5, 7 and 9, in reading, writing, language and numeracy.

Schools use NAPLAN data to evaluate their educational programs by analysing results for students who attended their school.

Victorian government schools can access student NAPLAN results from the student records system. When a student transfers to or from an independent, Catholic or interstate school, with parental consent, the school where the assessment was undertaken can provide a student's NAPLAN results to the new school.

RESPONDING TO COMPLAINTS

On occasion, Victorian government schools and the Department's central and regional offices receive complaints from parents and others. Schools 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). More information about the process can be found in the [Complaints – Parents policy](#).

Complaints relating to the Department's International Student Program are managed according to the [ISP Complaints and Appeals Policy](#).

Complaints specifically about the Department's or a school's handling of personal information are managed according to the [privacy complaints process](#).

ACCESSING INFORMATION

All individuals, or their authorised representative(s), have a right to access, update and correct information that a school holds about them, providing access to information or records doesn't increase a risk to the safety of a child or children.

ACCESS TO STUDENT INFORMATION

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

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.

Additionally, the Child and Family Violence Information Sharing Schemes allow prescribed organisations to share confidential information with each other to promote the wellbeing or safety of children, or to assess or manage family violence risk. Victorian schools and a range of other Victorian services fall under these schemes. For more information, refer to: [Information sharing and MARAM reforms](#)

ACCESS TO STAFF INFORMATION

School staff may first seek access to their personnel file by contacting the principal. Guidance on access to staff health information is available at: [Access to health information – Employees](#). If direct access is not granted, the staff member may request access through the Department's Freedom of Information Unit. Refer to [Freedom of information requests](#) for further information.

STORING AND SECURING INFORMATION

Victorian government schools take reasonable steps to protect information from misuse and loss, and from unauthorised access, modification and disclosure. They store all paper and electronic records securely, consistent with the Department's records management policy and information security standards. All school records are formally disposed of, or transferred to the State Archives (Public Record Office Victoria), as required by the relevant Public Record Office Victoria record Retention and Disposal Authorities. Refer to the [Records Management policy for Schools](#) for further information.

Victorian government schools are provided with tools and information to help them assess software and contracted service providers for privacy and information handling risk. Privacy Impact Assessments (PIAs) help schools to assess third party software used in a school that handles personal, sensitive or health information. Conducting PIAs helps schools to identify privacy and security risks, evaluate compliance with Victorian privacy laws and document actions required to manage any identified risks.

The European Union's (EU's) General Data Protection Regulation (GDPR) applies to international students from the EU. For queries, contact international@education.vic.gov.au

UPDATING YOUR INFORMATION

It is important that the information we hold about students, families and staff is accurate, complete and up to date. Please contact your school's general office when information you have provided to them has changed.

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) 7022 0078

foi@education.vic.gov.au

For more information about FOI, see <https://www.education.vic.gov.au/about/working/Pages/foi.aspx>.

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@education.vic.gov.au