Bethal Primary School

Newsletter

Month: March 2022 Issue
Ph: 03 9309 7626
bethal.ps@education.vic.gov.au

Upcoming events	
11th March 2022	5/6 Interschool Sport at Home
14th March 2022	Labour Day - Public Holiday No School
16th March 2022	Foundation Teddy Bear Picnic, 9:15am on Basketball Court
18th March 2022	5/6 Interschool Sport at
23rd - 25th March 2022	5/6 Doxa Malmsbury Camp
28th March 2022	Whole School Photos

Principal's Message

Hello to our Bethal Primary School Community,

It has been a very exciting and busy start to the school year. Our students have settled in nicely with their new classrooms and created new friendships. It is so wonderful to see the students engaged in their learning activities and enjoy their time at school.

The dedicated teachers at Bethal Primary School have worked together to provide all students with learning opportunities that will stimulate and encourage all students to achieve their personal best.

Last week the children in grade 3/4 went to Healesville Sanctuary. It was a very exciting opportunity for children to enjoy learning in a different environment. It's something that we have all missed in the last year or so. Well done to all the teachers and support staff for their hard work in ensuring the excursions were a huge success, ran smoothly and the students had the best time!

Bethal Primary School Privacy Policy

Our school collects, uses, discloses and stores student and parent personal information for standard school functions or where permitted by law, as stated in the Schools' Privacy Policy.

Please take time to remind yourself of our school's collection notice. The privacy Policy is on our school website for our whole school community to see.

For more information about privacy, refer to: Schools' Privacy Policy — information for parents. This information is also available in ten community languages.

I have attached the Arabic translation of the privacy policy to this newsletter.

Road Safety

Just a friendly reminder to families, that parking officers from the council will patrol parking around the school regularly to ensure the safety of children and motorists. Officers take photos of offending vehicles to issue fines if unsafe behaviors are occurring. It is super important to:

1. Be aware of the signs and where it is safe and legal to park.
2. Be sure that your children wait before they enter the car safely.
3. Use the crossing to show your children safety practices.

Elizabeth Bryan

Acting Principal

لقد كانت بداية العام الدراسي مثيرة ومشغولة للغاية. استقر طلابنا بشكل جيد مع فصولهم الدراسية الجديدة واصبح لديهم صداقات جديدة. إنه لأمر رائع أن نرى الطلاب يشاركون في أنشطة التعلم الخاصة بهم ويستمتعون بوقتهم في المدرسة. لقد عمل المعلمون في المدرسة باثل الابتدائية معاً لتزويد جميع الطلاب بفرص التعلم التي ستحفز وتشجع جميع الطلاب على تحقيق أفضل ما لديهم.

في الأسبوع الماضي ذهب الطلاب في الصفوف 3/4 إلى Healesville Sanctuary لقد كانت فرصة مثيرة للغاية للأطفال للاستمتاع بالتعلم في بيئة مختلفة, هذا الشيء افتقدناه جميعاً العام الماضي. اشكر جميع المعلمين وموظفي الدعم على عملهم الشاق في ضمان نجاح الرحلات بشكل كبير وسيرها بسلاسة وكان الطلاب يتمتعون بأفضل وقت.

سياسة خصوصية المدرسة الابتدائية

تقوم مدرستنا بجمع واستخدام وكشف وتخزين المعلومات الشخصية للطالب وأولياء الأمور لوظائف المدرسة القياسية أو حيثما يسمح القانون بذلك كما هو منصوص عليه في سياسة الخصوصية للمدارس.

يرجى تخصيص بعض الوقت لنفسك لقراءة إشعار التحصيل الخاص بمدرستنا. سياسة الخصوصية موجودة على موقع مدرستنا على الويب ليراها مجتمع مدرستنا بأكمله.

لمزيد من المعلومات حول الخصوصية راجع: سياسة خصوصية المدارس - معلومات للآباء. هذه المعلومات متاحة أيضاً بعشر لغات.

لقد أرفقت الترجمة العربية لسياسة الخصوصية بهذه النشرة الإخبارية.

السلامة على الطرق

مجرد تذكير ودي للعائلات, أن ضباط وقوف السيارات من المجلس البلدية سيقومون بدوريات في مواقف السيارات حول المدرسة بانتظام لضمان سلامة الأطفال وسائقي السيارات. يلتقط الضباط صوراً للسيارات المخالفة لإصدار غرامات في حالة حدوث سلوكيات غير آمنة. من المهم للغاية أن:

1. انتبه على العلامات وأين يكون الوقوف آمناً وقانونيا.
2. تأكد من أن أطفالك ينتظرون قبل دخولهم السيارة بأمان.
3. استخدم المعبر لممارسات السلامة لأطفالك.

Elizabeth Bryan

Acting Principal

JSC's Message

In Foundation this week we have been learning the letter 'Cc'. We looked very carefully at a real caterpillar. We knew a lot of information about the caterpillar. It has lots of legs, they eat leaves, they can turn into moths or butterflies. We love the letter Cc and caterpillars.

Foundation News

As part of our inquiry unit on ‘Community People’ we had a special visit from the Broadmeadows Police. Sergeant Williams and PSO Sarah came to Bethal to talk to the foundation students about their important role in our community. Some of the important topics that they covered included:

- wearing seatbelts in the car

- crossing the road safely using the pedestrian or school crossing

- asking a police person in uniform for help if they get lost and

- calling 000 in an emergency.

The students were very excited to get a run through of the full Police uniform and each got a turn to wear the police hat. The highlight of the day was going out to the school oval to see the police car and hearing the car siren!

This month's update

Grade 3 /4 Healesville Sanctuary Excursion

On Thursday 3rd of March, the grade 3 and 4 students went to the Healesville Sanctuary. Our mission was to see Australian native animals and to learn more about their features and habitats.

Roaming along the winding paths, seeing animals such as wallabies, koalas, birds and dingoes was so much fun. We even saw the Spirit of the Sky show, where birds of the Sanctuary showed off their skills of flight and foraging.

Grade 5/6 Dream and Lead Conference

On Monday the 28th of February the 5/6 leaders went on an excursion to the Dream and Lead Conference. We all found the excursion extremely enjoyable and were inspired to put some of what we learnt into action at Bethal Primary School.

The 5/6s got there by train and a 15 minute walk. Soon after the school leader's got to the special event they were welcomed with 2 female speakers named Tari and Heather and also got their own little booklet to write in.

Our favorite speaker was Morgan, because he was the most interesting speaker. He talked about how he got into baking from Master Chef. He started a shop in Year 10 and now he is supplying cakes, chocolate brownies, waffles and for Mothers Day. We found out he went on Junior Master as a judge. We were very impressed by him.

At the end of the day we went to the train station and finally went home. Some of us were extremely exhausted and even fell asleep on the train, it was extremely worth it though.
Written by Nina Shamoon, Grade 6, School Captain and Zack Buchhorn, Grade 5, Kingfisher House Captain.

Book club orders are due back by Tuesday 22nd March, no late orders will be accepted

Uniform ordering has now changed - We will take orders up until Tuesday afternoon, and pick up and payment will now be Thursday mornings.

Hats are required to wear in Terms 1 and 4.

BETHAL COMMUNITY HUB
STAY CONNECTED and JOIN US ON WHATSAPP and ZOOM!

on WHATSAPP & PARK

This week-
I Love Mum & colouring for International Women's Day!

Next week-

Learn about Sea Creatures and make an Octopus

New activities every Tuesday and when possible meet at Buchanan Reserve!

Contact Suzan

ENGLISH FACE TO FAXCE & ZOOM

English Conversation for all on Zoom!
Tuesdays & Wednesdays 4p.m

English for Beginners face to face at Bethal Hub!
Thursdays 9-11a.m
Childminding provided
Contact Nella

SEWING on WHATSAPP

This week-
How to make a Laptop Case!
Next week-
How to make a Waist Apron!
Youtube videos posted every Tuesday!

Contact Jenny

WOMEN'S WELLBEING PARK & CAFE`

Join us for a Coffee & Chat
Wednesdays at **9:15am**
at **Buchanan Reserve**
and if raining
at **Degani Café**
Roxburgh Park

Contact Nella or Suzan

WOMEN'S FITNESS WALKING GROUP

Wednesdays 11a.m-12p.m
Enjoy a walk around Buchanan Reserve!
Contact Suzan

Contact Nella: 0407 844 403 / Suzan: 0405 019 440

BETHAL COMMUNITY HUB

We offer a friendly and safe space for women in the BER Building to LEARN new things, CONNECT with other women in the community and SHARE learnings, experiences and stories with each other!

Our Playgroup is a great way for you to connect with your child in a fun and educational way and to guide them towards kinder!

We would love for you to join us this term!

Any queries please contact:

Hub Leader: Nella or Playgroup Leader: Suzan
Monday -Thursday 9-2p.m
Ph: 9309 7626 ext. 213

Bethal Community Hub is very happy to offer each family a $50 Woolworths Food Voucher.

Woolworths

Some were given out last year but if you haven't already picked yours up you can come and collect from Nella or Suzan at the Hub/Ber building. Please bring I.D. You can collect on:

Tuesdays 1p.m – 2p.m (Nella)

Wednesdays 1p.m –2p.m (Suzan)

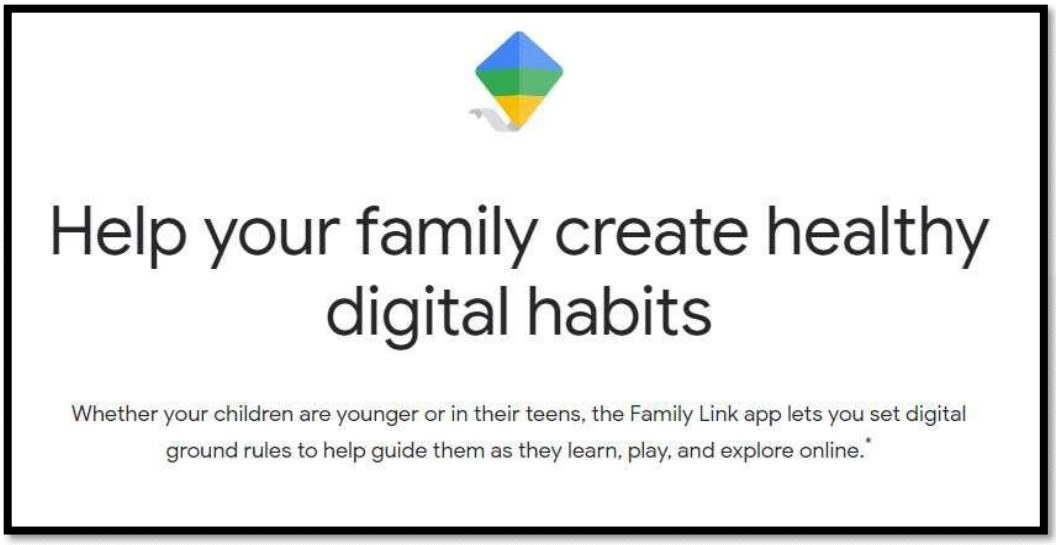
Thursdays 10a.m – 11a.m (Suzan)

CYBERSAFETY

Dear Bethal families,

It is essential that you and your family understand the importance of maintaining a safe, respectful and responsible use of technology. Here are some platforms and resources that you can use to create some healthy digital habits.

من الضروري جداً ان تدرك انت و عائلتك اهمية الحفاظ على استخدام آمن ومحترم والمسؤول للتكنولوجيا. اليك بعض المواقع والموارد التي يمكنك استخدامها لإنشاء بعض العادات الرقمية الصحية.



- Click here to find out more information: https://families.google.com/familylink/

- Click here to find out more information: https://www.familyzone.com/alannah-madeline-foundation-how-family-zone-works

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

سياسة الخصوصية للمدارس (SCHOOLS' PRIVACY POLICY)

أسئلة شائعة متكرّرة - معلومات للوالدين

تُعْلِم Schools' Privacy Policy مجتمعات المدرسة بأنه يمكن مشاركة المعلومات المتعلقة بالطلاب لتلبية المهمات الأساسية التي تقوم بها المدارس المتمثلة في تعليم طلابنا ودعمهم.

تحدِّد Schools' Privacy Policy إطار عمل "الحاجة إلى المعرفة"، حيث يشارك موظفو المدرسة المعلومات عن الطلاب مع الموظفين الآخرين الذين يحتاجون إلى معرفتها كجزء من دورهم. وهذا يتوافق مع قانون الخصوصية في ولاية فيكتوريا (Victorian privacy law).

على من تنطبق السياسة؟

تنطبق السياسة على جميع الموظفين المركزيين والإقليميين وموظفي المدرسة بما في ذلك المديرين والمعلمين والمعلمين الزائرين وموظفي الإدارة والأخصائيين الاجتماعيين وموظفي الرفاهية والعاملين الشباب والممرضات ومسؤولي خدمة دعم الطلاب Student Support Service officers (SSSOs) وجميع الممارسين الصحيين الآخرين المتحالفين. وهذا يعني أنّ إطار عمل "الحاجة إلى المعرفة" أدناه ينطبق على جميع موظفي المدرسة، سواء كانوا موظفين أو مقدّمي خدمة (متعاقدين) أو وكلاء (سواء بأجر أو بدون أجر) لوزارة التعليم والتدريب (Department of Education and Training) .

الحاجة إلى المعرفة

يستطيع جميع موظفي المدرسة، ويجب عليهم، مشاركة المعلومات عن الطالب مع الموظفين الآخرين الذين "يحتاجون إلى المعرفة" لهذه المعلومات لتمكين المدرسة من:

- **تثقيف** الطالب (بما في ذلك التخطيط للاحتياجات الفردية أو معالجة العوائق التي تعيق التعلّم)
- **دعم** الرفاهية الاجتماعية والعاطفية وصحة الطالب
- الوفاء بالالتزامات القانونية، بما في ذلك:
  - اتخاذ خطوات معقولة لتقليل مخاطر **الضرر المتوقع بشكل معقول** على الطالب أو الطلاب الآخرين أو الموظفين أو الزوار (واجب الرعاية (duty of care)
  - إجراء **تعديلات معقولة** للطلاب ذوي الإعاقة **(قانون** (مكافحة التمييز anti-discrimination law)
  - توفير **مكان عمل آمن** (قانون الصحة والسلامة المهنية).

يرجى ملاحظة ما يلي: تسمح برامج مشاركة المعلومات الخاصة بالعنف ضد الأطفال والعائلات (Child and Family Violence Information Sharing Schemes) للمنظمات المصرّح لها بمشاركة المعلومات السرية مع بعضها البعض لتعزيز رفاهية الأطفال أو سلامتهم، أو لتقييم مخاطر العنف العائلي أو إدارتها. تندرج المدارس في ولاية فيكتوريا ومجموعة من الخدمات الأخرى في ولاية فيكتوريا الأخرى ضمن هذه البرامج. لمزيد من المعلومات، يرجى الرجوع إلى : https://www.vic.gov.au/information-sharing-schemes-and-the-maram-framework.

من الذي يقرر من "يحتاج إلى المعرفة"؟

وفقاً لتوجيهات المدير، يقرّر كل موظف من يحتاج إلى معرفة معلومات محدّدة وذات صلة بالطالب، بناءً على إطار عمل "الحاجة إلى المعرفة."

تختلف مشاركة المعلومات ذات الصلة مع الموظفين الآخرين الذين "يحتاجون إلى المعرفة" اختلافاً كبيراً عن المحادثات الفارغة أو الشائعات.

يُعْهَد إلى طاقم المدرسة بكمية كبيرة من المعلومات المهمة عن الطلاب. ويجب على الموظفين التعامل مع كل هذه المعلومات الشخصية والصحية بحساسية واحترام، وعدم مشاركتها إلا على أساس " الحاجة إلى المعرفة".

ما هي المعلومات والتسجيلات التي يمكن نقلها إلى المدرسة التالية للطالب؟

عندما يتمّ قبول الطالب في مدرسة أخرى، وينتقل إليها أو منها (حكومية في ولاية فيكتوريا و / أو غير حكومية و / أو بين الولايات)، فإن مدرسته الحالية تنقل معلومات حول الطالب إلى المدرسة الجديدة. وقد تتضمّن هذه المعلومات نسخاً من السجلات المدرسية للطالب، بما في ذلك أي معلومات تتعلق بالصحة أو الرفاهية أو السلامة.

إنّ موافقة الوالدين غير مطلوبة لنقل هذه المعلومات بين المدارس الحكومية في ولاية فيكتوريا ولكن يجب الحصول عليها عندما ينتقل الطالب إلى أو من المدارس غير الحكومية في ولاية فيكتوريا، بما في ذلك المدارس الكاثوليكية أو المدارس من الولايات الأخرى.

يحدّد المدراء (أو الممثلون المعتمدون) المعلومات التي يجب تقديمها إلى المدرسة التالية بناءً على إطار عمل "الحاجة إلى المعرفة" من خلال طرح الأسئلة التالية:

ماهي المعلومات التي "تحتاج إلى معرفتها" المدرسة التالية لتعليم الطالب أو دعمه بشكل صحيح، والوفاء بالالتزامات القانونية للمدرسة؟

إطار عمل

" الحاجة إلى المعرفة"

واجب الرعاية

إنّ واجب رعاية المدرسة للطلاب معناه أنّ المدير أو أي عضو آخر في فريق القيادة يحتاج إلى معرفة أي **مخاطر متوقعة بشكل معقول لإلحاق الأذى بأي شخص** بسبب سلوك الطالب أو الإعاقة أو الظروف العائلية أو أي ظروف أخرى ذات صلة بالطالب.

على سبيل المثال، يجب على أحد أفراد طاقم المدرسة **إخبار المدير** أو أي عضو آخر في فريق قيادة المدرسة إذا كان هناك خطر متوقع بشكل معقول على أي شخص لأن الطالب:

- يُظهر سلوكيات عنيفة
- هو ضحية للاستقواء أو يقوم بالاستقواء أو الاعتداء أو بالسلوكيات الجنسية غير الملائمة للعمر
- لديه مشاكل عاطفية أو بالرفاهية أو بإيذاء النفس

سيقوم المدير بعد ذلك بمشاركة المعلومات ذات الصلة مع أي موظف آخر يحتاج إلى معرفتها لأنه يعمل مع الطالب أو يشرف عليه. ويجب على الموظفين تزويد المدير بما يكفي من المعلومات ذات الصلة المطلوبة للوفاء بشكل مناسب بواجب الرعاية - حتى يتمكّن المدير من الوفاء بواجب الرعاية أيضاً.

الأهم من ذلك، عندما يكون هناك خطر لضرر متوقع بشكل معقول، يجب على الموظفين التصرف بناءً على هذه المعلومات ومشاركة المعلومات مع الموظفين الآخرين الذين "يحتاجون إلى المعرفة"، حتى إذا طلب الطالب أو الوالد عدم مشاركة المعلومات.

قانون مكافحة التمييز

إن التزام المدرسة بتقديم **تعديلات معقولة** للطلاب ذوي الإعاقة (بغض النظر عما إذا كانوا مؤهلين بموجب البرنامج الخاص بالطلاب ذوي الإعاقة (Program for Students with Disabilities) يعني أنه يجب مشاركة المعلومات ذات الصلة حول إعاقة الطالب واحتياجاته مع جميع الموظفين الذين يعملون مع هذا الطالب أو يشرفون عليه.

وإنّ هذا مطلوب لتمكين المدرسة من اتخاذ قرارات مستنيرة بشكل صحيح بشأن التعديلات المعقولة، ومن ثم تنفيذ تلك التعديلات.

وقد يكون هذا مطلوباً أيضاً للوفاء بواجب الرعاية لذلك الطالب (على سبيل المثال، طالب يعاني من حالة طبية قد يحتاج إلى علاج).

هذا يعني أنه يجب مشاركة المعلومات ذات الصلة مع جميع الموظفين الذين يعملون مع هذا الطالب أو يشرفون عليه، لتمكينهم من:

- فهم إعاقة الطالب وكيف تؤثر على تعلّمهم ورفاهيتهم الاجتماعية أو العاطفية
- تنفيذ التعديلات المعقولة في المدرسة، بما في ذلك فهم جميع التوصيات المقدّمة من قبل الممارسين المعالجين للطالب.

يتبع طاقم المدرسة سياسات المدرسة ذات الصلة مثل سياسات الرفاهية والسلوك عند التعامل مع الوالدين. راجع موقع الإنترنت الخاص بمدرستك للاطلاع على السياسات ذات الصلة.

لمزيد من المعلومات حول سياسات المدرسة والتعامل مع المعلومات الشخصية، تحدّث إلى موظفي المدرسة أو اتصل بمسؤول الخصوصية (DET Privacy Officer) على privacy@education.vic.gov.au.

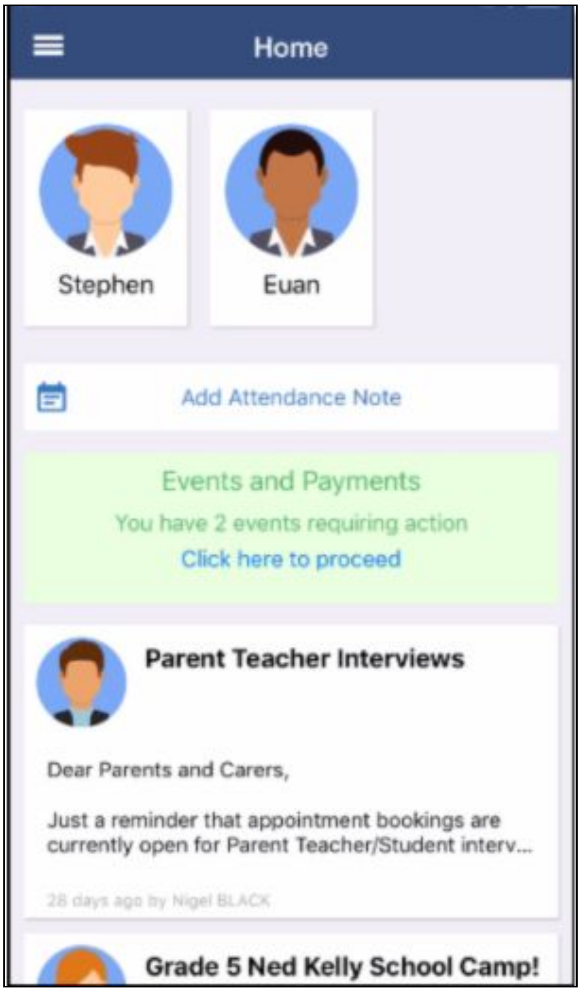
The Compass School Manager App

You can use the Compass app to action tasks. The app is available to download for free from the Apple App Store or the Google Play store.

Once installed and opened for the first time, you will be prompted to choose which school your child attends.
After selecting the school, you will be required to enter your login details which are the same details you use to login to your Compass parent portal.

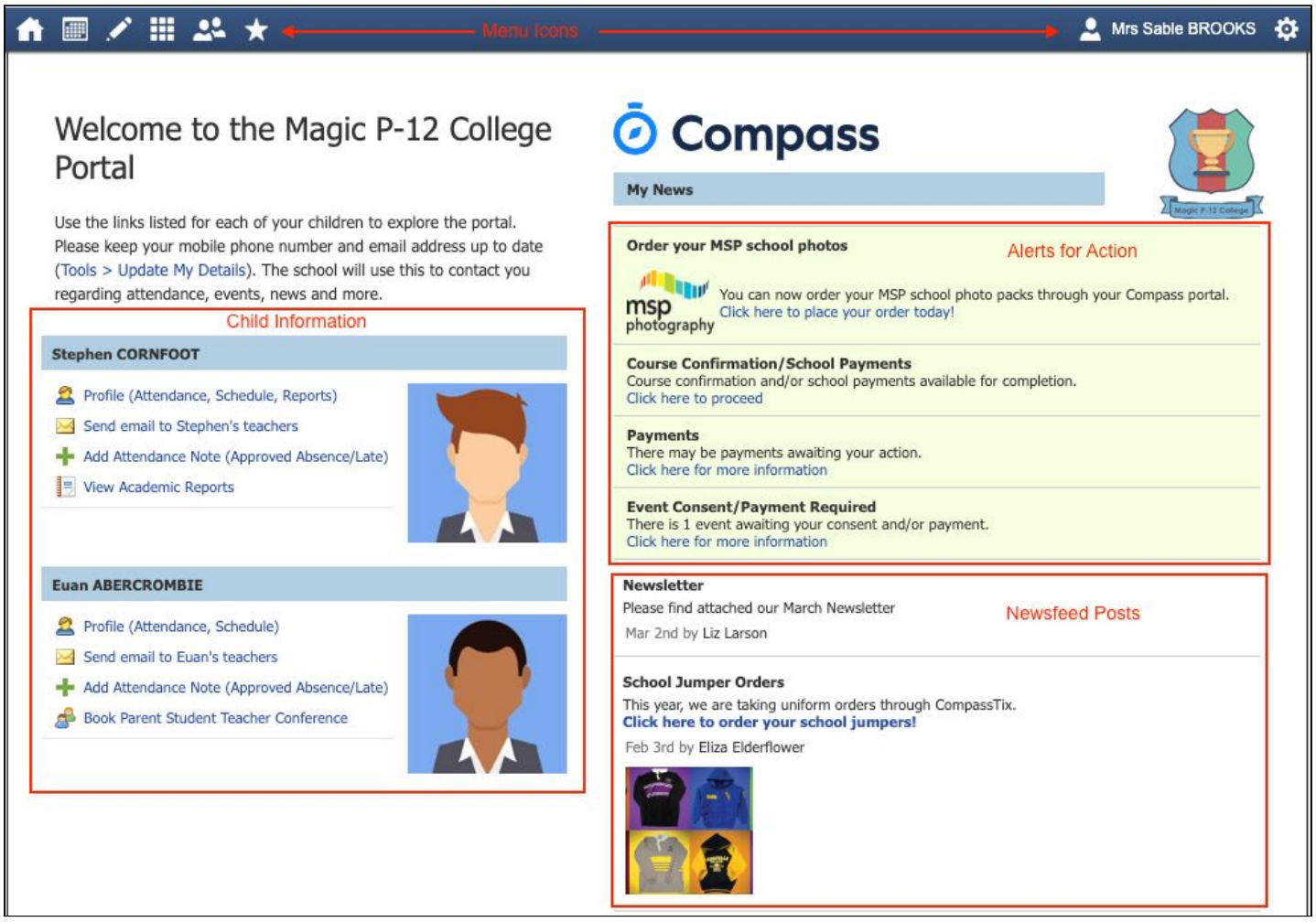
When logged in, you will see -

- Each of your children who attend the school. You can click their image to go to their profiles.
- The option to add an attendance note
- Any items requiring your action (alerts) at the top of the screen.
- The newsfeed which you can scroll down through to read.
- A link to the main menu (three little stripes in top left corner



The Home Page

When logged in, you will be on the Home page. Here you will see different sections of key information.



Alerts - These are clickable notifications of items that require your action.

Newsfeed - These are posts made by the school to communicate school information to you. You can scroll through any available posts and they will remain accessible for as long as the school has determined. They will generally display with the most recently dated post at the top however, posts set as 'Priority' by the school will show first regardless of the date.

Child Information - You will see each child you have at the school listed and clickable items that give you further details i.e clicking 'View Academic Reports' will take you to your child's available reports

Menu options - Across the top of the screen you will see a series of icons that open up menus for additional information you may require to access from time to time i.e. access to placing a canteen order, access to viewing upcoming event information etc.

Parent Portal via Web

How to Access Compass

Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc).
Every family receives a separate login to our school's Compass site. This login information is provided to you by the school.
If you need assistance locating the Compass site link for our school, go to:

http://schools.compass.edu.au

You will then be able to search for our school and access the link.