

## PRINCIPAL'S REPORT

Welcome to the 2023 school year.

On behalf of the Casterton Secondary College community, I welcome returning students and their families and extend a very warm welcome to our new Year 7 students, our new enrolments and their families.

I would also like to welcome our new staff members–

Ms Bianca Lee (English/Humanities)

Mrs Beck Richards (Maths)

Mr Phil Sanders (PE, Health, Science, Sport)

Ms Tina Stewart (Laboratory Technician)

Mrs Helen Wills (Tutor, Humanities)

What a wonderful positive start to the year! It has been a pleasure to walk around the school and observe students in uniform and engaged with their learning. There is a feeling of optimism and students will enthusiastically tell you they are enjoying being at school and enjoying their learning.

Although it is only a few weeks into Term1 it has been busy. Some of the activities and learning students have engaged in include silent reading, the writing project, setting individual learning goals, Year 12 interviews, Year 11/12 information evenings, swimming sports, fire drill and of course their learning program.

Staff have engaged in professional learning including anaphylaxis update, student agency workshops, curriculum planning, QuickSmart training, OHS audit of the school, analysis of data and lesson planning to ensure all students are receiving instruction at their point of learning.

I take this opportunity, on behalf of the school community, to congratulate the year 12 students of 2022 who gained entry into their preferred course at University, TAFE or entered the workforce, and wish them all the best for their futures

The median VCE all study score for 2022 was 32, whilst the mean was 33.26 - an outstanding achievement and one the community can be proud of!

***In terms of VCE rankings for Victorian schools, Casterton Secondary College was ranked 107 out of 646 schools (both government and non-government schools) offering VCE.***

***Our school was the best performing school in the Casterton/ Hamilton/Portland/Warrnambool region.***

**Special congratulations to 2022 VCAL DUX: Rhys Southern and 2022 VCE DUX: Arpita Yadav.** Staff are extremely proud of them. Arpita and Rhys reflect the school's values of Respect, Accountability and Persistence, and the school mantra "High Expectations- No Excuses".

High expectations for every student promotes intellectual engagement and self-awareness. At CSC, we have high expectations of our students to be confident learners, continuously improve and to reach their goals in a supportive and optimistic environment where students are nurtured and taught at their point-of-learning.

The success of our students is a reflection of their focus, resilience and strength, their teachers' knowledge and commitment and of the support provided by their parents/carers. The strength of the relationships between staff, students and parents/carers is critical to the wellbeing of our students as they navigate through their secondary years.

### **2023 School Captains**

Captains: Makayla Hutchins and Ivy Lane

Vice Captains: Amber Spratling and Oscar Davis

### **Positive Relationships**

Casterton Secondary College has follows the principles of Restorative Justice to build a culture of mutual respect through the building of positive relationships by ***accepting responsibility for decisions made, establishing trust with and between people and repairing any harm that may have been done.***

It is vital that **we all embrace these principles** and work together to build a positive culture of mutual respect.

**Family involvement** is an important and welcome part of Casterton Secondary College. It leads to a richer and more cohesive environment for both students and staff. There are many ways parents can be involved, both on a formal and an informal basis. We welcome any assistance you can give.

*Informal involvement* activities include - Helping with classroom activities, helping out with sports teams and events, assisting on excursions.

*Formal involvement* with the college includes:

- Becoming a member of the College Council or one of its sub-committees
- Responding to formal questionnaires / surveys, requests from the school.

### **School Improvements**

During 2023 we will be re-developing areas of the school.

- School funded project
  - renew the driveway, create a staff carpark, instal safety bollards, landscaping
  - provide wheelchair access between Block A (Administration) and Block B (toilet/locker area)
  - create landscaped outdoor eating area which includes seating and cantilever shade, between Block B and Block C (canteen, technology)
- Outdoor gym equipment
  - Equipment is installed
  - Lawned area established
  - Provide lunchtime classes around the use of equipment
- Front of the school area - renewal
  - Re-landscape sections
  - Provide more seating
  - Revitalise the entrance

**Effective communication** reduces misunderstanding, provides a link between home and school to relay information and relies on all members of the school community to play their part in the process.

If you have any concerns regarding the welfare of your children, please contact the appropriate person. Below is a list of reasons for contacting the school and the **person to speak** to in the corresponding column.

Concern	Who to contact
<b>Absences</b>	<p>For absences where there is no exemption in place, <b><i>a parent / carer must provide the school with an explanation on each occasion.</i></b></p> <p>Parents / carers should notify Casterton Secondary College of absences by:</p> <ul style="list-style-type: none"> <li>• Contacting the front office via phone, XUNO message or email.</li> <li>• Sending a note to the front office with the student on their return to school</li> </ul> <p>If a student is absent on a particular day and the school has not been previously notified by a parent / carer, or the absence is otherwise unexplained, Casterton Secondary College will:</p> <ul style="list-style-type: none"> <li>• notify parents by phone or XUNO message.</li> <li>• attempt to contact parents / carers as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.</li> </ul>
<p><b>CSC Late Arrival/Early Leaver Process:</b></p> <ul style="list-style-type: none"> <li>• All students who <b><i>arrive late</i></b> to school will present a signed note (or the school has been notified), from their parent/carer <b><i>to the front office</i></b> on arrival before they sign in and before home group.</li> <li>• All students who need to <b><i>leave school early</i></b> will present a signed note, from their parent/carer to the <b><i>front office</i></b> on arrival before home group.</li> </ul>	
<b>Bullying/Harassment</b>	Years 7-9 Leader - Carina Barton
<b>Classroom issues</b>	Years 10-12 Leader – Chelsea Carter
<b>Yard issues</b>	
<b>Finance, school fees etc.</b>	Business Manager - Renee Jukes
<b>Careers advice</b>	Careers Coordinator - Delma Fidler  Relevant sub-school leader- Carina Barton (7-9) or Chelsea Carter (10-12)
<b>Curriculum</b>	Director of Teaching and Learning – Jo McKenzie
<b>Staff and general</b>	Principal (Meridith Walker)

## **2023 Pupil Free Days**

The following pupil free days for 2023 have been ratified by the College Council.

27 <sup>th</sup> January (Friday)	<b>2023 Preparation/ Curriculum Development</b>
24 <sup>th</sup> April (1 <sup>st</sup> day Term 2 - Monday)	<b>Professional Practice Day</b>
13 <sup>th</sup> June (Tuesday)	<b>Assessment and Reporting</b>
10 <sup>th</sup> July (1 <sup>st</sup> day Term 3- Monday)	<b>Professional Development</b>
7 <sup>th</sup> August (Monday)	<b>Curriculum development</b>
6 <sup>th</sup> November (Monday)	<b>Curriculum Development</b>

***Please refer to XUNO, website, newsletter and Facebook for information about what is happening at the college.***

The mantra "***high expectations – no excuses***" will continue to underpin our daily business. Teachers will have high expectations of themselves and every student and accept no excuses; students will have high expectations of themselves and offer no excuses.

Maintaining high standards and "living" the school values of ***Respect, Accountability and Persistence*** are integral elements of our mantra.

As soon as our students step into the buildings, there will be an orderly, respectful and focussed approach to learning.

Classrooms will reflect rigour, quality teaching and learning, respect and engagement.

There is a partnership between the school and home; one that shares a responsibility to ensure every student at Casterton Secondary College is receiving a high quality education in a safe and secure environment. Staff provide support and guidance during school hours whilst parents/carers provide support and guidance beyond school hours. We value this partnership.

Casterton Secondary College is a successful school, a school that uses a cycle of continuous improvement to ensure the success of every student; a school that uses innovative methods to engage students with their learning, in an applied way.

Casterton Secondary College is a school that I'm proud of and every member of staff is proud of.

Why would anyone want to attend another school?

Meridith

## DAILY ATTENDANCE IS IMPORTANT

### Every Day Counts – Students **MUST** strive for 100% attendance

1 or 2 days absent a week doesn't seem much but .....

He / She is only missing just ....	That equals....	Which is ....	and over 13 years of schooling that's ....	Which means the best your child can perform is ...
1 day per fortnight	20 days per year	4 weeks per year	Nearly <b><u>1.5 years</u></b>	Equal to finishing in <b>year 11</b>
1 day per week	40 days per year	8 weeks per year	Over <b><u>2.5 years</u></b>	Equal to finishing in <b>year 10</b>
2 days per week	80 days per year	16 weeks per year	Over <b><u>5 years</u></b>	Equal to finishing in <b>year 7</b>
3 days per week	120 days per year	24 weeks per year	Nearly <b><u>8 years</u></b>	Equal to finishing at <b>year 4</b>

### Being On Time to School and Class Counts

Just a little bit late doesn't seem much but .....

He / She is only missing just ....	That equals....	Which is ....	and over 13 years of schooling that's ....
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly <b><u>Half a year</u></b>
20 minutes per day	1 hour 40 minutes per week	Over 2.5 weeks per year	Nearly <b><u>1 year</u></b>
Half an hour per day	Half a day per week	4 weeks per year	Nearly <b><u>1 and a half years</u></b>
1 hour per day	1 day per week	8 weeks per year	Over <b><u>2 and a half years</u></b>

*Did you know your child's best learning time is the start of the school day?*

*That's when every minute counts the most!!*

# EVERY DAY COUNTS

## Secondary School Attendance

**Going to school every day is the single most important part of your child's education. Students learn new things at school every day – missing school puts them behind.**

### Why it's important

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

Students develop good habits by going to school every day – habits that are necessary to succeed after school, whether in the workplace or in further study.

Missing school can have a big impact on students academically and socially. It can affect their test results, including VCE, and, just as importantly, it can affect their relationships with other students, and lead to social isolation.

There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes.

Each missed day is associated with falling behind in subject topics and assessment tasks, and lead to fewer subject choices and may impact on achievement in years 11 and 12.

### Getting in early

It's never too late to improve attendance – going to school more often can lead to better outcomes. Even at Year 9, when attendance rates for all students are lowest, going to school more often can make a big difference. Every day counts.

Schools are there to help – if you're having attendance issues with your child, speak to your school about ways to address those issues.

### What we can do

The main reasons for absence are:

**Sickness** – There are always times when students need to miss school, such as when they're ill. It's vital that they're only away on the days they are genuinely sick, and setting good sleep patterns, eating well and exercising regularly can make a big difference.

**"Day off"** – Think twice before letting your child have a "day off" as they could fall behind their classmates – every day counts.

**Truancy** – This is when students choose not to go to school without their parent's permission. There can be many reasons for truancy; the best way to address this is for schools and parents to work together.

While all absences are bad for academic performance, unexcused absences are a much stronger indicator of lower reading and maths achievement.

If for any reason your child must miss school, there are things you can do with your school to ensure they don't fall behind:

- Speak with your home room teacher or year level coordinator and find out what work your child needs to do to keep up.
- Develop an absence learning plan with your teacher and ensure your child completes the plan.

Remember, every day counts. If your child must miss school, speak with your home room teacher or year level coordinator as early as possible.

Openly communicating with your child's school about all absences is a good way to prevent attendance issues being escalated to a School Attendance Officer. A School Attendance Officer is a Department of Education and Early Childhood Development Regional Director who has authority to follow up attendance issues. Attendance issues that are escalated can lead to an Infringement Notice.

If you're having attendance issues with your child, please let your year level coordinator, principal or other relevant staff member know so you can work together to get your child to school every day.

## Further information

For more information and resources to help address attendance issues, visit:

[www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx](http://www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx)



Education  
and Training

# Child Safe Standards

At Casterton Secondary College we are committed to the Care, Safety and Welfare of our Students.

As such, we have a number of policies, all of which have been approved by our School Council, which demonstrate our commitment to the Care, Safety and Welfare of Students.

These policies are on our website in the Policy section under the heading Child safe Standards

I recommend that you periodically visit our website to read these, other policies and information about your college.

J. Webb



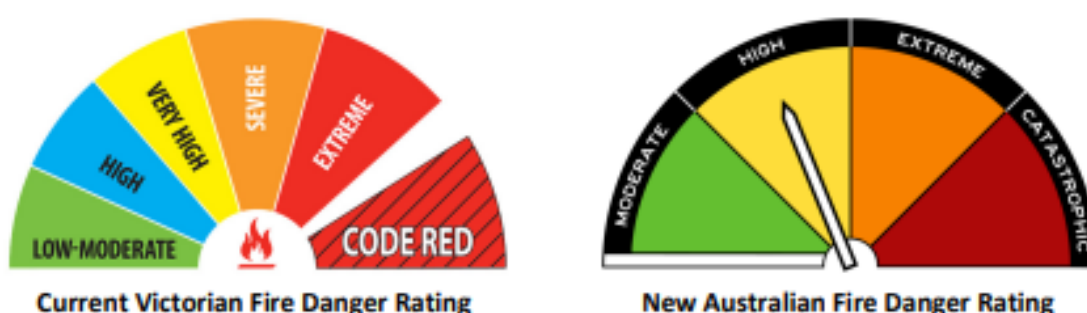
## The Australian Fire Danger Rating System

In September 2022, all jurisdictions across Australia will implement a new fire danger forecasting system, the Australian Fire Danger Rating System (AFDRS). This will deliver a nationally consistent system for fire danger ratings based on the latest scientific research. This will result in more accurate predictions for fire danger as well as clearer, simplified messaging for all communities.

In Victoria, the implementation for the AFDRS is being led by Emergency Management Victoria (EMV). The department has been working closely with EMV to prepare for this change and support our education communities to implement bushfire preparedness activities throughout the transition to the new system.

Victoria currently utilises a six-tier system for fire danger ratings, spanning from Low-Moderate to Code Red. The AFDRS will use four tiers of fire danger, from Moderate to Catastrophic. The department has worked with the Commonwealth Scientific and Industrial Research Organisation (CSIRO) to update our bushfire risk methodology in line with the changes. There are minimal changes to the methodology and department policy as a result of the new fire danger rating system.

The below outlines the changes under the new AFDRS:



Fire Danger Rating	Key messages for the community
<b>Catastrophic</b>	If a fire starts and takes hold, lives are likely to be lost. For your survival <b>leave bushfire risk areas.</b>
<b>Extreme</b>	Fires will spread quickly and be extremely dangerous. <b>Take action now</b> to protect your life and property.
<b>High</b>	Fires can be dangerous. <b>Be ready to act.</b>
<b>Moderate</b>	Most fires can be controlled. <b>Plan and prepare.</b>

The new **Extreme** fire danger rating under the AFDRS will cover a broader scope of fire danger ratings combining the current Severe and Extreme fire danger ratings.

In addition, Code Red will now be known as **Catastrophic** fire danger.

As a result, the triggers for pre-emptive relocation and closure on elevated fire danger days will be adjusted slightly to reflect this new system.

## DOCTORS IN SCHOOLS



***We are excited to announce that Casterton Secondary College has now secured a doctor for the Doctors in Secondary School's Program (DiSS)***

*Dr Anthony Farnbach, from Hamilton Family Practice, will provide consults to CSC students starting Wednesday 22<sup>nd</sup> February between 10am- 2pm and will be available every second Wednesday thereafter. There will also be a nurse in attendance to assist Dr Farnbach, at each visit.*

*Please call Renee Jukes at the office on 55811588 if you have any questions or would like to book an appointment for a student.*

*Information has been sent home via Xuno to each family.*



# WELCOME TO OUR YEAR 7s of 2023

*Ann Hirst*



**Back L-R,** Conor Keron, April Henty-Anderson, Xavier Koscal, Jett Lykke, Sophie Haythorne, Chloe Kurzman, Renee Gorman, Natasha Charlton, Pheobe Weise, Zoe McDonald, Caleb Jamieson, Charlotte Rhook.

**Front L-R,** Timmy Holloway, Ethan Mark, Harleem Hitchcock, Toby Auld, Xavier Cates, Ayden Nolte, Adele Murphy Murphy, Marlee Robbins, Benji Wilson, Paul Hippert.

It's a pleasure to welcome the year 7 students of 2023 to the school and we look forward to working them for the duration of their schooling.

## FOOTBALL TIPPING IS BACK

### HOW TO WIN AND SUPPORT A LOCAL SCHOOL

The time of year has rolled round again with The Football Tipping Fundraiser for the Casterton Secondary College. Being the only fundraiser for the College and also the cheapest footy tipping, we are hoping the community gets behind this competition. Each year the money is used to purchase School Bags for our enrolling Year 7's. Spare tipping sheets can be found in various businesses and can be left in an envelope at Foodworks or the Post Office. The results are printed out weekly and placed in businesses throughout the town so people can have some friendly rivalry as to who is the better tipper. Good luck to those enter.



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## WELCOME TO NEW STAFF FOR 2023

Ann Hirst



**L-R**, Rebecca Richards is with the maths team, Bianca Lee is in English, Phil Sanders is our P.E teacher, Helen Wills comes to us as the Tutor and also Humanities and Tina Stewart is working as our Science Lab Technician

There has been a change of staff for 2023, with five fresh faces coming to the College and all bringing new ideas to impart onto the students. The school wishes them all the best for the year, and we hope they enjoy our town, our school, and our students as much as we do.

## HOUSE SWIMMING SPORTS

Phil Sanders

What a difference one week makes with the weather in Victoria!

The Casterton House Swimming was held on 10 February, one week later than it was originally scheduled. The forecast of 14 degrees Celsius and up to ten millimetres of rain, was enough to encourage Mr. Sanders to postpone the carnival. What a great decision it turned out to be! Instead of rain, the day turned out to be in glorious sunshine and weather much more conducive to swimming (thirty degrees Celsius).

It was the first sporting carnival that the school has held under the new House system, consisting of two teams. The competition was strong throughout the day, especially among the younger students who lived up to the school value of persistence, by taking the opportunity to swim in every event offered.

The day went like clockwork thanks to the highly capable and supportive staff. The novelty events were well received by the students during the lunch break. 'The Big Splash' was a crowd pleaser, followed closely by 'Water Tunnel Ball' and 'Search and Rescue'. At the end of the day, it was the Red Team with 546 points who held off a valiant Blue Team, who scored 507 points.

Age	Boys	Girls
12-13	Jett Lykke	Marlee Robbins
14	Billy Rhook	Makayla Rees
15	Jedd Rhook	Olivia Nolte
16	Joshua Jones	Indi Longhurst
17	Alex Hornibrook	Sarah Camilleri
18-20	Riley Munro	Makayla Hutchins

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**AGE GROUP CHAMPIONS**



*L-R, 13 & UNDER-Jett Lykke, Marlee Robbins, 14 & UNDER-Billy Rhook, Makayla Rees, 15 & UNDER-Jedd Rhook, Olivia Nolte, 16 & UNDER-Josh Jones, Indi Longhurst, 17 & UNDER-Alex Hornibrook, Sarah Camilleri, 20 & UNDER-Riley Munro & Makayla Hutchins*

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# GLENELG DISTRICT SWIMMING SPORTS-HAMILTON

Phil Sanders



On Wednesday 22 February, twenty-one students from the College travelled to Hamilton to compete in the annual Glenelg District Swimming Championships. It was an interesting start to the day when Mr. Sanders took the long trip around through Merino to avoid the roadworks on the Glenelg Highway. Unfortunately, he forgot to tell the students on the bus his plan and somewhere from the back, Alex bravely questioned if he knew where the competition was (Portland or Hamilton)!

On arriving at the pool, students quickly rushed off to the first block of events while the rest of the students set under the shade by the side of the pool. Mrs. Langley ensured competitors didn't miss their events and a few parents and students assisted with lane timing, which was greatly appreciated.

It was most pleasing to see all Casterton students supporting each other out of the pool and encourage the bobbing CSC yellow caps in the water. Jett Lykke had a fantastic day, winning the 13 Boys Age Champion. Riley Munro and Jedd Rhook were also superb finishing second in their age groups. I was just as proud of the efforts of all the students in the team, as everyone tried their best.

Jett, Riley, and Jedd have qualified for the next level of competition (Greater Western Region) in Horsham on Tuesday 14 March 2023. We congratulate these boys and look forward to hearing how they go in their events.

<b>Student</b>	<b>Event qualified for</b>
Jett Lykke	Age 12-13 Boys 50-Metre Breaststroke
Jedd Rhook	Age 15 Boys 50-Metre Breaststroke
Riley Munro	Age 18-20 Boys 50-Metre Freestyle Age 18-20 Boys 50-metre Backstroke

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## FOOD STUDIES, YEAR 10- RICOTTA CHEESE

Steve Rathmell

The students all made fresh ricotta as part of our focus on Dairy products in Food Tech



*Savannah Schurr and Riley Hutchins keeping an eye on the temperature of the milk for the Ricotta*



*Lily Constantine & Ricky Kaliebe straining the whey from the cheese*



*Reghan Parsons, Sam Patton, Rankin Cleary & Thomas Hall heating their milk for the start of the cheese process*

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## SCHOOLS' PRIVACY POLICY

The Department of Education and Training (which includes all Victorian government schools, central and regional offices) values the privacy of every person and is committed to protecting information that schools collect.

All staff, service providers (contractors) and agents, (whether paid or unpaid) of the Department, and this Victorian government school (**our school**), 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').

This policy explains how our school collects and manages personal and health information, consistent with Victorian privacy law.

### CURRENT VERSION OF THIS POLICY

This policy will be regularly reviewed and updated to take account of new laws and technology and the changing school environment when required. Please ensure you have the current version of this policy.

### DEFINITION 8

**Personal Information** is information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information or opinion – that is recorded in any form. For example, a person's name, address, phone number and date of birth (age). De-identified information about students can also be personal information.

**Health Information** is information or opinion about a person's physical, mental or psychological health or disability, that is also personal information – whether in writing or not. This includes information or opinion about a person's health status and medical history, ~~conditions~~ status and allergies, as well as counselling records.

**Sensitive Information** is information or opinion about a set of specific characteristics, including a person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, philosophical beliefs, sexual

preferences or ~~orientation~~ or criminal record. It also includes health information.

### WHAT INFORMATION DO WE COLLECT?

Our school collects the following type of information:

- information about students and their family, provided by students, their family and others
- information about job applicants, staff, volunteers and visitors; provided by job applicants, staff members, volunteers, visitors and others.

### HOW DO WE COLLECT THIS INFORMATION?

Our school collects information in a number of ways, including:

- in person and over the phone: from students and their family, staff, volunteers, visitors, job applicants and others
- from electronic and paper documentation: including job applications, emails, invoices, enrolment forms, letters to our school, consent forms (for example: enrolment, excursion, Student Support Services consent forms), our school's website or school-controlled social media
- through online tools: such as apps and other software used by our school
- through any CCTV cameras located at our school.

### Collection notices

When our school collects information about you, our school takes reasonable steps to advise you of certain matters. This includes the purpose of the collection, and how to access, update and correct information held about you. For information about students and their families, a collection notice is provided to parents (or mature minor students) upon enrolment.

### Uncollected information about you

Our school may receive information about you that we have taken no active steps to collect. If permitted or required by law, our school may keep records of this information. If not, we 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

Our school collects 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)
  - provide a safe and secure workplace (occupational health and safety law)
- enable our school to:
  - communicate with parents about students' schooling matters and celebrate the efforts and achievements of students
  - maintain the good order and management of our school
- enable the Department to:
  - ensure the effective management, resourcing and administration of our school
  - 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

Our school collects 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 our school/the Department.

#### WHEN DO WE USE OR DISCLOSE INFORMATION?

Our school uses or discloses information consistent with Victorian privacy law, as follows:

1. for a **primary purpose** – as defined above
2. 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
3. with **notice and/or consent** – including consent provided on enrolment and other forms
4. when necessary to **lessen or prevent a serious threat** to:
  - a person's life, health, safety or welfare
  - the public's health, safety or welfare
5. when **required or authorised by law** – including as a result of our duty of care, anti-discrimination law, occupational health and safety law, reporting obligations to agencies such as Department of Health and Human Services and complying with tribunal or court orders, subpoenas or Victoria Police warrants
6. to investigate or report **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
7. for Department **research or school statistics** purposes

8. to establish or respond to a legal claim.

A unique identifier (a CASES21 code) is assigned to each student to enable the school to carry out its functions effectively.

### STUDENT TRANSFERS BETWEEN VICTORIAN GOVERNMENT SCHOOLS

When a student has been accepted at, and is transferring to, another Victorian government school, our school transfers information about the student to that school. This may include copies of the student's school records, including any health information.

This enables the next 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.

### NAPLAN RESULTS

NAPLAN is the national assessment for students in years 3, 5, 7 and 8, in reading, writing, language and numeracy.

When a student transfers to another Victorian government school, their NAPLAN results are able to be transferred to that next school.

Additionally, a student's NAPLAN results are able to be provided to the student's previous Victorian government school to enable that school to evaluate their education program.

### RESPONDING TO COMPLAINTS

On occasion our school, and the Department's central and regional offices, receive complaints from parents and others. Our school 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).

### ACCESSING YOUR INFORMATION

All individuals, or their [authorised](#) representative(s), have a right to access, update and correct information that our school holds about them.

### ACCESS TO STUDENT INFORMATION

Our school only provides school reports and ordinary school communications to parents who have a legal right to that information. Requests for access to other student information must be made by making a Freedom of Information (FOI) application through the Department's Freedom of Information Unit (see below).

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.

### ACCESS TO STAFF INFORMATION

School staff may first seek access to their personnel file by contacting the principal. If direct access is not granted, the staff member may request access through the Department's Freedom of Information Unit.

### STORING AND SECURING INFORMATION

Our school takes reasonable steps to protect information from misuse and loss, and from [unauthorised](#) access, modification and disclosure. Our school stores all paper and electronic records securely, consistent with the Department's records management policy and information security standards. All school records are disposed of, or transferred to the Public Records Office Victoria, as required by the relevant Public Records Office Standard.

When using software and contracted service providers to manage information, our school assesses these according to the appropriate departmental processes. One example of this is that staff passwords for school systems are strong and updated on a regular basis, consistent with the Department's password policy.

### UPDATING YOUR INFORMATION

We [endeavour](#) to ensure that information about students, their families and staff is accurate, complete and up to date. To update your information, please contact our school's general office.

### 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) 8837 3861  
[foi@ed.tma.vic.gov.au](mailto:foi@ed.tma.vic.gov.au)

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) 8888 7867  
[privacy@ed.tma.vic.gov.au](mailto:privacy@ed.tma.vic.gov.au)

Updated term 2, 2019

Last ratified by School Council: 26/4/19

Review date: 2023

### **COLERAINE AND DISTRICT HOCKEY CLUB**

#### **Interested in playing hockey Terms 2 & 3?**

- All new players welcome.
- Ages 8 years through to adults.
- All games are held at Pedrina Park, Hamilton.
- Training varies between Coleraine & Hamilton.

*For further information, please contact  
Mark Jarvis T: 0408 334 187 or check out the Coleraine  
Hockey Club Facebook page.*