



WEEK 5 TERM 1

Dear Parents & Carers,
This week is shaping up to be a busy week for many parents.

Tomorrow night we are holding our first School Council Meeting and AGM. I would like to welcome Mark Green, Kristie Lynch, Brooke Mc Grath and Stevie Fisher to the council. This year's members are: Mark Green Kristie Lynch, Stevie Fisher, Blair Dellemijn, Brooke Mc Grath, Krystal Doohan, Courtney Smith, Jodie Addamo, Renae Williamson and Annie Ewings. School Council meetings are open to any parent who would like to come along.

Inform and Empower

Keeping children safe in the digital world

A parent information night on cyber safety will be held in the Bacchus Marsh Shire Hall at 7:00pm on Wednesday night. This information night is a must for all parents as it aims to inform parents on the pit falls of the internet and tries to empower parents to take control and help keep children safe while still embracing the use of the internet/ social media/ apps and other platforms. A \$100 gift voucher to Readings Cinema will be given to 1 lucky family from Coimadai PS who attends on the night.

Family fun - Maths Trail

A fun family maths afternoon has been organised for Friday the 28th February. Join in with students to complete fun activities around the school and discover that Maths can be fun! The Maths Trail will run from 2:30 to 3:00pm. The weekly assembly will follow

Questacon Activity Day

On Thursday the 6th of March Coimadai PS will be hosting a students from Balliang East, Lal Lal and Bungaree Primary Schools for a day of fun sporting activities and science sessions. A BBQ lunch will be provided for the 200 students and so we will need lots of assistance from parents 'to help feed the masses!' Notes were sent home last week asking for help and we would appreciate your reply ASAP so that organisation/ rosters can be made.

Moorabool Small Schools Athletics Day

All students will participate in the Athletics Carnival on Wednesday 19th of March. Permission notes have been sent home. Parents are welcome to come along and cheer our students along. A small coffee cart will be on site with limited food for sale. Students will not be allowed to buy items from the coffee van, only adults. All students will need to bring their own drinks, snacks and lunch on the day.

Notes sent home

Please ensure that all notes are returned promptly

- Roses Gap Camp permission and medical forms
- Moorabool Sports Day
- Questacon Activity day lunch order

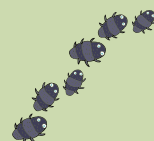
Thank you

A big thank you to Lori and her team at 'Hair of the Dog' for clipping Ned and making him look so handsome.

Thank you



Please be aware that there has been a report of head lice in our school community.



Message from the Office.

Camp, Sports, excursion Fund

Any parent who holds a healthcare card is eligible for a \$154 grant. Please bring your card into the office and Alice will help you apply for the grant.

School Savings Bonus

Families who wish to use their money to pay for camps or any other excursion, need to login into the portal and transfer funds to school activities. All unused money allocated to uniforms at the end of June will be reallocated to the school so please make sure you use your allocated uniform money before the 30th of June. This money can not be used for uniforms in 2026.

Medical Conditions- Asthma, Anaphylaxis, Allergies and other medical conditions

All treatment plans need to be updated every 12 months, please obtain a new plan from your child's doctor, and provide the school with the latest plan.

Student permission and contact details

Please make sure you return these as soon as possible so that we have the correct information on our system.

Parent Payment contributions- If you would like to make the parent contribution please come and see Alice at the office.

PARENTS AND FRIENDS

Our Parents and Friends met for the first time last week. Congratulations to the following people who were elected;

President: Joanne Cornish

Vice Presidents: Kyrie Harris and Regan Montgomery

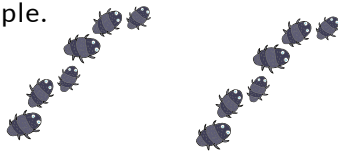
Secretary: Sharon Thurgood

Parents and Friends will meet on the first Wednesday of every month at. Meeting times will alternate from morning to afternoon so that we can cater for working parents.

Minutes of the meetings will be made public so that our entire school community will be well informed.

The group welcomes all contributions that people can make - big or small. Please do not be shy and join the this very supportive group of people.

HEAD LICE



New regulations have come in to force this year in regards to Head Lice. Students who have live head lice detected in their hair may return to the classroom **the day after** treatment has been completed.



Happy Birthday to the following students who had a birthday during last week:

There are no birthdays this week.



READING NIGHTS AWARD

25 Nights Reading

Lexi, Blake, Lauchlan F

50 Nights Reading

Rupert



PRINCIPAL'S AWARDS

Brian - For his kindness towards other students.

Eeli - For always doing his best to listen and follow instructions.

Rhyder K - For his outstanding efforts during maths this week.

Blake - For being a magnificent role model in the classroom.

Emmaly - For demonstrating exceptional knowledge of the Coorong in preparation to write an information report.

Rupert-For outstanding leadership and a generous spirit by offering support to others.

Ryder L -For making an effort in handwriting.

Phoebe - For asking great questions in STEM.



Important Dates

Mark
your
Calendar

February

- 25th School Council Meeting 7::30pm in the Library
- 26th Inform and Empower - Cyber safety Parent Information Night, Shire Hall 7:00-8:30pm
- 28th Maths Trail / Family Fun afternoon Friday afternoon from 2:30 onwards

March

- 5th Parents and Friends meeting
- 6th QUESTACON incursion
- 11th Curriculum Day - Pupil Free Day
- 12th NAPLAN testing begins
- 19th Moorabool Small School's Sports Day - Whole School
- 24-26 Roses Gap School Camp - Grades 3-6

April

- 2nd Parents and Friends meeting
- 22nd Term 2 begins
- 25th ANZAC Day -Public Holiday
- 28th BMPSSA Athletics Carnival Grade 4-6

May

- 7th Mother's Day Stall & parents and Friends meeting
- 9th BMPSSA Cross Country Carnival
- 20-21st Life Education sessions

June

- 4th Parents and Friends meeting
- 6th Winter Sports - Grade 5& 6
- 10th -11th Grade 5 Sovereign Hill Excursion
- 13th Report Writing Day - Pupil Free Day
- 23rd June - 3rd July Whole school swimming program

August

- 4th - 5th Lady Northcote Camp - Grades Prep-2
- 6th Parents and Friends meeting
- 15th Science Fair
- 21st Book Week Parade
- 29th Summer Sports Gr 5 & 6

September

- 2nd - 10th Somers Camp for selected students
- 3rd Parents and Friends meeting

October

- 8th Parents & Friends meeting

November

- 3rd Curriculum Day - Pupil Free Day
- 5th Parents & Friends meeting
- 25th Report Writing Day - Pupil Free Day

December

- 3rd Parents & Friends



Information for Parents/Guardians

- Students, staff and visitors are reminded that **personal property** (mobile phones, toys etc.) bought to school are done so at the owner's own risk. DET does not hold insurance for personal property.
- **School speed limits** apply outside every school in Victoria to increase the safety for our most vulnerable road users - children. Speed limits will be reduced to either 40km/h or 60km/h outside schools in the morning from 8am to 9.30am and in the afternoon from 2.30pm to 4pm.
- **No Kids in Hot Cars**—The temperature inside a car begins to rise as soon as the door closes, and within minutes it can be double the temperature outside. So if it is 30 degrees outside, it can be more than 60 degrees inside a car in just a few minutes. With smaller bodies and under-developed nervous systems, young children are at much greater risk of life-threatening heatstroke, dehydration and other serious health risks. While the summer holidays may be over, the warm weather continues throughout term one. Continued advertisements about the dangers of leaving kids in hot cars have been broadcast in the general community. Please help spread this important messages with your friends, family and community.

Camps, Sports, Excursion Fund

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125 per year is paid for eligible primary school students. Payments are made directly to the school and are tied to the student. To be eligible for the fund, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
- on the first day of Term two;
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be the holder of a Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, 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.

Application forms should be completed and lodged with schools by 20th February, as payments are made from March. However schools will be able to accept and process applications up until the end of term two each year. If you have not yet received a form and believe that you are eligible for this benefit, please contact the office.

Working with Chil- dren check

If you are wanting to volunteer at Coimadai Primary working across the school it is essential that you have a current **Working With Children Check**. Please provide a copy of this to the office. If you need assistance obtaining a WWCC please come into the office for support. Applications can be processed online at <http://www.workingwithchildren.vic.gov.au/home/applications/>

Conveyance Allowance Program (CAP)

The conveyance allowance is a form of financial assistance to help families in rural and regional Victoria with the cost of transporting their children to their nearest appropriate school/campus. The conveyance allowance is available to eligible students travelling by public transport, private car and private bus. The conveyance allowance is also available to eligible students whose nearest school is not serviced by a free school bus.

Eligibility criteria

The eligibility criteria varies depending on the type of school attended and where it is located. Students attending a government or non-government school must:

attend their nearest government or non-government school/campus appropriate to their year level at which admission is permissible

- reside outside Melbourne's metropolitan conveyance boundary
- reside 4.8km or more by the shortest practicable route from that school/campus attended
- be of school age (5 to 18 years old at time of application) and reside in Victoria.

Payment amounts

Depending on how a student travels to school, an eligible student may be granted a conveyance based on:

- the least expensive public transport fares; and/or
- a distance based allowance when travel is by private car and/or private bus.

RAISING KIDS IN A DIGITAL WORLD

Cyber Safety Seminar for Parents & Carers

Presented by **INFORM&EMPOWER**

Social media

Online gaming

Strengthening family communication

Impacts of screen time

Cyberbullying

Managing devices at home

Child & tween online trends

Explicit/adult content

Bacchus Marsh Public Hall

207 Main St, Bacchus Marsh

Wednesday 26 February | 7.00 - 8.30 pm



Register to attend:
bit.ly/BacchusParents

*This session is strictly for parents and carers only as the content is not suitable for children.



Presented by
Martin McGauran,
primary teacher and
digital safety educator
and Carley McGauran,
psychologist and mum
to 3 school-aged kids.



An evening that provided some reality checks! A few new changes in our home this week! - Parent

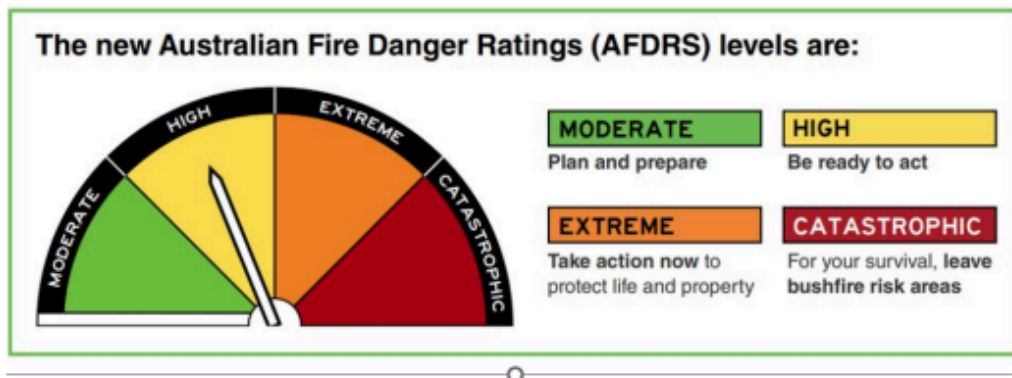
Marty and Carley were simply sensational. Their presentation was relevant, honest and informative. A MUST for each school, every year. - Principal

Incredible session... Should be essential for all parents!
- Parent



Proudly supported by
Community Bank
Bacchus Marsh
Bendigo Bank





SCHOOL PROCEDURES FOR THE BUSHFIRE SEASON

Fire danger ratings and warnings are used in Victoria to provide clear direction on the safest options for preserving life.

Schools and children's services listed on the DET Bushfire At-Risk Register (BARR) will be closed when a Catastrophic fire danger rating day is determined in their Bureau of Meteorology district. **Our school has been identified as being one of those at high bushfire risk and is listed on the BARR.**

Where possible, we will provide parents with up to four days notice of a potential Catastrophic Fire Danger Day closure by letter [and SMS message/phone tree]. A Catastrophic Fire Danger Day will be determined by the Emergency Management Commissioner no later than 1:00 pm the day before the potential closure. Once we are advised of the confirmation of the Catastrophic Day we will provide you with advice before the end of the school day.

Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- No staff will be on site on days where the school is closed due to a forecast Catastrophic Day.
- School camps will be cancelled if a Catastrophic fire danger rating day is determined for the Bureau of Meteorology district in which the camp is located.

Our Bureau of Meteorology district is Central Victoria.

On these Catastrophic rating days families are encouraged to enact their Bushfire Survival Plan - **on such days children should never be left at home or in the care of older children.**

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 (PDF, 314.5KB) 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.

Complaints about the handling of personal information on the Child Link Register will be responded to by the department's Privacy team. For all other complaints relating to Child Link email childlink@education.vic.gov.au or contact the Child Link Enquiry Line at 1800 549 646.

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.