



PARENT INFORMATION NIGHT (PIN)

Thursday 13 February 2020

5:30 – 6:10pm Meet'n'Greet Teachers and staff around tables in the central courtyard (includes drinks and nibbles)

6:15 – 6:35pm Classroom Session 1; 6:40 – 7:00pm Classroom Session 2

This is an important evening of information about your child's learning in 2020.

We will keep to time and your children are welcome to accompany you on the night.

We look forward to seeing you.

From the St. Bede's Staff



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From the St. Bede's Staff

St Bede's Primary School Braidwood

ABN: 29 335 121 676

Telephone: 02 4842 2413

Email: office.stbedesb@cq.catholic.edu.au

Park Lane

Braidwood NSW 2622



A School With Heart

12 February 2020

Dear Parents,

Please find enclosed important forms that allow us to keep our records up to date.

1. Student Information Checklist

If you have changed your address, phone numbers, would like to nominate new emergency contacts or update medical details could you please edit or modify the "Student Information Checklist" form. If possible, please supply us with an email address for sending the school newsletter and school fees, electronically. **The form still needs to be returned even if there are no changes to any of the details. Please write NO CHANGES on the front page.**

2. Departure Agreement – 2020

Departure details also need to be updated. In accordance with the school policy your child/children go home according to this information, unless the school is contacted during the day with alternative arrangements before 2:30pm. **If there is any doubt at all regarding departure arrangements for students, they will be kept at school for their own safety.**

3. Student Health Plan – 2020

Please complete this form **only** if your child has a health issue. If you have notified us in the past of your child's medical condition, please take this opportunity to update that information, as the more current the information, the better we are able to look after your child should the need arise. *Please return this form with the other paperwork.*

4. ICT Student Acceptable Use Agreement

Please read, discuss with your child, **sign both sides** - your child signs one side & parents sign the other, and return to the school. ***(Please note that children will not be allowed to access the School network until this agreement has been returned to school)***

5. WWCC - Volunteer Information

I am sure that you will appreciate that the students in our Catholic schools must be provided at all times with the safest possible environment whilst in our care. Catholic schools demonstrate our commitment to this responsibility by being well informed of our professional responsibilities and by meeting our legal obligations surrounding the care and protection of the students entrusted to us. Enclosed is the procedure and checklist for applying for a volunteer clearance for a **Working With Children Check (WWCC)**. This is for all parents & carers who wish to work with children in classrooms or extra-curricular activities e.g. Interest groups, canteen, coach teams, sports days etc. *You are able to assist whilst your application is being processed.*

All completed forms are to be returned via the class notice bag by **Wednesday 26 February 2020 please**. A prize will go to the first class with all forms completed and returned.

Kind regards

Trish Ferlitsch and Julian Laffan
Principals

St Bede's Primary School Braidwood

ABN: 29 335 121 676

Telephone: 02 4842 2413

Email: office.stbedesb@cg.catholic.edu.au

Park Lane

Braidwood NSW 2622



A School With Heart

12 February 2020

Our Ref: Health Plan Letter:

Please complete only for Students with Medical Needs

Dear Parent,

RE: Student Health Plan

We are currently updating our information in regard to your child's Health Plan. We would ask that you provide the office with an updated health plan from your medical provider **or** sign and return the request for updated medical information on the reverse of this form.

Asthma

Should your child's medical condition be Asthma, please arrange an up to date (*in last 12 months*) **Asthma Action Plan**, available from your doctor. Alternatively, if you are unable to provide us with a copy of an Action Plan, please request an **Asthma and Consent to Dispense Medication form** available from the office.

Keeping our records up to date will enable us to best look after your child should the need arise and is a legal requirement for our professional care of your child in the event of an emergency.

Please treat this request as a matter of urgency and return the requested information to the school's office by **26 February 2020**.

Yours Sincerely

Julian Laffan and Trish Ferlitsch
Principals

P Drive: PIN Forms

Request for Medical Information

Child's name	
Medical condition	
Child's Date of Birth	
Treatment for condition	
Is medication required at school?	Please circle No / Yes - if yes please complete a consent to dispense medication form available from the office
Doctors Name and contact number	
Parents Name & Contact numbers:	Parent 1:
	Parent / Carer 2:

Please provide any additional information that we should know regarding your child's health below:



Device Responsibilities

Devices are available to all students. These can be their own device or school devices. They are used in accordance with all other agreements and policies. It is a privilege to have access to these digital resources and it is necessary that you understand your **responsibility** in looking after them and using them appropriately.

As a responsible user I agree that I will:

- Take great care with the ICT equipment at school including my device, other students' devices and school equipment.
- Not bring software from home for use at school without permission.
- Only work on the Internet for purposes specified by my teacher and make no attempt to access inappropriate or non-school related material.
- Not give out personal information such as my surname, address, telephone number, and parents' work address/telephone number.
- Never send a person my picture without first checking with my teacher and having written consent from my parent/guardian.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. I will make these known to my teacher and parents.
- Not use material from other websites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- Not use the Internet or email to frighten, bully or annoy another person.
- Follow school guidelines and procedures when preparing materials for publication on the web.
- Remember that using ICT at St. Bede's Primary School is a privilege, not a right.
- Not play, share or view content that is inappropriate on the Internet or iPads.
- Agree that while at school, the iPad is a learning device only and not for entertainment.
- Be aware that my parents will monitor my use of the Internet at home as this is not the responsibility of the school.
- Abide by the school internet and email rules.

The devices are subject to routine monitoring by staff and must be made available. I have read and agree to abide by all the expectations listed above.

Parent Acknowledgement

I give/do not give (**circle one**) permission for my son/daughter _____ in _____ to use the Internet and other ICT facilities and I:

- Have read the accompanying Acceptable Use Information and the Student Agreement and spoken with my child.
- Agree to my child using Information and Communication Technologies for educational purposes in the manner outlined above.
- Have talked to my child about safety, privacy and copyright concerns when using iPads and other ICT devices at school and home.
- Agree to my child transmitting work electronically to teachers and having the work published where the school considers that to be appropriate.
- Consent to my child's use of the School's student email system and other Apps including Google, on the understanding that the system is provided through Google Apps for Education and that consequently students' emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services. Information about the security and privacy features of Google Apps for Education may be found at:
<https://www.google.com/enterprise/apps/education/benefits.html>
- I give permission for my child to use Scratch (Years 3 – 6 only) which introduces students to visual coding. The school will set up an account for your child. More information can be found at:
<https://uploads.scratch.mit.edu/parents/>

Parent's signature: _____ Name (print) : _____

Date: _____

Please return this form to school as soon as possible as your child will be unable to use the school's network or the Internet until this form is returned. Thank you.



Student ICT Acceptable Use Agreement

To have access to Information and Communication Technologies at St Bede's you need to follow these agreed practices.

ICT Technologies

ICT Technologies at St Bede's include:

- iPads
- Laptops and digital hand held devices
- Interactive whiteboards, projectors, interactive television
- Digital cameras
- St Bede's Network (Internet, Intranet, Apps, etc.)
- Personal music devices (iPods, MP3 players)
- Storage devices (memory sticks, DVDs, CDs, Bluetooth)
- All other electronic communication devices

Student Agreement

I know that using Information and Communication Technologies at St Bede's is a privilege. I have conditions to follow, which are for the safety and privacy of myself and others.

I will:

- Treat my device, other students' devices and the school's ICT equipment with care and use it responsibly for educational purposes.
- Use technology including the Internet the way my teacher has asked me to.
- If I find something that is not appropriate for primary school children on the Internet or on a device, I will turn off the device, and then tell my teacher or another adult immediately.
- Publish work and send emails using language I know is acceptable in my school.
- Tell the teacher if I receive a message that makes me feel uncomfortable.
- Respect the privacy of all digital technology users at school by correctly using passwords, and opening only my own work and emails.
- Pack away equipment and tidy the area I was using.
- Be aware that it may not be possible to delete items stored on social media sites.

I will not:

- Give out my personal information, such as my surname, address, phone number or photo of myself, my parents or any other person while using the internet.
- Use my iPad outside the classroom during school hours unless directed to by my teacher. This includes waiting for buses and parent pick-ups.
- Break copyright law by copying and/or using another's work.
- Write or send messages that would make another person feel uncomfortable.
- Pass on information about inappropriate material to other students.
- Waste materials through excessive printing or downloading.
- Misuse the Internet or encourage others to do so.
- Use my iPad for games at school
- Download or install any software or store files on my school's electronic devices without the permission of a teacher.
- Use the school's network for commercial purposes.
- Access a social media site on any device at school without the permission of a teacher.
- During personal use of social media sites communicate with my teachers or invite teachers to join my personal networks.
- Post any images, videos or comments about any member of my school community that might indicate I am representing the school or that might give my school a bad name or offend any member of the school community.
- Upload any images of other members of the school community without their permission.
- Upload any images of myself or other students in uniform or identified with the school in any other way without the permission of the Principal.

Breaking the Student Agreement

If know that if I break the Student Agreement a number of steps can be taken, including:

- Withdrawal of individual log-on to Intranet, Internet or both for a period of time as deemed appropriate.
- Parents notified.
- Appropriate ICT rights withdrawn.
- Guidance from the Learning Technologies Specialist/ICT Coordinator or School Executive as to how to avoid future problems.
- Steps as outlined in the Restorative Practices Policy.

Student signature/name: _____

St Bede's Primary School Departure Agreement 2020

I, _____ confirm that the regular departure method from St Bede's for [my child/ren]

1 _____

2 _____

3 _____

is indicated below. I understand that if these arrangements are to be changed temporarily or on a permanent basis, I am required to contact the school in writing or by phone **before 2:30pm** on the day this agreement is to be changed.

My child/ren will depart St Bede's school by:

Bus _____ name of bus run

Via Elrington Street gate. My child will be supervised near the Library until collected. **Students are not to wait unsupervised at the gate or play on equipment unless under the direct supervision of their parents/guardian.**

Walk/ride home from Park Lane exit

Other departure method as stated below

Parent/Guardian Name: _____ Signed: _____

Date: _____

Please return to your child's teacher as soon as possible



**Would you like to
Volunteer at
School?**

At St Bede's School we value our volunteers and appreciate the time spent to help our children and the sense of community that this brings to our school. We would love you to come and help at our beautiful school. Parents & carers are always most welcome to come and help in the classrooms, canteen, on sports days and with numeracy & literacy groups or even just to sit in Peace Room of a morning.

Any parent or carer who volunteers at school will need to have a Working With Child Check (WWCC). These are easy to obtain and are free for volunteers. Please see the check list over the page for the steps required to obtain the clearance.

At St Bede's Primary school we take the safety of all our students seriously. With this in mind, we ask that all our volunteers complete a Working With Children Check (WWCC) that is now mandatory in all Schools in New South Wales. There is no cost.

Please see the steps below on how to apply for a volunteer clearance.

Go to **www.kidsguardian.nsw.gov.au/check**

click on **Start Here** or **Renew** (if your existing clearance has expired). Complete the application.



When you have completed the application you will receive an application number (APP) by email.

Take this application number and proof of ID to a NSW Service Centre (Volunteer clearances are free)

Once your application has been processed and you are cleared you will receive an email with your WWC number

Please bring /email your WWC number + your date of birth to the school office.

Email: office.stbedesb@cg.catholic.edu.au

(Please be assured that your information will be kept private and confidential)



If you have any questions regarding this process please contact the school or phone 131450 (Office of Children's Guardian)

PTO →

St Bede's Tuckshop Menu and Pricelist—2020

Hot Food

Mrs Young's Famous Homemade Beef Pie	\$4.00	
Sausage Roll	\$2.50	
Beef Lasagne	\$3.50	
Chicken Nuggets	\$0.80/ each	
Toasted Sandwiches	\$2.50	

Ice creams

Paddle Pop Shaky Shake	\$2.00
Mini Calippo (Raspberry / Pineapple)	\$0.80
Vanilla Dixie Cup (GF)	\$1.00



Drinks

Juice Poppers (99% fruit juice) (Apple, Tropical, and Orange)	\$1.80
Flavoured Milk (Chocolate, Strawberry)	\$1.80

Some Important Information



Please mark clearly on a lunch bag child's name, class and order. Lunch bags are available at the IGA.

Please provide correct money if possible, wrapped in foil and placed in lunch bag. Many Thanks.



For parents/guardians of students:

2020 Student Residential Address and Other Information collection notice

This notice is from the Australian Government Department of Education, Skills and Employment (the department), to advise you that the department has requested that your child's school provide a 'statement of addresses', in accordance with the *Australian Education Regulation 2013* (Cth) (Regulation).

A *statement of addresses* contains the following information about each student at the school:

- Student residential address (**not student names**)
- Student level of education (i.e. whether the student is a primary or secondary student)
- Student boarding school status (i.e. whether the student is boarding or a day student)
- Names and residential addresses of students' parent(s) and/or guardian(s)

Schools generate a record number for each student for the purposes of this collection, which is also provided to the department.

Purpose of the collection

This collection is routinely used to inform Commonwealth school education policy, and to help ensure that Commonwealth funding arrangements for non-government schools are based on need, and are fair and transparent.

The information collected in the *statement of addresses* will be used to inform school funding calculations. It is combined with data held by the Australian Bureau of Statistics (ABS) to calculate the estimated capacity of a school community to contribute to the schools' operating costs (capacity to contribute). Australian Government funding to non-government schools takes this estimated capacity to contribute into account.

On 20 September 2018 the Government announced that it will implement a new, improved capacity to contribute methodology used in the calculation of the Commonwealth's needs-based funding arrangements for non-government schools. Known as the direct measure of income (DMI), the proposed new methodology is based on the median income of parents or guardians of students at a non-government school. This is in contrast to the current area based measure which is a point in time analysis based on average circumstances in 2011 of the area in which students at the school lived. This change follows a review of the existing methodology by the National School Resourcing Board. Further information about the review and the Government's response can be found on the department's website: <https://www.education.gov.au/review-socio-economic-status-ses-score-methodology>.

Use and disclosure of personal information

Your personal information is protected by law, including the *Privacy Act 1988* (Cth). Any use and disclosure of your personal information relating to the *statement of addresses* will occur in accordance with the Regulation.

Your personal information may be used by the department, or disclosed to the ABS, for the purposes of reviewing capacity to contribute methodology, calculating capacity to contribute and Commonwealth school education policy development (including school funding), or where it is otherwise required or authorised by law.

Your personal information will be provided to the ABS for capacity to contribute calculations and analysis as part of the Multi-Agency Data Integration Project (MADIP). Departmental staff will use the ABS' secure DataLab to undertake analysis and calculate capacity to contribute scores for schools using de-identified data (i.e. data that has had identifiable information such as name and address removed). The linked information will not be used for other purposes. Further information on the MADIP can be found here:

[http://www.abs.gov.au/websitedbs/D3310114.nsf/4a256353001af3ed4b2562bb00121564/9099c77cb979d558ca258198001b27a0/\\$FILE/MADIP%20iPIA_2018.pdf](http://www.abs.gov.au/websitedbs/D3310114.nsf/4a256353001af3ed4b2562bb00121564/9099c77cb979d558ca258198001b27a0/$FILE/MADIP%20iPIA_2018.pdf).

The department may, from time to time, carry out audits of school submissions. In the event of an audit, contracted auditors may seek to compare a school's *statement of addresses* with student enrolment information held by the school. These contractors will not use the information for any other purpose.

The department may also be required to disclose your personal information to its service providers for the purposes of the provision of information and communications technology (ICT) support services to the department.

What do you need to do?

You are not required to do anything. Your school is responsible for providing the requested details to the department, however, you may wish to ensure that your school has the most up-to-date and correct details for your family.

Contacts for further information

Your school can provide additional information about the process of the address collection.

If you have any further questions regarding the collection, you can contact the department by:

- Email: seshelpdesk@dese.gov.au
- Phone (free call): SES helpdesk on 1800 677 027 (Option 4)

The department's privacy policy is available on the department's website at www.dese.gov.au. The privacy policy contains information about:

- how individuals can access and seek correction of the personal information held by the department;
- how complaints about breaches of the *Privacy Act 1988* (Cth) can be made; and
- how the department will deal with these complaints.