Dear Parents and Friends,

It is wonderful to walk around the school and into each class and see the teaching and learning programs underway. We are also blest to have such beautiful playground space and it is lovely to watch the children at recess and lunch enjoying being with their friends and playing happily together.

At the beginning of each year I visit each class and speak to them about how we all have a responsibility to create a happy and safe school environment. Our school rules are about being respectful, safe and responsible learners. Each teacher has spent time this week processing what this looks like, feels like and sounds like in the classroom and on the playground. I explained to the children that we are like one big family where we are all called to look after each other. Sometimes, though, our children need to know what to do if someone is annoying them. They need to know how act with a calm, confident manner so they can get their message across whilst maintaining friendships. This is my “What to do if someone is annoying you” advice to the children ~

• Stand tall ~ this makes you look and feel confident
• Make eye contact
• Use the person’s name
• Stand about one arm’s distance away
• Speak in a strong, confident, calm voice
• Use hand gestures of palms up facing the person (not a fist or pointing)
• Tell the person, “Stop it. I don’t like …. Say “That’s not safe or that’s not fair…”
• Walk away

I then speak about our responsibility to ACT if we see any child being mean to another. I speak about what they can do ~ go up to the victim and stand next to them in a show of support/ ask them if they would like to play with you/tell the teacher/tell the bully to “Stop it..that mean/not fair…”

I explained to all students that we are all called to ACT. It is never right to be mean, unkind or a bully. We are never to be a spectator or a bystander. We need to stand up for what is right for our community at St Madeleine’s.

Please reinforce this importance message with your children when you have the opportunity. Day by day we work together to build a safe and happy learning environment for all the children and families in our community.

Tomorrow morning at 9.15 all students K-6 will celebrate Mass to ask for God’s blessings on us as we begin another year together. We will be having our badging ceremony for all student leaders at the conclusion of our Mass. You are welcome!

Have a wonderful week!

Jeanette Black

Swimming Carnival

On Friday 13th we meet at the Oasis Centre at Windsor for our swimming carnival. It is always a great day for the children and a chance for our families to connect and also to help out in a variety of ways. The children will travel to the carnival on the bus from school so we can mark their attendance before we leave school. At the end of the carnival ~ 1.45pm or after the relays ~ the children may go home with you. If you would like your child to go home with another parent, please put this in writing so we are very clear of the arrangements.
### 2015 School Terms

<table>
<thead>
<tr>
<th>TERM</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM 1</td>
<td>Tuesday, 27 January to Thursday, 02 April</td>
</tr>
<tr>
<td>TERM 2</td>
<td>Monday, 20 April to Friday, 26 June</td>
</tr>
<tr>
<td>TERM 3</td>
<td>Monday, 13 July to Friday, 18 September</td>
</tr>
<tr>
<td>TERM 4</td>
<td>Tuesday, 06 October to Friday, 18 December</td>
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</tbody>
</table>

### Staff Development Days 2015
- Term 2 Monday 20th April
- Term 3 Monday 13th July
- Term 4 Thursday 17th December and Friday 18th December

### Photos or Videos

Photos/Videos of Students are used for various communication media including CEDP, school, and Catholic Education Office websites, school and system publications and newsletters, and enrolment poster please inform the office if you do not wish your child to be photographed or your child’s photo used in any of these publications.

### Child Protection — Volunteer Helpers

Following are our current Child Protection procedures: All helpers (parents, grandparents, etc.) are to wear a “Volunteer Helper” badge while helping at the school.

1. Parents who volunteer must complete the CEO online protection Module. http://childprotection.parra.catholic.edu.au and needs to be completed every two years which is emailed to the school after completion.

2. The new, online Working With Children Check (WWCC) will be phased in over a five year period. We suggest to parents to do this new working with children check. It is free because you are volunteers and at the same time you will receive a clearance for 5 years. That means you can get involved in any volunteer activities at your school as well as any other school in NSW or any child related workplace.

### How to apply to complete WWCC

**STEP 1**
Fill in an online application form at www.kidsguardian.nsw.gov.au if you cannot access the online system, call a customer Support Officer for assistance on (02) 9286 7219. When you complete the application, you will receive an application number. This application number cannot be used for the online verification process until you completed STEP 2.

**STEP 2**
Take your application number and proof of your identity to a NSW motor registry. This check remains free for volunteers. Once your application has been processed, you will receive the outcome by email (or post if you do not have an email address). Most applications will be processed within 48 hours. You then forward this email to stmadeleines@parra.catholic.edu.au or send in a copy of the form to the school office for our records.

### EVENT CALENDAR

#### Term 1 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning School Mass 9.15am Assembly 2pm (Hall) All Welcome</td>
<td>Fri 6th Feb</td>
</tr>
<tr>
<td>Kindergarten Welcome Liturgy PMPA 2pm</td>
<td>Thurs 12th Feb</td>
</tr>
<tr>
<td>Term 1 Swimming Carnival Years 3-6</td>
<td>Fri 13th Feb</td>
</tr>
<tr>
<td>Pancake Day</td>
<td>Tues 17th Feb</td>
</tr>
<tr>
<td>Ash Wednesday 9.15am Primary Mass 11.30 Infant Liturgy</td>
<td>Wed 18th Feb</td>
</tr>
<tr>
<td>School Cross Country</td>
<td>Fri 27th March</td>
</tr>
<tr>
<td>Term 1 Ends</td>
<td>Thurs 2nd April</td>
</tr>
<tr>
<td>Good Friday &amp; Easter Sunday</td>
<td>Fri 3rd April Sun 5th April</td>
</tr>
<tr>
<td><strong>Term 2</strong> Staff Development Day</td>
<td>Mon 20th April</td>
</tr>
<tr>
<td><strong>Term 2 Begins</strong></td>
<td>Tues 21st April</td>
</tr>
</tbody>
</table>

### Parking

Please be aware that the parking area near the bins is designated parking spaces for the teachers. Thank you for this consideration.
**Changes to School Attendance**

The Minister for Education has approved changes to the use of the Attendance Register. National Standards have been established to ensure there is a consistent approach nationally to the collection and reporting of student attendance data.

As part of the implementation of the National Standards, holidays taken by students during school terms will now be included as absences. **A Certificate of Exemption is NO LONGER REQUIRED for holidays taken during term time.**

Of course families will be encouraged to take their holidays during the school holidays but if travel is necessary during the school term, parents need to

1. Inform the class teacher in writing **if the holiday is less than 10 school days.**
2. Write a letter of request addressed to the Principal prior to the commencement of the leave indicating the specific reason or purpose for the request of leave **if the leave is for 10 or more school days.**

Jeanette Black
Principal

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**DO WE HAVE YOUR CORRECT CONTACT DETAILS?**

If you have moved, changed email address or phone number we would like to know. Please call the office on 9654 6751 or email us at stmadeleines@parra.catholic.edu.au

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**NOTES SENT HOME OR EMAILED**

From Thursday……...

1. ICAS Testing 2015

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**Playground Safety**

Please note that no child is to play on the play equipment after school. At this time teachers are supervising pick up and bus lines and are not in a position to supervise the play equipment area.

Jeanette Black
Principal

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**CANTEEN OPENS**

MONDAY TO FRIDAY
### KISS & DROP ROSTER

**Term 1 Week 3 2015**  
**Contact:**  
Lorine Niezabitowski  
Mb: 0413 808 840

<table>
<thead>
<tr>
<th>MON 9/2</th>
<th>Bron G &amp; Greg Burford</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUES 10/2</td>
<td>Souad Khoudair &amp; Sally Souma</td>
</tr>
<tr>
<td>WED 11/2</td>
<td>Louise Starr &amp; Vivienne John</td>
</tr>
<tr>
<td>THUR 12/2</td>
<td>Teresa Sakkal &amp; Amanda Gatt</td>
</tr>
<tr>
<td>FRI 13/2</td>
<td>Amy Farraway &amp; Grainne Boland</td>
</tr>
</tbody>
</table>

### UNIFORM SHOP ROSTER

**Wednesday 8.30am-10.30am**  
**11th February 2015**  
**Tanya Leahy**

Tracey Hincliff  
Email: thincliffe@parra.catholic.edu.au  
MB: 0412 264 200  
Order form on our website:  
www.stmadeleineskenthurst.catholic.edu.au under Parents Uniform Shop.

Kenthurst Netball Club is looking for players in the Under 11 age group. If your daughter is interested, please contact Muriel Morato for further information.  
mumorato@gmail.com / 0425 202 938

Training takes place on Wednesday or Thursday after school at Marian College and games are played on Saturdays at the Kellyville Courts on Wellgate Ave.

### St Madeleine’s Achievement Award

- **KM:** Maximus Papageorgiou & Amelie Nash
- **KS:** Lola Rahme & Tyler Hili
- **1H:** Hannah Craft & Tyce Gil
- **1W:** Luke Nati & Maja Susnjara
- **2S:** Summer Jones & Charbel Estephane
- **2F:** Noah Brown
- **3GM:** Jensen Fradd & Emilie Mifsud
- **3A:** Zoe Powell & Alonso Mallia
- **4P:** Annika Skjellerup & Millicent Edwards
- **4H:** Kiane Claps & Christian Maait
- **5H:** Akash Arnold & Fynn Morrison
- **5LV:** Olivia Best & Angus Bugden
- **6G:** Adelina Barker & Daniel Burford
- **6W:** Jody Kinsella & Ella Tavner

### St Madeleine’s Social Skills Award

- **KM:** Elijah John & Julie Field
- **KS:** Lillian Lovett & Connor O’Brien
- **1H:** Grace Ferris
- **1W:** Charlotte Mah Chut
- **2S:** Jacob Tasses & Annalise Danks-Cowen
- **2F:** Veronica Barbara
- **3GM:** Tiago Gregory
- **3A:** Sara Sahdev & Dominic Bonello
- **4P:** Sienna Putnam
- **4H:** Ethan Papageorgiou
- **5H:** Jasmine Kenna & Jacob Cummins
- **5LV:** Madeleine Edwards
- **6G:** Emma McLaren
- **6W:** Nicola Papallo
This statement sets out how the Catholic Education Diocese of Parramatta (CEDP) collects, uses and discloses personal information through our schools, Catholic Early Learning Centres (CELCs), Catholic Out of School Hours Care services (COSHCS) and offices.

What personal information do we collect and how?
We collect personal information, including health information and other sensitive information, about:

- students in our schools and children in our CELCs and COSHCS (together ‘Students’) and their parent/s, carer/s or guardian/s (‘Parents’) before, during and after enrolment
- employees and volunteers (‘Staff’), contractors and job applicants, and
- other people who come into contact with us.

We will generally collect personal information via forms filled out by Parents or Students; file notes of face to face meetings, interviews or telephone calls; or correspondence with Parents or Students. Sometimes we may be provided with personal information by a third party, for example via a medical report or a reference from another school, care centre or an employer.

How will we use your personal information?
We will use your personal information for the primary purpose for which it was collected and for such other secondary purposes that are related to the primary purpose and reasonably expected.

We may use the personal information of Students and Parents:

- to assess enrolment applications, including assessing possible risks associated with known behaviour to safety of Students and Staff
- to facilitate a smooth transition of Students to our schools, CELCs and COSHCS, which may include a health and allergy management plan, preparing a behaviour management plan or other appropriate strategies aimed at meeting the particular needs of the Student
- to keep Parents informed about a Student’s care, education and development
- to perform day to day administration
- to provide for Students’ educational, social, spiritual and medical well-being and a safe learning environment
- to obtain donations and market our services
- to prepare State and national reports, and
- to discharge our schools’, CELCs’ and COSHCS’ duty of care and our other legal obligations.

We may use the personal information of Staff and contractors:

- to administer employment processes and contracts
- to enable our Staff and contractors to work together with our schools, CELCs and COSHCS
- to obtain funds and market our services
- to provide a safe working and learning environment
- to discharge our legal obligations, and
- for insurance purposes.

We will also use the information for any purpose to which you have consented or that is required or authorised by law.

Photos
Photos/video/audio of Students are used for various communication media including CEDP, school, CELC, COSHC and Catholic Education Office websites, publications, newsletters, and enrolment posters. If any Parent does not want their child’s photo used in any of the above situations please inform the principal of the school the CELC director or the COSHC supervisor, as applicable.
To whom might we disclose your personal information?
We may share personal information between our schools, CELCs, COSHCs and offices, and to:
- another school or care center to which a student transfers
- government departments
- the local parish of the school, CELC or COSHC or your local parish
- medical practitioners
- organisations which assist us with fundraising and marketing, for example a school's parish, foundation or alumni organisation
- service providers, for example counsellors, specialist visiting teachers and sports coaches
- other service providers, such as email service providers
- recipients of school publications like school newsletters and magazines
- Parents
- anyone you authorise us to disclose information to, and
- anyone to whom we are required or authorised to disclose the information by law, including to discharge our duty of care.

Why do we use and disclose information for marketing and fundraising?
Marketing and donations play an important part in creating current and future learning and caring environments in our schools, CELCs and COSHCs. For these reasons we may disclose personal information to organisations which assist us with fundraising, for example the school's parish, foundation or alumni organisation.

Parents’ occupation and education - National goals for schooling
Information about Parents’ occupations and education is accessed by the Australian Curriculum, Assessment and Reporting Authority (ACARA) to meet the government’s National Goals for Schooling in the 21st century. These state that the achievement of students in schools should not be affected by discrimination based on sex, language, culture and ethnicity, religion or disability; or by differences arising from social and economic background or geographic location. The goals also state that ‘the learning outcomes of educationally disadvantaged students [should] improve and, over time, match those of other students’.

To help schools to achieve these goals, all Parents across Australia, no matter which school their child attends, are asked to provide information about family background. The main purpose of collecting this information is to promote an education system that is fair for all Australian students regardless of their circumstances.

We use the information to evaluate whether our policies are effective and to ensure that no group is experiencing undue disadvantage.

Providing information about Parents’ occupation and education is voluntary, but Parents’ information will help us to ensure that all students are being well served by our schools.

When will we send information overseas?
We will not send personal information outside Australia without:
- the consent (express or implied) of the individual, or their Parent where necessary, or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Our schools’, CELCs’, COSHCs’ and office email systems are provided through Google Apps. Consequently emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google.

Our schools use a range of contemporary learning tools and latest technologies including Web 2.0 tools, Hubworks, cloud-based web services and apps for education. We may provide personal information to the relevant service provider in connection with the provision of these services. The service providers may be located, or store and process information, outside Australia, including in the United States, Singapore and Ireland.

Management and security of personal information
We have in place steps to protect the personal information we hold from misuse, interference, loss, unauthorised access, modification or disclosure by various methods such as locked storage of paper records and password access rights to electronic records. Wherever possible we require third parties with whom we exchange personal information to observe the Australian Privacy Principles.

We endeavour not to store personal information for longer than necessary.
**Access and correction of personal information**

You may access information we hold about you and request that it be updated or corrected. Such requests should be made in writing to the school principal or the CELC director or the COSHC supervisor (as applicable) or the relevant director of service at the Catholic Education Office. We may require you to verify your identity and specify what information you require. We may charge you a fee to access your information to cover expenses of verifying your application and locating, retrieving and copying relevant records. If the information sought is extensive, we will advise the likely cost in advance. We will not charge you for the request or correction of your personal information.

There may be occasions when access to information is denied. Such occasions may include where the disclosure of information may have an unreasonable impact on others, for example if the disclosure breaches a school's duty of care or the privacy of others. In certain circumstances, we may also refuse access to, or correction of, employee records applying exemptions under the Privacy Act.

**Consent and right of access to personal information of Students by Parents**

We treat consent given by Parents relating to personal information about Students as consent given by the Student and notices relating to personal information about Students given to Parents as notices given to the Student. An exception to this is when independently of Parents we may, at our discretion:

- give information we hold about a Student to that Student at his/her request, or
- allow a Student to give or withhold consent to release personal information about that Student.

This would normally be done only when the Student is of sufficient maturity and his/her personal circumstances warrant it.

There may be occasions where a Parent's access to their child's personal information is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of a school's, CELC's or COSHC's duty of care to the Student.

**How do we treat sensitive information?**

We will only use and disclose sensitive information for the purpose for which it was provided or for a directly related secondary purpose, unless you agree otherwise or the disclosure is permitted by law.

**Complaints**

If you believe that we, including through one of our schools, CELCs or COSHCs, have contravened the Australian Privacy Principles and wish to complain, please contact the school, CELC or COSHC in the first instance if you are a Student or a Parent. Otherwise contact:

- Privacy Officer T: 9840 5600
- Catholic Education Diocese of Parramatta
- Locked Bag 4, North Parramatta NSW 1750

We may ask you to fill out our Complaint Form or otherwise put your complaint in writing.

We will investigate your complaint and will notify you of our decision in relation to your complaint as soon as is practicable after it has been made.

Complaint handlers will keep written records of the complaint resolution process and outcomes. Complaint records will be filed and stored appropriately.

The complainant may request a review of the process. The review will be undertaken by a person nominated by the Executive Director of Schools.

You may also submit your complaint to the Office of the Australian Information Commissioner.
Standard collection notice

Available at: http://www.parra.catholic.edu.au/policy-central

1. CEDP (through our schools, Catholic Early Learning Centres (CELCs), Catholic Out of School Hours Care services (COSHCs) and offices) collects personal information, including sensitive information about students in our schools, children in our care (together ‘Students’) and their parent/s, carer/s or guardian/s (‘Parents’) before and during the course of a Student's enrolment. The primary purpose of collecting this information is to enable us to provide schooling and care for our Students.

2. Some of the information we collect is to satisfy our legal obligations, particularly to enable our schools, COSHC, CELC and offices to discharge their duty of care.

3. Certain laws governing or relating to the operation of schools and child care require that certain information is collected and disclosed. These include the Education Act and Public Health and Child Protection laws.

4. Health information about Students is sensitive information under the Privacy Act. We may request medical reports about Students from time to time. If we do not obtain the information we may not be able to enrol or continue the enrolment of the Student.

5. We may from time to time disclose personal information (including sensitive information) to others for administrative, care and educational purposes. This includes to other schools, government departments, government agencies, statutory boards, the CEO, the Catholic Education Commission, your local diocese and the parish. We may also disclose your personal information (including sensitive information) to government authorities such as the NSW Board of Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners and people providing services to us, including specialist visiting teachers, sports coaches, volunteers and counsellors.

6. In addition to the agencies and purposes cited at 5 above, personal information relating to Students and Parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of Parents and Students on the MySchool website. The information published on the MySchool website is aggregated information and will not identify the Parent or Student.

7. Personal information collected from Students is regularly disclosed to their Parents. On occasions, information such as academic and sporting achievements, student activities and other news is published in School newsletters, our magazines, posters and websites.

8. Occasionally photographs or videos are taken of individual Students and groups of Students and these may be published. If you do not wish, or do not wish for your child, to be photographed, videoed or recorded under any circumstances, or to have your/their photographs, videos or sound recording published, please make sure you advise the principal, care centre director or our privacy officer. Contact details for our privacy officer are included at the end of this notice.

9. Our Privacy - Statement sets out how you may access and seek correction of your personal information and how Parents may access and seek correction of personal information collected about their child. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of our schools’, CELCs’, COSHCs’ or offices’ duty of care to the Student, or where Students have provided information in confidence.

10. Our Privacy - Statement also sets out how you may complain about a breach of privacy and how we will deal with such a complaint. Our Privacy - Statement is available in Policy Central at http://www.parra.catholic.edu.au/privacy

11. As you may know, we may from time to time engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in our fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

12. We may include your contact details in a class list and our schools, COSHCs, CELCs and office directories.

13. If you provide us with the personal information of others, such as doctors’ or emergency contacts, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.

14. We may use service providers who provide certain services to us and our staff and Students, including data storage and contemporary online teaching tools. We may provide your personal information to such service providers in connection with the provision of these services. Such service providers may store, or process, data outside Australia, including in the United States, Singapore, Ireland and possibly other countries. We endeavour to find where these providers store their data and update this collection notice as such information becomes available to us. In addition, our email service provider may store and process emails in the United States or in any other country utilised by Google.

15. You may obtain further information from the following:

- For our schools: the school principal
- For our CELCs: the CELC director
- For our COSHCs: the COSHC supervisor
- For our offices: the COSHC supervisor

Privacy Officer:
Catholic Education Diocese of Parramatta
Locked Bag 4
North Parramatta NSW 1750
T: 9840 5600.