



MASS TIMES: Saturday Vigil 6.00pm, Sunday 8.00am and 9.30am. All welcome!

2014 - Celebrating 35 years of Catholic Education

27th March 2014

DIARY DATES

Monday 7 April

School Photo Day

All children to wear
SPORTS UNIFORM

Tuesday 8 April

Yr 6 to attend
ANZAC Day ceremony

Thursday 10 April

Holy Week Liturgy
12.30pm

Easter Raffle Drawn

Friday 11 April

Last day of Term 1

Stage 3 Touch Gala
Day, St Marys

Monday 28 April

Term 2 Commences

Friday 9 May

**PUPIL FREE
DAY**

Sunday 1 June

School Fete

Thursday 11

September

**Grandparents'
Day**

Mon/Tues 8 & 9 Sept

Creative Arts Expo

Dear Parents, Carers, Staff & Students,

My head has stopped spinning with the 'newness' of becoming part of the OLOW school community. I am feeling a little less overwhelmed and am even starting to remember names and faces. This has been made possible through the help of the fantastic staff at Our Lady of the Way, the care and support of Father Robert, and the many parents and parishioners whom I have met. But I am particularly overwhelmed by the beautiful children of OLOW. Their joyous faces each morning, their kind words and cuddles during the day and their unconditional love. I publicly want to thank each member of the community for their welcome and support during this term.



This weekend we celebrate the fourth Sunday of Lent. The gospel calls us to open our eyes to the Lord who is at work in many ways.

We learn to look and love with the eye of faith by looking at the look of Jesus at us. Faith is often a big jump to believe in what we cannot see. Even the blind man talked about in the gospel was reminded – 'you are looking at the Son of Man, he is speaking to you'. Jesus looks at each of us with faith in our goodness and with love.

Some saw a blind man being cured and walked on amazed. Others saw the same cures and found faith. We can see things – everyday things – with different eyes. A sick woman may be seen with the eye of compassion for illness, hope for a cure, profit for a profession. The Christian tries to see the world with the eye of faith.

Maybe we can walk around in this atmosphere of faith, 'seeing' God in a flower, in a parent holding a child's hand, in a man pushing a wheelchair with courage and notice that in many ways God is near and the presence of Jesus is at hand.

Amazing Grace – I once was lost and now am found, was blind and now I see.

God Bless,
Sue Veling
Principal



Farewell Father Robert

Father Robert now wishes to officially notify the *Our Lady of the Way* school community of his departure from the parish as he retires from parish duties. Father Robert's final mass and parish celebration will take place on Easter Sunday morning at the 9:30am mass followed by morning tea. The school will have a thanksgiving mass with Father Robert on a date to be decided.

If you wish to contribute to the gift for Father Robert, please drop your donation to Mrs Irvine in the Office. OLOW has been privileged and honoured to have had a wonderful relationship with Father Robert and he will be missed dearly.

Mark
Date

Pupil Free Day – Term 2

Our Staff development Day for Term 2 will be on Friday 9th May. Staff will spend time aligning our English outcomes, developing a scope and sequence and completing professional development around the new English continuum. **Friday 9th May will be a pupil free day.**

Easter Raffle

Year 6 is once again collecting chocolate eggs for our Easter raffle. Tickets have gone out and we are expecting over 100 prizes to be raffled off on Thursday 10th April.



Year 6 Trip to Canberra

A wonderful excursion to Canberra was had by all! Not only did Year 6 explore the sights and sounds of our National Capital, they proved themselves to be responsible, engaging and mature students. On a number of occasions the students were congratulated on their knowledge of all things parliamentary. Thank you goes to Mrs Scott, Miss Reynolds and Mrs McKeon for their work in preparing the students and for encouraging and developing a sense of curiosity that will be with them throughout their lives.

Before School Supervision (Third notification)

At OLOW, supervision of students on the playground does not begin until 8:15am. Students are still arriving at school before this time and wandering the playground. You are asked to use the service provided by COSHC, which provides supervision for a small fee. **For the safety of students, all school gates will be unlocked at 8:15am from Term 2.**

Celebrations Of Learning OPEN CLASSROOMS

On Friday you are invited into the classrooms from 9:00-10:45am to join with your child/children and experience a morning of learning in a 21st century classroom. Additionally, Kindergarten will have a nursery rhyme character parade and picnic from 1.00pm. We have a lot to celebrate!

School Photos

On Monday 7 April all students will have individual and grade photos taken. As in previous years, pre-paid envelopes have been sent home. Please ensure that the correct money is enclosed in the prepaid envelope, as no change will be given. Family photos are also available, and these envelopes will be available from the office. This year students will wear their sports uniform for the photos. (In 2015 photos will be taken in winter uniforms and in 2016 summer uniforms.)

We have been notified that the 35th year celebration photo will take place on 10 April towards the end of the day when the lighting is better. Students will be in their summer uniform so there is uniformity across the school.



Sports Uniform and Sports Shoes

Thank you to all parents who have made sure that their children are wearing white (or mostly white) sport shoes, laces and ankle socks. The sports shoe colour is in line with our *Uniform Policy*. Also thank you to the parents that have made the time to discuss this matter and for their support. If at any time you have financial difficulty in providing the correct uniform for your child please come and talk the principal.

Why do we wear a uniform?

1. Our school uniform develops a school identity and spirit. It also helps to project a positive image to the general public.
2. It provides a sense of belonging: We share a feeling of commonness and a bond with the school community.
3. It provides a feeling of equality: No matter how rich or poor there is always a feeling of equality amongst those wearing the uniform.

Mackay Laneway Survey

You may have noticed a number of people collecting data as you enter or exit the school property near the parish office. Penrith City Council has employed a data company to collect data on pedestrian movements through and around the laneway. This will happen over the next few weeks on days selected by the consulting company. The company is called "Skyhigh - The Traffic Survey Company".

Once the survey is completed, the report will be presented at the next Ordinary Meeting of Council at 7:30pm on Monday 28th April in regard to the closure of the lane.

At present OLOW cannot secure the school property due to the 1.5 metre wide walkway that runs from Mackay Street to Troy Street through the school playground. It is hoped that the council will see sense with the proposal. It is all about protecting our children and keeping them safe while they are at school.

We thank each and every parent for their support for this proposal. If you would like further information, please contact Sue Veling, Michael Mifsud or Kevin Houlihan.

National Assessment Program – Literacy & Numeracy (NAPLAN)

NAPLAN testing for students in Years 3 and 5 will be held from **13 – 15 May 2014**. NAPLAN is made up of tests in the four domains of Reading, Writing, Language Conventions (spelling, grammar and punctuation) and Numeracy. NAPLAN assesses skills in literacy and numeracy that are developed over time, through the school curriculum. NAPLAN is not a pass or fail type test, but rather shows how individual students are progressing in numeracy and literacy skills against national standards.

Term One School Fees

The fees for Term One were due on 7 March 2014. The first Reminder letters have been issued by the Catholic Education Office, Diocese of Parramatta (CEDP) and were posted on 13 March 2014. Please note, unless a formal arrangement has been organised by returning the Flexible Payment Plan paperwork to the CEDP, or you have contacted Mrs Bernadette Alexander, School Finance Secretary, and explained how much you wish to pay and at what intervals, your account remains due by the 7 March and will be considered overdue if the full amount is not paid.

Any families who are experiencing severe financial hardship must contact the Principal to discuss their options. Over the next week Mrs Alexander will be contacting many of the families who have not paid their accounts in full to discuss any issues.

Kindergarten 2015 Enrolments

Enrolment packages are available from the school office for Kindergarten 2015. If you have neighbours, friends, pre-school buddies or otherwise know of any family with children who will be commencing school next year, please pass on this information.

If prospective families have missed the recent school tour, we are happy to arrange an individual tour if they ring and make an appointment. These tours occur during the school day so that families can get a real sense of the learning and climate of our school. The first round enrolment period concludes on 30 May.

RELIGIOUS EDUCATION NEWS

Scripture in the Classrooms:

The Gospel reading for the 4th Sunday of Lent explores the theme of faith. Jesus heals a man who was blind from birth and after the man is healed Jesus asks, "Do you believe in the Son of Man?" This Scripture story is the focus of the Year 5 Lenten unit.

John 9: 35– 41

Jesus heard that they had thrown him out, and when he found him, he said, "Do you believe in the Son of Man?"

"Who is he, sir?" the man asked. "Tell me so that I may believe in him." Jesus said, "You have now seen him; in fact, he is the one speaking with you." Then the man said, "Lord, I believe," and he worshiped him. Jesus said, "For judgment I have come into this world, so that the blind will see and those who see will become blind."

Some Pharisees who were with him heard him say this and asked, "What? Are we blind too?"

Jesus said, "If you were blind, you would not be guilty of sin; but now that you claim you can see, your guilt remains."

Prior to reflecting on the forty-one verses of Chapter 9 of John's Gospel, the students explored the themes of trust, faith and belief. They shared the beautiful picture book 'Fox' by Margaret Wild and considered the importance of trust and faith in the relationships of the main characters. The students were then asked to explain the importance of having faith in others in their own lives. Here are some of their responses:

"I have trust and faith in my family and friends. I have faith and trust in them because of their actions, kind hearts and when they believe in me when I doubt myself."

Madalyn

"I have faith in my mum and dad because they care for and love me."

Brooke

"When I trust someone I feel safe. I can go to them when I am happy or sad and express how I feel...It is important to believe in people. These people are the ones who listen to me and encourage me."

William

"Trust is very important because if you have trust in someone that means you can tell them anything without having to worry that they will tell someone else."

Nadeesha

"When you have faith you believe in someone and you always encourage them."

Maddison

"...you can tell them any of your secrets and you can always count on them."

Christian

"...we have faith in God and Jesus. We believe in them knowing that they will help us when we are in need. We have faith and trust in them and we build up that relationship."

Tara

"To have faith in someone is important to me because it makes the other person feel good about themselves and makes your relationship stronger."

Tahlia

"To have faith is to believe in God, believe in friends and give encouragement. Be happy and have a happy life. You can do this by staying positive."

Annabelle

*"I need someone to trust,
it is a must.*

*I need someone to have faith in,
To me trust and faith is like a tin.*

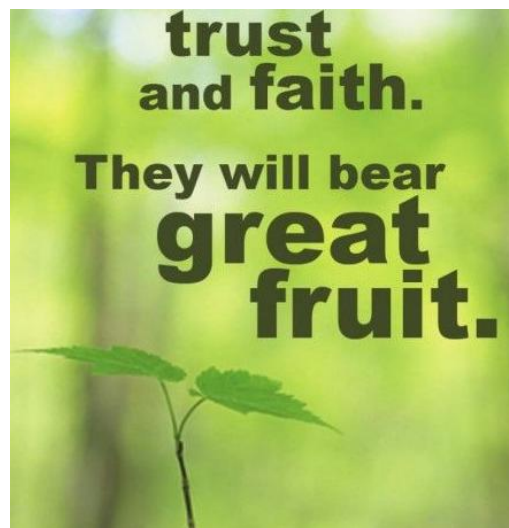
*If you are stuck in that tin and trapped,
Someone who you have trust and faith in will be there
to open the gap.*

*Have faith and believe
For someone has set you free!*

*Have trust and take that chance,
For someone will be there to open the cans!*

*That is what faith and trust is to me,
Someone has set me free."*

Kyle



Holy Week Celebration:

On Thursday April 10 our school community will be reflecting on the events of Holy Week by celebrating a Liturgy of the Word. The celebration will begin at 12:30pm and will be held in the church. The students of Year 3 and Year 5 will be helping to lead the celebration. You are very welcome to attend.

Project Compassion:

Your children have been very generous and it has been wonderful to see so many full Project Compassion boxes being bought in. Even the smallest amount can help to change lives.

On the last day of this term we will be holding a fundraiser for Caritas and Project Compassion – Five Cent Friday. We encourage the children to bring in those five-cent pieces that might be in moneyboxes. Other coins will also be gladly accepted! We hope to cover a large Caritas symbol that will be on the Infants playground on the Friday morning.

Meet some more of the people whose lives have been changed by Caritas and the money raised by Project Compassion.



3rd Week of Lent

Project Compassion, Week 3, brings you the story of Archie.

For Archie from the Philippines, the threat of weather-related disasters such as typhoons meant that his house was no longer a safe or secure place to be. Now living in a new home away from the flood-prone Plaridel river, Archie is able to resume his education and gain a sustainable income thanks to a livelihood program.

Your donation to Project Compassion enables families like Archie's to live happier and healthier lives.

www.caritas.org.au



Photo: Raphael Meiting



4th Week of Lent

Project Compassion, Week 4, brings you the story of Martina.

The Solomon Islands are often threatened by weather-related disasters such as earthquakes, floods, tsunamis and cyclones. Martina is a primary school teacher, and is teaching her students how to stay safe during disasters, which often happen when they are away from their homes. The program has had great success, and is soon to be expanded to other countries in the Pacific Islands which face similar risks, so that just like Martina and her students, others too are able to live without fear when disasters strike.

Your Project Compassion donation is saving the lives of children who are among the most vulnerable to natural disasters.

www.caritas.org.au



Photo: Richard Wainwright

Carole Day

Religious Education Coordinator

LEARNING NEWS

CSIRO Visit to Year 3

On the 11th of February Year 3 attended a CSIRO incursion called *Minibeasts and Lifecycles*.

We learnt a lot about minibeasts;

- Minibeasts have three body parts called a head, thorax and abdomen
- Minibeasts can camouflage with their environment
- A spider is part of the arachnid family

We also had the opportunity to investigate;

- what defines an insect
- insect sight and smell senses
- the sounds made by insects
- how different mouth parts are adapted to their feeding



Written by Millicent Oxley, Cade Brace and Mrs Grima Starkey



Composting

Amanda from Penrith City Council came out to Our Lady of the Way to talk to the students in Year 3 about composting. She discussed the following topics:

- what is composting?
- how to compost
- the materials that go into the compost bins (green and brown materials)
- the benefits and results of composting our food scraps

Our guest speaker was impressed with the students' knowledge, questions and enthusiasm. The students in Year 3 have begun to collect their Crunch n Sip fruit and vegetable scraps. They are very keen to begin composting at OLOW.

MultiLit

MultiLit is an Australian developed program that covers the essential reading components of word attack skills, sight word recognition and reinforced reading in an interactive, highly explicit and structured way. The MultiLit program will be run again in 2014 for selected students in Years 3-6.

If you are able to assist with the program for an hour a week, please contact Mrs McKeon. Training will be provided for interested volunteers. We hope to commence the program at the start of Term 2.

Acting as a MultiLit tutor is a rewarding experience, working one on one with our beautiful students.

Music News

Children in Kindergarten will commence recorder work in Term 2. Recorders can be purchased from the school office for \$8.00. These recorders are of a high quality and will be used until Year 4.



Elizabeth McGregor

Music Teacher

Year 1 and their Bean Seeds...

Year One took home a seed in their pocket to plant at home. We have been having fun writing about what could have happened if the bean got washed with our clothes and a beanstalk grew out of the washing machine. Here are some excerpts from their stories..

I carefully climbed up. When I got to the top I saw a unicorn. The unicorn was magic. I could not believe my eyes! I called to Mum but she couldn't hear me because I was too far up. I said "Oh no". **By Ellabeth**

I climbed the beanstalk. It was very slippery and hard to climb. When I got to the top I saw a giant. **By Benny**

I climbed on the beanstalk and chopped the beanstalk down a little bit. I was so excited because I saw God. **By Curtis**

With my hands and feet I climbed the beanstalk. I was puffing a lot and finally I was at the top! At the top I saw a bird that was nice and I saw a giant that was nice as well. **By Isabelle R**



Memories of Canberra, by Year 6

Sitting on the bus I could feel my stomach rumbling. As the bus stopped in front of the War Memorial, I could feel my hunger melting away. I was blown away by the beauty and elegance of the building. To be completely honest, I thought the War Memorial was not going to be this... cool!... By Kayla Barnes

...“I would like to invite you on an adventure to all of the popular attractions in Canberra.” The Serjeant at Arms said as I reclined in my comfortable chair that sat behind my desk.

“I would love to.” I responded with a smile. It is nice to have fun when you’re a speaker because it gets annoying being firm all the time, “Where would we be heading?” I inquired, thinking of the great fun we will have.

“Questacon, CSIRO, the Australian Institute of Sport, the War Memorial and the AEC.” The Serjeant at Arms replied. She decided to have a seat in yet another one of my comfortable chairs. “Sounds fun. When will we start?” I asked, awaiting an answer. The Serjeant at Arms thought about it and came to a decision... By Alanah Eisenhuth

...The War Memorial was a very special and touching place. It was a place full of mixed emotions, one moment you felt depressed and full of sorrow then you were full of happiness and gratitude. We learnt a lot about the different wars and how millions of people were affected of all different ages. We learnt about all the different necessities needed by soldiers due to the low amount of food or injuries all sustained by war. We saw The Tomb of the Unknown Soldier and saw all the names of the people who had sadly lost their lives fighting for peace and for their country. May they rest in peace... By Alyssa Procter

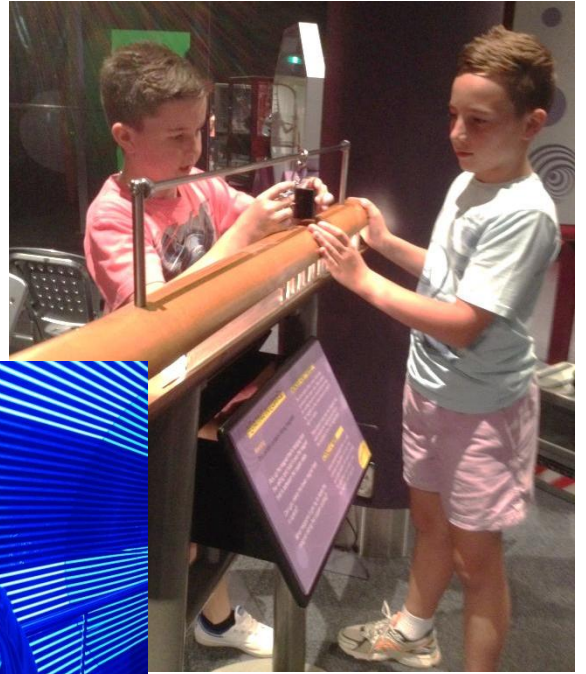


Have you ever been to Canberra? Well Yr 6 2014 were lucky enough to get this amazing experience and they got to go to these fantastic places and gain a great amount of new knowledge that many adults wouldn't know today. We went to awesome places like CSIRO(Commonwealth Science And Industrial Research Organisation), Questacon, The Australian War Memorial, The AIS (The Australian Institute Of Sport), Parliament House, Old Parliament House (The National Museum Of Australian Democracy) and the AEC (Australian Electoral Commission)... By Joshua Patterson





Year 6 Visit Canberra



The Numeracy Block

At Our Lady of the Way all students experience a Numeracy Block in their Grade Learning Space. The following is an outline of the 60 minute block that allows each child in our school opportunities to experience success in becoming numerate learners.

Warm Up

10 Minutes

- A tuning in activity focusing on an area of Number.
- Games based activities.
- Number Busting.
- Whole class discussion to develop efficient mental strategies.

Rich Task

35 Minutes

- Investigation of a Mathematics topic – tasks often involve more than one content strand.
- Opportunity for students to construct mathematical ideas and develop higher order thinking skills.
- Open-ended questions that encourage students to discuss the strategies they use to solve a problem.
- Open-ended tasks are differentiated to allow students to access the learning at a level appropriate to them.
- Build mathematical vocabulary.

Explicit teaching of mathematical concepts takes place during this time through clinics, workshops and individual instruction.

Reflection

15 Minutes

- Explicitly articulate and share the strategies students used in the main teaching activity.
- Journal key points and strategies used. (shared or individual)
- Reflect on what has been learned.
- Address any misconceptions.
- Discuss some 'where to' points for the next part of the task.

In our next Curriculum Spot we will provide you with a sample of activities and tasks that can be undertaken within each session.

PARENT MATHS WORKSHOP WILL BE HELD IN TERM 2 – DATES ANNOUNCED SOON.

***“To be numerate is to use mathematical ideas effectively
to make sense of the world”***

(Mathematics K-6, Board of Studies)

Please contact me at mmifsud@parra.catholic.edu.au if you have any questions relating to the **OLOWCURRICULUMSPOT**.

Cheers
Rebecca Kakoschke & Michael Mifsud

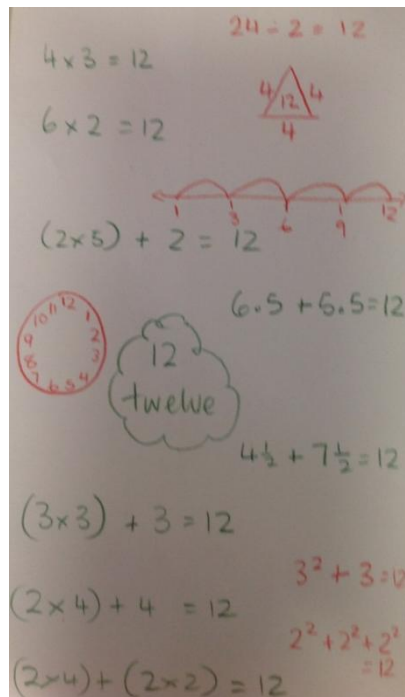
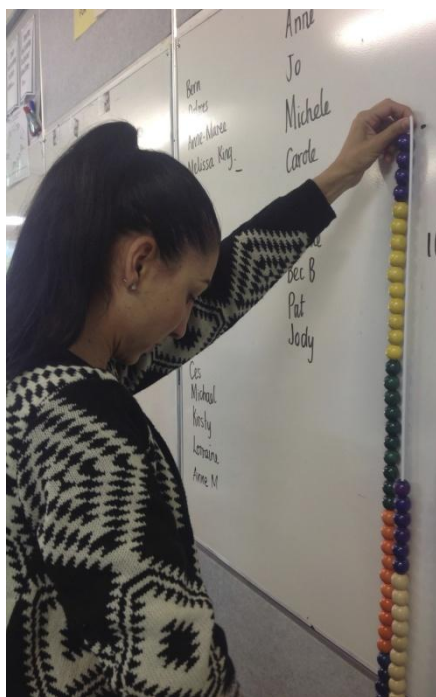
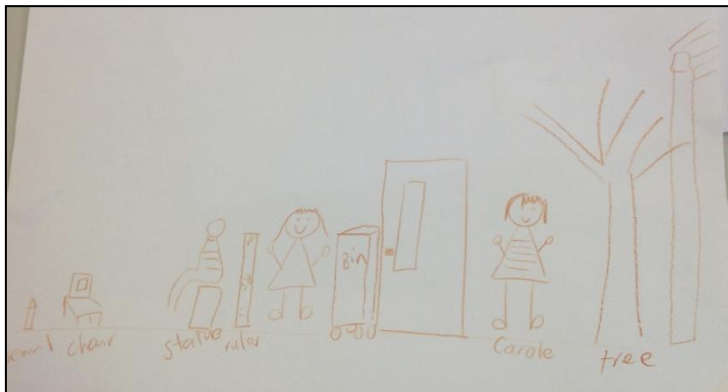
STAFF DEVELOPMENT DAY

Monday 17th March

The focus of our staff development day was to continue building our skills and understanding in the area of Mathematics. We took on the role of learner and engaged in number busting, mental warm ups and rich open-ended tasks – just as the children do on a daily basis.

One of our tasks was *what things can you find that are bigger or smaller than you?* The maths that we tuned into was length. We investigated and then discussed how this concept can be explored from Kindergarten to Year 6.

Mrs Kakoschke and Mrs Flanagan.



BEAD STRING WORKSHOP

Part of our Numeracy goal is to continue building resources to support students' mathematical thinking. We would love your help to make bead strings.

Monday 31st March, Week 10

Monday 7th April, Week 11

After morning assembly in the library.



GENERAL INFORMATION AND REMINDERS

Privacy Statement

This week we sent home a copy of the new Privacy Statement and Standard Collection Notice from the Catholic Education Diocese of Parramatta, a copy is also attached to this newsletter. It is important that all parents read this information.

Clothing Pool – Help Required

If anyone can assist for 15 minutes before school on a Monday morning, could they please contact the office. This will only be for a few weeks as our regular helper is currently unavailable. Thank you.

Quality Catholic Schooling Surveys

A group of parents were asked to complete the Quality Catholic Schooling Surveys, this is due in tomorrow 28th March, 2014.

Thank you to the parents who have completed the Survey we appreciate your time and opinions as the feedback we receive will help us plan for the future.

Parking at Cellars Chambers

The owners of Chambers Cellars at the top of McKay Street have asked us to remind parents that their carpark is not a public carpark it is for customers only. Please work with our neighbours by only parking in the appropriate spots along McKay Street and not in driveways or carparks and please refrain from leaving any rubbish on footpaths. Thank you

CANTEEN NEWS

Crunchy Munchy Café Meal Deals \$ 4.50

Until the end of term

Meal Deal 1

Chicken, Lettuce & Mayonnaise Roll, Flavoured Water Buddy, Frozen Juice Cup

Meal Deal 2

Hot Dog with Sauce, Flavoured Water Buddy, Home Ice Cream

COMMUNITY NEWS

Caroline Chisholm College, Glenmore Park provides Catholic Education for girls in Years 7 – 12

Enrolling now for 2015. Applications close 11 April, 2015.

For further information contact the College on 4737 5500.

Sydney Working Truck Show – Sunday 6th April, 8.00am to 5.00pm – Museum of Fire

For further information please go to www.pwts.com.au

A **Worldwide Marriage Encounter Weekend** is a *Marriage Enrichment* experience for married couples – set in peaceful, picturesque surroundings, away from the distractions of everyday life. During the weekend, couples have a unique opportunity to reconnect, rekindle and refresh their relationship. Take time out of your busy schedule, to invest in your most precious asset . . . your Marriage!

Weekend date: 13 – 15 June at Mt Carmel Retreat Centre, Varroville, NSW Bookings: Ardell & Bill

Sharpe tel. 02 4283 3435 or wsharpe@bigpond.net.au www.wwme.org.au

www.facebook.com/WWMEasternUnit

STEPPING BEYOND: SUPPORT FOR THOSE SEPARATED OR DIVORCED

On the last Tuesday of each month CatholicCare Solo Parent Ministry invites those who have been separated or divorced to an evening for sharing and support. The emphasis is on personal development, growth and goals for a hope-filled future. Shared personal experiences are prompted by the questions: “How well are you stepping beyond? What do you want to step beyond? What are you currently stepping beyond? What is stopping you from stepping beyond? What have you learned as you keep stepping beyond?” Date: Tuesday 25th March, Venue: CCSS centre 51-59 Allawah St, Blacktown. Time: 7.30 – 9.30. Cost: \$5.00. Registration: soloparentministry@ccss.org.au or Ph. 99330205.

Bereavement Support Program – Session 3

CatholicCare Solo Parent Ministry is holding its third fortnightly Bereavement Support Group Session on Tuesday 01st April, for those whose spouse or long term partner has died. The topic for this Session is “*Dealing with Intense Emotions*”. Venue: 51-59 Allawah St, Blacktown, from 10.00am – 12.00pm. This is an opportunity to gain some information about various aspects of the grieving process and to support each other during this most difficult and painful time. You are still able to attend this session if you haven’t attended previous sessions. Details and

Registration: soloparentministry@ccss.org.au or Ph. 99330205



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 service (**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:

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

Privacy - Statement

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

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.

Document number
103500

Implementation date
10 March 2014

Service area
Executive Office and
Communications

Location
Public

Head policy
Communications



Catholic Education
Diocese of Parramatta

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.



Catholic Education
Diocese of Parramatta

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.



Catholic Education
Diocese of Parramatta

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.



Catholic Education
Diocese of Parramatta