



Hats required for outside play in Term 4. Broadbrim hats available for purchase via QKR or the office (\$10).

Our hours of supervision are 8:45am-3:30pm

The Oak Observer

Drouin West Primary School
Issue No 2 – Friday 10th FEB 2023 TERM 1



Congratulations to Chloe B from 5/6A on achieving a Yellow-Black belt from Judo Victoria! This is quite an achievement. Do you have an achievement you would like to share? Email us drouin.west.ps@education.vic.gov.au

IMPORTANT DATES



Mondays	Lunch Orders via Flexi Schools Lunch Time Club: Outdoor games with James
Tuesdays	Lunch Time Club: Garden Club with Miss Gooding
Wednesdays	Lunch Time Club: Art Club with Ms Height & James Preps do not attend Wednesdays in February
Thursdays	Lunch Orders via Flexi Schools Lunch Time Club: Technology Club
Friday	Assembly (Undercover Area) @ 2:50pm Lunch Time Club: Craft in the Art Room

TERM 1

Tues 21st FEB	School Council Meeting @ 7PM
Wed 22nd FEB	District Swimming
Thur 2nd MAR	Whole School Athletics Day Geoff Watts Track
15th - 17th MAR	Year 3 & 5 NAPLAN
Tues 21st MAR	School Council AGM @ 7pm
Thur 23rd MAR	School Photos
Tues 28th MAR	District Aths TBC
Week of MAR 27th	Dental Van Visit (Days onsite TBC based on numbers)
Thur 6th APR	Last Day Term 1

TERM 2

Mon 24th APR	Curriculum Day (No Students)
Tues 25th APR	ANZAC Day
Wed 26th - Fri 28th APR	Woorabinda Camp (Years 3 & 4)

TERM 3

Wed 26th - Fri 28th JUL	Sovereign Hill Camp (Years 5 & 6)
11th AUG	Student Free Day
6th NOV	Assessment & Reporting Day (No Students)
10th NOV	Year 6 Graduation Photo Day

Privacy Collection Notice

Information for students, parents and carers

The Department of Education (the department) values your privacy and is committed to protecting the personal and health information that schools collect.

All school staff must comply with Victorian privacy law and the [Schools' Privacy Policy](#). This notice explains how the department, including Victorian government schools (schools), handles personal and health information. On occasion, specific consent will be sought for the collection and use of information, for example, for a student to receive a health service. Our schools are also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information.

Throughout this notice, 'staff' includes principals, teachers, student support service officers, youth workers, social workers, nurses and any other allied health practitioners, and all other employees, contractors, volunteers and service providers of the school and the department.

On enrolment, and during the ordinary course of a student's attendance at a school, schools will collect information about students and their families for the following purposes:

- educating students
- supporting students' social and emotional wellbeing, and health
- fulfilling legal obligations, including duty of care, anti-discrimination law and occupational health and safety law
- communicating and engaging with parents
- student administration
- school management
- supporting policy in relation to student education and wellbeing.

If this information is not collected, schools may be unable to provide optimal education or support to students or fulfil legal obligations.

Our schools also require current, relevant information about all **parents and carers** so that schools can take account of safety concerns that affect their children. Parents should provide schools with copies of all current parenting plans and court orders about or that affect their children and provide updated copies when they change.

When parents enrol their child in primary school, they will be asked to provide personal and health information in several ways, including via the Enrolment Form, the [School Entrance Health Questionnaire](#) (SEHQ) and the [Early Childhood Intervention Service](#) (ECIS) Transition Form.

The **Enrolment Form** is used to collect information that is essential for the purposes listed above, and requests information such as:

- **Emergency contacts** – Individuals parents nominate for a school to contact during an emergency. Parents should ensure that their nominated emergency contact agrees to their contact details being provided to the school and that they understand their details may be disclosed by the department if lawful, e.g. in the case of emergency communications relating to bush fires or floods.
- **Student background information** – Information about country of birth, Aboriginal or Torres Strait Islander origin, language spoken at home and parent occupation. This information enables the department to allocate appropriate resources to schools. The department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.
- **Immunisation status** – This assists schools to manage health risks and legal obligations. The department may also provide this information to the Department of Health and Department of Families, Fairness and Housing to assess immunisation rates in Victoria, but not in a way which identifies students.
- **Visa status** – This is required to process a student's enrolment.

All schools may use departmental systems and online tools such as apps and other software to effectively collect and manage information about students and families for the purposes listed above.

School staff will only share student and family information with other school staff who need to know to enable them to educate or support the student as described above. Information will only be shared outside the school (and outside the department) as required or authorised by law, including where sharing is required to meet duty of care, anti-discrimination, occupational health and safety, and child wellbeing and safety obligations. The information collected will not be disclosed beyond the school and department without parent consent unless such disclosure is lawful.

When a student transfers to another school (including Catholic, independent and interstate), personal and/or health information about that student may be transferred to the next school. Transferring this information is in the best interests of the student and assists the next school to provide the best possible education and support to the student. For further detail about how and what level of information is provided to the next school, refer to the: [Enrolment: Student transfers between schools](#)

Schools only provide school reports and ordinary school communications to students, parents, carers or others who have a legal right to that information. Requests for access to other student information or by others must be made by lodging a [Freedom of Information](#) (FOI) application.

To update student or family information, parents should contact their school.

For more information about how schools and the department collect and manage personal and health information, or how to access personal and health information held by a school about you or your child, refer to the: [Schools' Privacy Policy](#)

Our school policies can be found on our website:

<http://www.drouinwest.vic.edu.au/policies-annual-report/>

Student Accident Insurance & Ambulance Cover Arrangements

Parents are reminded that the Department does not provide personal accident insurance or ambulance cover for students.

Parents and guardians of students who do not have student accident insurance/ ambulance cover, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance/transport and any other transport costs.

Student accident insurance / ambulance cover policies are available from some commercial insurers. For more information, contact an insurance broker or search online for a suitable personal accident insurance

Annual
reminder!

Valuables & Property

Drouin West Primary School understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education and Training does not have insurance for personal property of staff, students and visitors. Drouin West Primary School does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school is the responsibility of the owner of that property.

Drouin West Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items. If students bring items of value to school, they will be confiscated and stored securely at the School Office until the end of the day, when the items may be collected by the student and/or parent.



Private Piano/Keyboard Tuition for 2023

My name is Karen Thomson and I would like to offer piano/keyboard lessons to all students within your Primary school.

I have been teaching students for 30 years also a qualified and registered with the Australian Guild of Education. Thus giving me the opportunity to take students through grade levels so they progress with grade examinations when they are ready to do so.

These lessons are on offer to all grade levels in your school.

LESSONS ARE;

\$15 PER 15 MIN LESSON one lesson per week of term.

\$ 20 PER MUSIC BOOK supplied by myself if required.

LESSON MONEY SHOULD BE PAID TO MYSELF ON THE DAY OR CASH OR DIRECT BSB CAN BE TRANSFERRED TO COVER THE FULL TERM AMOUNT IF PREFERRED.

THANK YOU.

TO BOOK IN YOUR LESSONS WITH ME PLEASE CONTACT ME ON 0417503663 **NOT THE SCHOOL.**

Thankyou., Karen Thomson.

SCHOOL BREAKFAST CLUBS PROGRAM

BREAKFAST



Breakfast Club will resume in

MARCH 2023!



Icy pole tokens can be purchased from the front office or via the QKR app. They are 50c each or a bag of 10 for \$5.

Profits raised are used by the Senior Students for various school projects .

We're a Compass School!

We are now using Compass as our main school portal.

Families are able to use Compass for the following:

- Send a message to your child/ren's teachers & other school staff
- Keep up to date with school news & view a classroom newsfeed
- Pay and consent for school camps and excursions (you don't have to worry about returning a form!)
- Add an attendance note to notify us of your child's absence
- Book parent teacher conferences
- View a live whole year school calendar
- View semester reports

**Need your
login details?**

Email us!

drouin.west.ps@education.vic.gov.au



Compass

A guide for families can be found here:

<https://www.compass.education/guide>

**Please contact
the office if you
need some help.
We are happy to
assist!**

How will I be able to send my child's teacher a message?

How To: Email a Teacher

To email your child's teachers, click the option listed under the name on your dashboard.

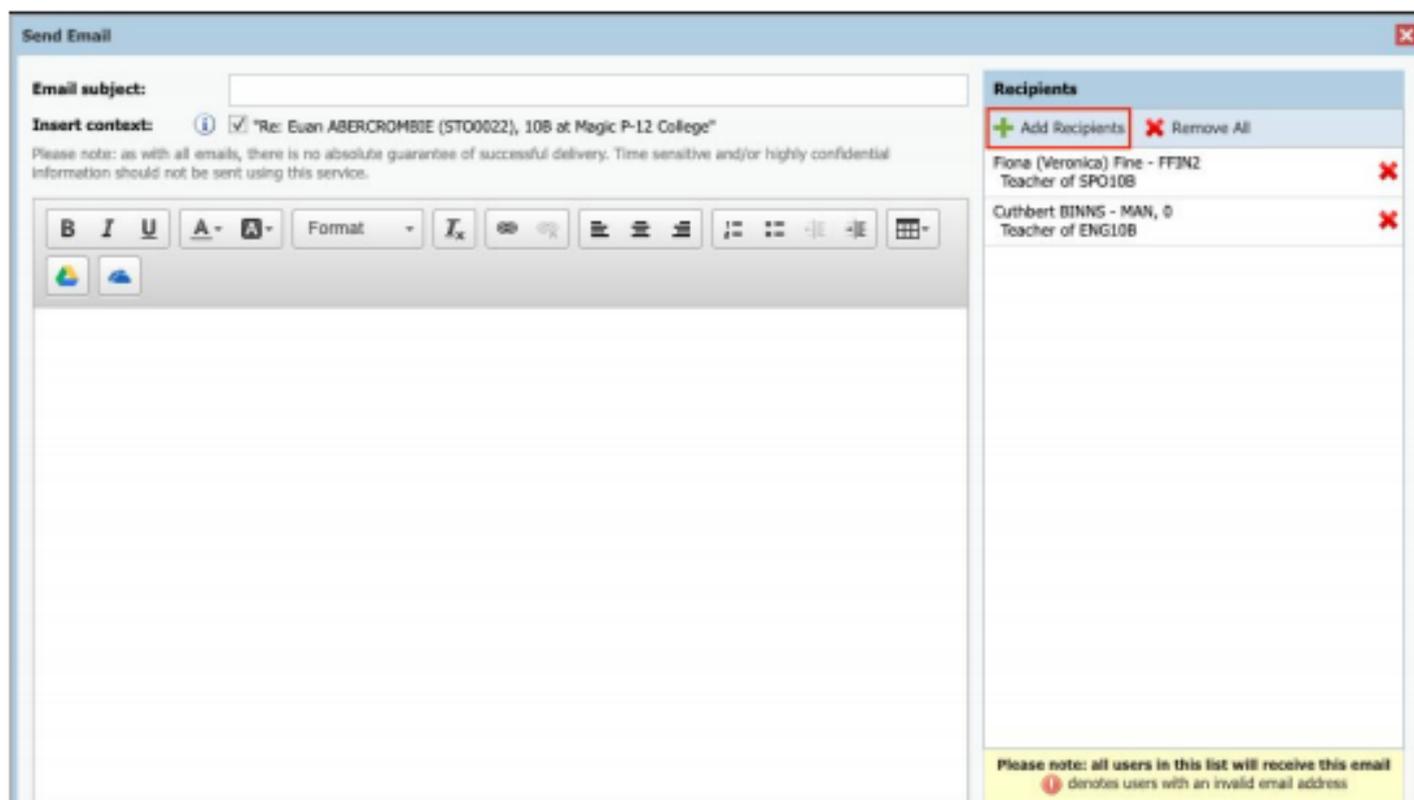
The screenshot shows the Magic P-12 College Portal dashboard for Mrs Sable BROOKS. It features a 'Welcome to the Magic P-12 College Portal' message and a 'Compass' navigation menu. Under the 'My News' section, there are several announcements. The 'Send email to Euan's teachers' option is highlighted with a red box. A callout box on the right says: 'If you're on the app - select open in web browser.' The dashboard also shows profiles for Stephen CORNFoot and Euan ABERCROMBIE, with the 'Send email to Euan's teachers' option highlighted for Euan.

This will open the email box with all your child's teachers pre-loaded as recipients. Remove any teachers that the email is not relevant to by clicking the red cross next to their name.

The screenshot shows the 'Send Email' window. The 'Email subject' field is empty. The 'Insert context' field contains the text: '*Re: Euan ABERCROMBIE (ST00022), 100 at Magic P-12 College*'. Below the text field is a rich text editor with various formatting options. On the right side, there is a 'Recipients' list with the following entries: Fiera (Veronica) Fiera - FF102, Teacher of SPO10B; Cuthbert BINNS - MAN, 0, Teacher of ENG10B; Sarah Smith - SARAH, Teacher of MATH10B; and Tommy Hill - STF, Teacher of BIO10B. Each entry has a red 'X' icon next to it, indicating that it can be removed. At the bottom of the window, there is a 'Send' button and a 'Cancel' button. A note at the bottom states: 'Please note: all users in this list will receive this email. A red 'i' denotes users with an invalid email address.'

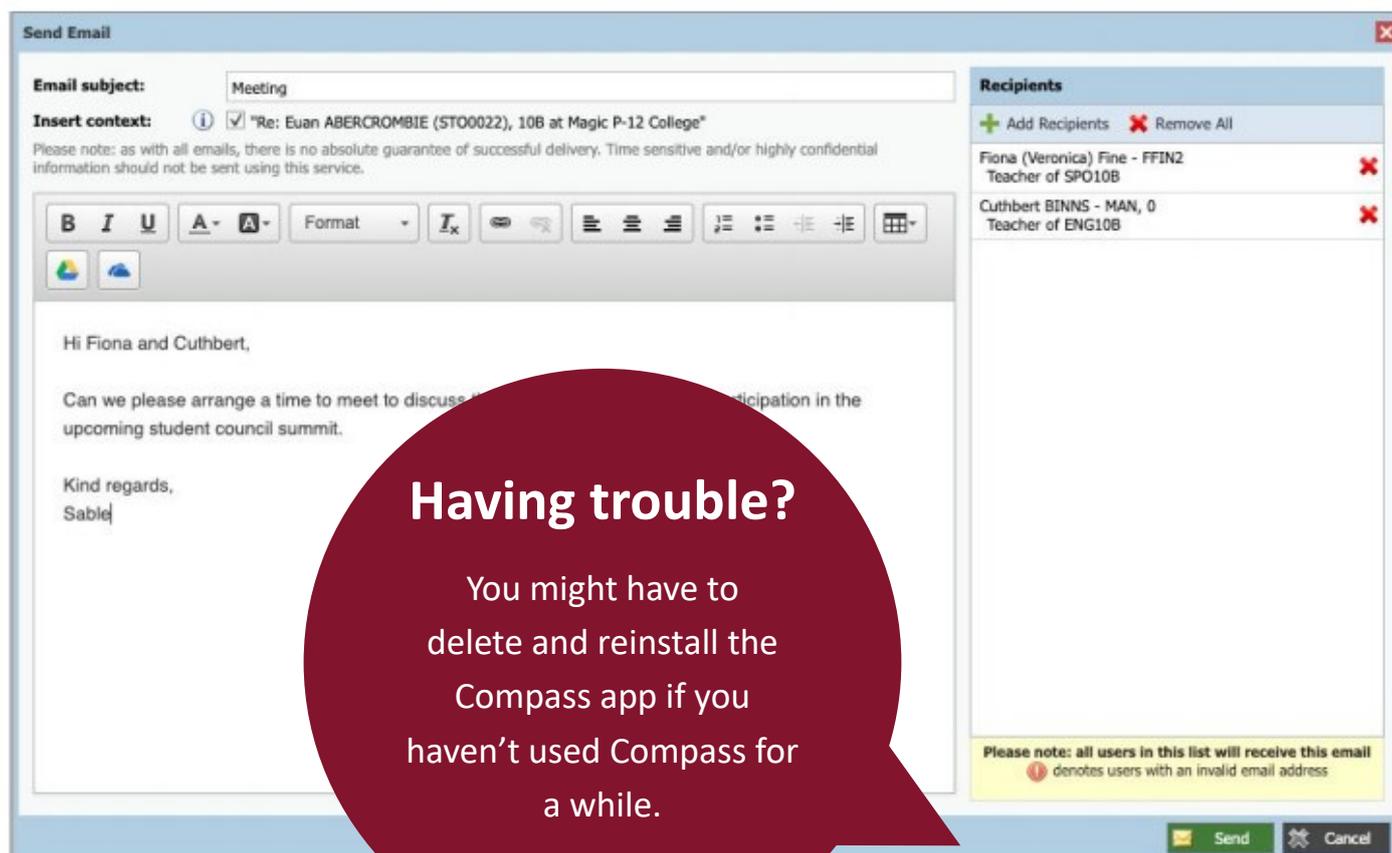
How will I be able to send my child's teacher a message?

To add any additional staff, click 'Add Recipients'.



The screenshot shows the 'Send Email' interface. The 'Email subject' field is empty. The 'Insert context' section is checked and shows '"Re: Euan ABERCROMBIE (STO0022), 10B at Magic P-12 College"'. Below this is a rich text editor with various formatting options (bold, italic, underline, text color, background color, font size, indent, align, link, unlink, list, table) and icons for inserting images and links. The 'Recipients' list on the right contains two entries: 'Fiona (Veronica) Fine - FF1N2, Teacher of SPO10B' and 'Cuthbert BINNS - MAN, 0, Teacher of ENG10B'. The 'Add Recipients' button is highlighted with a red box. A yellow note at the bottom right states: 'Please note: all users in this list will receive this email. A red exclamation mark icon denotes users with an invalid email address.'

Add in your subject information and email content. Click 'Send' to issue to the listed recipients.



This screenshot shows the 'Send Email' window with the subject 'Meeting' and the same context as the previous image. The email body contains the following text: 'Hi Fiona and Cuthbert, Can we please arrange a time to meet to discuss the participation in the upcoming student council summit. Kind regards, Sable'. The recipients list remains the same. A large red speech bubble is overlaid on the bottom right of the window, containing the text: 'Having trouble? You might have to delete and reinstall the Compass app if you haven't used Compass for a while.' The 'Send' and 'Cancel' buttons are visible at the bottom right of the window.

Entering an Attendance Note

- 1 From the Compass home screen (or from your student's profile), click the **Add Attendance Note** item.
- 2 From the pop-up window
 - ↳ Select the reason
 - ↳ Enter a brief description of the absence
 - ↳ Select the start and finish time
 - ↳ Click the 'Save' button

Where possible, attendance notes should be entered prior to the absence/lateness occurring.

Edie Allen

- Profile (Attendance, Schedule, Reports)
- Send email to Edie's teachers
- + Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos
- Book Parent Student Teacher Conference

What is an Attendance Note?

An Attendance Note is used to explain when your child is absent or late for school.

Attendance Note Editor

Note Details

Person: Edie ALLEN

Reason: Medical/Illness

Details/Comment: Feeling unwell - have a medical appointment this afternoon

Potentially Affected Sessions

Activity	Start	Finish
05GEN_05A (Yr 5 Gene...	08/02/2021 09:00 AM	08/02/2021 12:00 PM
05GEN_05A (Yr 5 Gene...	08/02/2021 12:30 PM	08/02/2021 03:30 PM

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child, and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 08/02/2021 09:00 AM Select a period...

Finish: 08/02/2021 03:30 PM Select a period...

WEST GIPPSLAND ARTS CENTRE
FREE FAMILY

OPEN
DAY

SUNDAY 26 FEBRUARY
11:00AM - 5:00PM

Historical displays Backstage tours
Giant bubbles Workshops Stilt Walker
Theatre Sports Live Rehearsal
Craft Live Music and so much more!



Build Your Own Healthy Lunchbox



CREATE A FUN LUNCHBOX EVERY DAY - CHOOSE SOMETHING FROM EACH FOOD GROUP

Fruits

- > Apple
- > Banana
- > Mandarin
- > Fig
- > Berries
- > Fruit salad
- > Tinned fruit in juice, not syrup

Vegetables

- > Grilled or roasted vegetables
- > Lentil soup
- > Corn cobs
- > Coleslaw with low-fat dressing
- > Soups (pumpkin, potato and leek, chicken and corn)
- > Pesto pasta salad
- > Raw vegetables (carrot, capsicum, cucumber) with dip

Dairy and Alternatives

- > Milk
- > No-added sugar yogurt (frozen overnight)
- > Cheese cubes
- > Tatziki dip
- > Cottage cheese
- > Calcium fortified soy milk

Water

Take a water bottle (for refilling throughout the day).

Tips: Freeze overnight to keep foods cool in lunchboxes



Grain and Cereal Food

- > Toasted sandwiches
- > Pasta dishes

- > Noodles
- > Rice, quinoa or couscous
- > Fruit loaf
- > Homemade pizza
- > Brown rice
- > Wholemeal (brown) bread

Meat and Protein Alternatives

- > Grilled meats with the extra fat removed (eg. beef, chicken)

- > Tinned tuna or salmon
- > Lentil or veggie burgers (falafel)
- > Boiled eggs
- > Hummus dip
- > Tofu

For more healthy eating information call **1300 234 263** to make an appointment with a **DPV Health Dietitian** or visit: <https://heas.health.vic.gov.au/schools/healthy-lunchboxes>