



ST. PAUL'S PRIMARY SCHOOL
230-240 SUNSHINE AVENUE
KEALBA VICTORIA 3021
Phone: 03 9366 6033 Fax: 03 9367 5219
Email: principal@spkealba.catholic.edu.au

NEWSLETTER – FROM THE PRINCIPAL

Thursday 14th June 2018

Dear Community,

I write in response to some recently raised concerns and questions which have been asked, regarding staff absences from school, over Terms 1 & 2.

St. Paul's Primary School is a learning & teaching community. As such, we consider all community members - students, staff, parents & guardians - to be lifelong learners.

As a school we exist solely for the education of our students, your children, but it is our belief that we, the adults in your children's lives, continue our learning & education too, whilst employed at or in relationship with St. Paul's.

St. Paul's is mandated to teach a set curriculum, namely, The Victorian Curriculum; a curriculum program wherein your children are guided & encouraged in their development of the knowledge, skills & dispositions they require, to be informed & engaged participants in and contributors to our local, wider & global communities.

Whilst your children actively engage in their learning, our staff too are continuously learning, updating and adding to their skill sets & professional knowledge. Professional learning forms a vital part of staff professional development, growth & advancement. Teaching staff, learning support staff and administration & ancillary staff, spend time throughout each academic year, engaged in professional learning, to ensure they remain informed of & competent in current professional advances in their areas of education & administration expertise.

Staff professional learning is planned & budgeted for strategically, within our four year School Improvement Plan, as well as in each Annual Action Plan. Learning opportunities may take place on campus (at school) or off campus (at a seminar or conference) and they may be systemically provided by Catholic Education Melbourne or the Department of Education & Training or independently provided by education specialists or education consultants.

The 2017 Annual Report to the School Community (The Annual Report) provides a detailed listing of professional learning undertaken by staff throughout the 2017 school year, as well as an average dollar spend per staff member, on professional learning for that year. The Annual Report can be found on the school website, at www.spkealba.catholic.edu.au, down the bottom of the homepage. Please take some

time to read pages 19 – 22, in the 'Leadership & Management' section of the report, so as to gain some understanding of the scope & variety of professional learning undertaken by staff.

All staff have an entitlement to personal leave, as agreed to and mandated in the Victorian Catholic Multi Employer Agreement 2013-2016 ('The Agreement') & the 2017-2018 Memorandum of Understanding ('The MoU'), negotiated for and on behalf of all employees in Catholic schools, by the Independent Education Union Victoria-Tasmania, with the Catholic Education Commission Victoria. By its nature this leave is personal and need only be detailed to the employer, Monsignor Portelli and myself, as Principal.

The school community - students, staff, parents & guardians - have no entitlement to be informed of a staff member's reasons for the taking of or applying for personal leave. In some circumstances and after consultation with the staff member & employer, notification may be given to the school community of the reasons for the staff member taking personal leave. In the majority of instances where personal leave is taken by a teacher, a suitably qualified replacement teacher will be employed to take on their teaching responsibilities, particularly where that teacher is a classroom teacher. It is the preferred practice of St. Paul's Primary School to employ Casual Relief Teachers (C.R.T.'s), from our pool of C.R.T.'s known to the school and who have been employed at St. Paul's for some years. Where a C.R.T. is not available from our known pool, we will use a Casual Relief Teacher Supply Agency; St. Paul's is able to choose the teacher we employ from the agency and we are able to request a preferred C.R.T., as well as insisting that a C.R.T., whose services we have not been satisfied with, is not sent to the school again. Agency employed C.R.T.'s are the exception at St. Paul's and not the norm.

All staff employed by the Catholic Education Commission of Victoria & Catholic Education Melbourne, receive automatic access to and entitlements under the 'The Agreement's' Long Service Scheme. The Long Service Scheme entitles staff, who have worked continuously in service to Catholic education for 10 years, to access thirteen weeks of long service or a pro rata long service leave entitlement after 7 years of continuous service. Staff are entitled to take their long service leave when it falls due and may apply for it to the employer, Monsignor Portelli, in consultation with myself, as Principal. The granting of long service leave is at the discretion of the employer, in negotiation with the staff member applying for the leave, taking into consideration its impact on the school and its duration.

Whilst the above is quite detailed I hope it goes some way to explaining that staff in Catholic schools will be absent from work from time to time and for a number of reasons; those absences are within their rights as employees of Monsignor Portelli and the Catholic Education Commission of Victoria. Should any parent require further clarification of the details presented above, I would be most happy to meet with them.

Ultimately, at the 'heart' of all our planning & preparation are your children; their safety, wellbeing and learning are central to the work of every staff member at St. Paul's. We all work with intent to ensure the best possible outcomes for your children; it is them and their learning which underpin all our decisions and actions. Our endeavours, as teacher-educators, in ensuring your children are safe, happy and available for learning, can only be achieved in partnership with you, their parent-educators.

Thank you for your understanding & trust.

Denis J. Daly

Principal





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KEALBA 3021**

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St Mary of the Assumption Parish
Kealba - Keilor Downs**



Book School Interviews Online

Dear Parents,

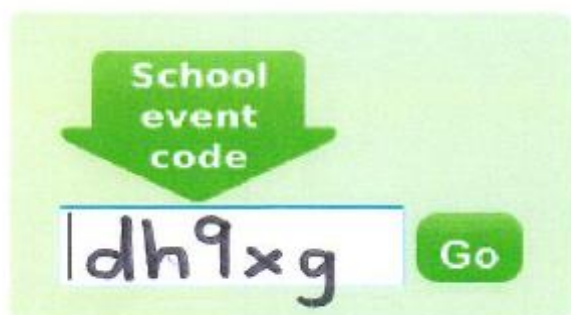
Parent - Teacher Conversations will be held between **2.30pm – 8.00pm** on **Thursday 28th June 2018**.

You can now book interviews at times that suit **YOUR FAMILY BEST**.

Go to HYPERLINK www.schoolinterviews.com.au and follow the simple instructions listed below.

BOOKINGS OPEN MONDAY 18TH JUNE AT 9.00am.

BOOKINGS CLOSE THURSDAY 28TH JUNE 9.00am.



Go to

HYPERLINK

"<http://www.schoolinterviews.com.au>
" www.schoolinterviews.com.au

Enter THIS school event code.
dh9xg

Then follow the 3 simple steps.



When you click **finish**, your conversation timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately.

You can return to HYPERLINK www.schoolinterviews.com.au at any time, and change your times - until bookings close.

For parents who do not have access to the internet, please see Mr. Stead and he will assist you in making a booking.

Conversation bookings can be changed at any time prior to the closing date, by re-visiting the HYPERLINK www.schoolinterviews.com.au website, and using the event code. Remember to use the same name and email address you used when you made your original booking. If you need to change your conversation time after the closing date, then contact the school directly on: **9366 6033**.

I hope this process allows people to choose a suitable time and helps to stop the countless hours of organising conversation times, thus allowing us to focus more on the needs of your children.

Best Wishes,


Denis Daly
Principal


Matthew Stead
Deputy Principal

PARENT CODE OF CONDUCT

A Parent Code of Conduct will be posted home this next week. The Code will consist of a Cover Letter with a Return Slip (to acknowledge receiving, reading & accepting the code), as well as the detailed Code of Conduct. Please

UPDATED PRIVACY POLICY & STANDARD COLLECTION NOTICE

An updated Privacy Policy & Standard Collection notice have been added to the school website, on the Policies page. Please take the time to familiarise yourselves with these documents, at www.spkealba.catholic.edu.au.

2017 ANNUAL REPORT TO THE SCHOOL COMMUNITY

The 2017 Annual Report to The School Community can now be accessed on the school website. The report gives a summary of the school's operations & activities throughout the 2017 school year, in the five 'Spheres of Catholic Schooling', namely, Education in Faith, Learning & Teaching, Student Wellbeing, Leadership & Management and School Community.

URGENT REQUEST

As of the first day of Term 3, Monday 16 July, all excursion and school activity permission forms will be sent out to families, through CareMonkey. It is therefore, essential that all children have a CareMonkey Profile, in order for parents to be able to give permission for their children to attend excursions or take part in school activities, requiring parent permission or consent. We ask all families to set up a CareMonkey profile for their children IMMEDIATELY.

Email invitations are continuing to be sent to all families for whom we have an email address, to download the CareMonkey app. Thank you to those parents who have responded to the email and have set up a profile for their children. If you have not yet responded to the email please do so as soon as possible. **Please check your email inbox or spam for the CareMonkey email.** Thank you for your support in ensuring your children are safe and cared for at all times.



Nationally Consistent Collection of Data (NCCD) on School Students with Disability

What is the Nationally Consistent Collection of Data?

Schools must now complete the Nationally Consistent Collection of Data on School Students with Disability (NCCD) every year. It counts the number of students who receive additional adjustments or 'help' at school because of a disability. The NCCD helps governments plan for the needs of students with disability.

Who is counted in the data collection?

To count a student in the NCCD, schools must think through some key questions:

1. Is the student getting help at school so that they can take part in education on the same basis as other students?
2. Is the help given because of a disability? The word 'disability' comes from the Disability Discrimination Act 1992 (DDA) and it can include many students.
3. Has the school talked to you or your child about the help that they provide?
4. Has the school kept records about the help they provide, the student needs and the reasons that the student needs this help? The school will need to keep copies of tests, student work, assessments, records of meetings, medical reports or other paperwork and information about how the student's learning is moving along over time.

Once the school decides that the student should be counted in the NCCD, they then choose a disability group and one of four levels of help that has been given to the student.

What does word 'disability' mean in the NCCD?

In the NCCD the word 'disability' comes from the Disability Discrimination Act 1992 (DDA). There are four types of disability that the school can choose from: sensory, cognitive, social—emotional and physical.

Many students who need help at school can be counted in the NCCD. For example, students with learning problems, e.g. specific learning disability or reading difficulty (sometimes called dyslexia), health problems (e.g. epilepsy or diabetes), physical disability (e.g. cerebral palsy), vision/hearing loss and social—emotional problems (e.g. selective mutism, Autism Spectrum Disorder, anxiety).

Letters from doctors or specialists can be very helpful for schools as they plan how to support students with their learning. Schools do not need to have these letters before they can count a

student in NCCD. Teachers can use all that they know about the child's learning and the records that they have collected over time to decide if a student can be counted in the NCCD.

What sort of help does the school give students?

Students need different types of help at school. Some students need a little help sometimes while other students need a lot of help nearly all the time. The type of help given depends on the needs of the student. The help can include changes to the school buildings or grounds (e.g. ramps or things like special desks or chairs), extra teacher help in classes, special learning programs, changes to the work they give the student or extra adult help.

How will the NCCD be different in 2018?

All schools have been counting students in the NCCD since 2015. The government will use the NCCD data as part of the funding to schools.

What will the school need to know about my child for the NCCD?

Schools work together with families to understand the needs of each student. It is helpful if families give their child's teacher a copy of any letters or reports they have. The letters or reports will help the school understand the student and the help that they might need. Letters from doctors, psychologists, speech pathologists and occupational therapists etc. can be very helpful for schools. These reports, along with information that the teacher has (i.e. school based tests, your child's work and learning plans), helps the school to understand and meet the student's needs.

What happens to the NCCD data? Who will have the NCCD information?

Each school principal must check the NCCD data in August of each year. The school will give the information to the Catholic Education Office. The school will work with the Catholic Education Office to make sure that the NCCD data is OK before they give the data to the government. The government will not be given the names of any students or any letters or records. Please ask your school for their privacy policy if you need to know more.

Does the school need me to agree with them about counting my child in the NCCD? Changes were made to the law ([Australian Education Act 2013](#) and [Australian Education Regulation 2013](#)). Schools do not need you to agree to let them count a child in the NCCD. You cannot ask the school not to count your child.

Where can I find out more?

If you have questions, you can ask your child's school for help. You can find out more by looking at these links:

- [NCCD national website](#)
- [Disability Standards for Education 2005](#)
- [Australian Government Department of Education and Training—NCCD](#)
- [2019 Students with Disabilities \(SWD\) Information Sheet for Schools. Parents, Carers and Guardians.](#)

جمع البيانات المتسق وطنياً (NCCD) حول طلاب المدارس ذوي الإعاقة

ما هو جمع البيانات المتسق وطنياً؟

يجب على المدارس الآن استكمال جمع البيانات المتسق وطنياً حول طلاب المدارس ذوي الإعاقة *Nationally Consistent Collection of Data on School Students with Disability (NCCD)* كل عام. ويتم حصر عدد الطلاب الذين يحصلون على تعديلات إضافية أو "مساعدة" في المدارس بسبب الإعاقة. يساعد جمع البيانات المتسق وطنياً (NCCD) الحكومات على التخطيط لاحتياجات الطلاب ذوي الإعاقة.

من يتم حصره خلال جمع البيانات؟

حتى يتم حصر الطالب في NCCD، يجب على المدرسة أن تفكر في بعض الأسئلة الأساسية:

1. هل يحتاج الطالب إلى الحصول على المساعدة في المدرسة ليتمكن من المشاركة في التعليم على نفس الأساس كالطلاب الآخرين؟
2. هل المساعدة التي يتم تقديمها بسبب إعاقة؟ تأتي كلمة "إعاقة" من قانون التمييز بسبب الإعاقة لعام 1992 *Disability Discrimination Act 1992* والتي يمكن أن تشمل الكثير من الطلاب.
3. هل قامت المدرسة بمخاطبتك أو مخاطبة طفلك بشأن المساعدة التي يمكنها تقديمها؟
4. هل قامت المدرسة بالاحتفاظ بسجلات حول المساعدة التي قدمتها، واحتياجات الطالب، والأسباب التي يحتاج من أجلها الطالب لتلك المساعدة؟ ستحتاج المدرسة إلى الاحتفاظ بنسخ من الاختبارات، أو أعمال الطالب، أو التقييمات، أو سجلات الاجتماعات، أو التقارير الطبية، أو غيرها من الأوراق والمعلومات الخاصة بتطور تعلم الطالب بمرور الوقت.

بمجرد أن تقرر المدرسة أن الطالب ينبغي حصره في NCCD، فسيكون عليها اختيار مجموعة إعاقة ومستوى واحد من مستويات المساعدة الأربعة التي يتم منحها للطلاب.

ما معنى كلمة "إعاقة" في NCCD؟

تأتي كلمة "إعاقة" في NCCD من قانون التمييز بسبب الإعاقة لعام 1992 *Disability Discrimination Act 1992* (DDA). هناك أربعة أنواع من الإعاقة يمكن للمدرسة أن تختار من بينها: الحسية، والإدراكية، والاجتماعية – العاطفية، و

يمكن حصر الكثير من الطلاب الذين يحتاجون للمساعدة في المدرسة في NCCD. على سبيل المثال، الطلاب الذين يعانون من مشاكل في التعلم، مثال إعاقة تعلم معينة أو صعوبة في القراءة (والتي يطلق عليها أحياناً ديسلكسيا *dyslexia*)، ومشاكل صحية (مثل الصرع *epilepsy* أو السكري *diabetes*)، وإعاقة بدنية (مثل الشلل الدماغي *cerebral palsy*)، وفقدان البصر/السمع، والمشاكل الاجتماعية – العاطفية (مثل الخرس الانتقائي *selective mutism*)، اضطرابات طيف التوحد *Autism Spectrum Disorder*، القلق *(anxiety)*

يمكن أن تكون خطابات الأطباء أو المختصين مفيدة جداً للمدارس في التخطيط لكيفية دعم الطلاب في عملية التعلم. لا تحتاج المدارس للحصول على هذه الخطابات قبل أن تتمكن من حصر الطالب في NCCD. يمكن للمدرسين استخدام كل ما يعرفونه حول تعلم الطفل والسجلات التي قاموا بجمعها على مدار الوقت للوصول إلى قرار بشأن ما إذا كان يمكن حصر الطالب في

NCCD.

ما نوع المساعدة التي تقدمها المدرسة للطلاب؟

يحتاج الطلاب إلى أنواع مختلفة من المساعدة في المدرسة. يحتاج بعض الطلاب إلى القليل من المساعدة بينما يحتاج طلاب آخرون إلى الكثير من المساعدة طوال الوقت تقريباً. يعتمد نوع المساعدة المقدمة على احتياجات الطالب. يمكن أن تشمل المساعدة تغييرات

في مباني أو مساحات المدرسة (على سبيل المثال الانحدارات أو أشياء مثل مكاتب أو كراسي خاصة)، أو مساعدة إضافية من المدرس في الفصل، أو برامج تعلم خاصة، أو تغييرات في العمل المعين للطلاب، أو مساعدة إضافية من البالغين.

كيف سيختلف NCCD في عام 2018؟

تقوم جميع المدارس بحصر الطلاب في NCCD منذ عام 2015. ستقوم الحكومة باستخدام بيانات NCCD كجزء من التمويل للمدارس.

ما الذي ستحتاج المدرسة إلى معرفته حول الطفل من أجل NCCD؟

تعمل المدارس مع الأسر لفهم احتياجات كل طالب. ويكون مفيداً إذا قامت الأسر بإعطاء مدرس طفلها نسخة من جميع الخطابات أو التقارير لديهم. ستساعد الخطابات أو التقارير المدرسة على فهم الطالب والمساعدة التي قد يحتاج إليها. ومن الممكن أن تكون الخطابات من الأطباء، وعلماء النفس، وأخصائيو أمراض التخاطب والمعالجين والمهنيين، وغيرهم مفيدة جداً للمدارس. تساعد هذه التقارير، بالإضافة إلى المعلومات لدى المدرس (بمعنى الاختبارات في المدرسة، عمل طفلك، وخطط التعلم) المدرسة على فهم احتياجات الطالب وتلبيتها.

ماذا يحدث لبيانات NCCD؟ من سيحصل على بيانات NCCD؟

يجب أن يقوم مدير المدرسة بفحص بيانات NCCD في آب/أغسطس من كل عام. وتقوم المدرسة بتقديم المعلومات إلى مكتب التعليم الكاثوليكي Catholic Education Office. ستعمل المدرسة مع مكتب التعليم الكاثوليكي للتأكد من أن بيانات NCCD سليمة قبل تقديم البيانات للحكومة. لن تُعطى الحكومة أسماء أي من الطلاب أو أي من الخطابات أو السجلات. الرجاء سؤال مدرستك عن سياسة الخصوصية لديها إذا رغبت في معرفة المزيد.

هل تحتاج المدرسة إلى موافقتي على حصر طفلي في NCCD؟

تم إدخال تغييرات على القانون (قانون التعليم الأسترالي لعام 2013 [Australian Education Act 2013](#) ولائحة التعليم الأسترالي لعام 2013 [Australian Education Regulation 2013](#)). لا تحتاج المدارس إلى موافقتك للسماح لهم بحصر الطفل في NCCD. ولا يمكنك الطلب من المدرسة عدم حصر طفلك.

أين يمكنني معرفة المزيد؟

إذا كان لديك أسئلة، يمكنك طلب المساعدة من مدرسة طفلك. يمكنك معرفة المزيد عن طريق زيارة الروابط التالية:

- الموقع الوطني لجمع البيانات المتسق وطنياً [NCCD national website](#)
- معايير الإعاقة للتعليم لعام 2005 [Disability Standards for Education 2005](#)
- وزارة التعليم والتدريب بالحكومة الأسترالية – NCCD [Australian Government Department of Education and Training–NCCD](#)
- ورقة معلومات الطلاب ذوي الإعاقة (SWD) لعام 2019 للمدارس وأولياء الأمور ومقدمي الرعاية والأوصياء

2019 Students with Disabilities (SWD) Information Sheet for Schools, Parents,
Carers and Guardians

Thu Thập Dữ Liệu Kiên Nhất Định Trên Toàn Quốc về Học Sinh Khuyết Tật ở Trường (NCCD)

Thu Thập Dữ Liệu Kiên Nhất Định Trên Toàn Quốc Về Học Sinh Khuyết Tật & Trường (NCCD) là gì?

Các trường học phải hoàn tất Thu Thập Dữ Liệu Kiên Nhất Định Trên Toàn Quốc Về Học Sinh Khuyết Tật ở Trường (NCCD) mỗi năm, đếm/tính số học Sinh cần nhận điều chỉnh hay "giúp đỡ" thêm ở trường vì bị khuyết tật. NCCD giúp chính phủ các cấp lập kế hoạch cho nhu cầu của học Sinh khuyết tật.

Ai được tính trong thu thập dữ liệu?

Để tính một học Sinh trong NCCD, các trường cần nghĩ qua một số câu hỏi chính:

1. Có phải học Sinh này cần giúp đỡ để tham gia học tập theo căn bản như các học Sinh khác hay không?
2. Có phải sự hỗ trợ này là do bị khuyết tật hay không? Từ "khuyết tật" trích ra từ Đạo luật Khuyết tật Disability Discrimination Act 1992 (DDA) và có thể bao gồm nhiều học Sinh.
3. Nhà trường có nói chuyện với quý vị và con về hỗ trợ mà trường đưa ra chưa?
4. Nhà trường có liên lạc về những hỗ trợ dành cho quý vị, về nhu cầu học Sinh và lý do học Sinh cần nhận hỗ trợ này hay không? Nhà trường liên lạc về những bản sao bài kiểm tra, bài làm của học Sinh, tường trình các buổi họp, báo cáo y khoa hay những giấy tờ khác và thông tin về việc học ra sao của học Sinh theo thời gian.

Một khi trường quyết định tính một học Sinh vào trong NCCD, họ sẽ chọn nhóm khuyết tật và chọn một trong bốn cấp hỗ trợ cho học Sinh ấy.

Từ "khuyết tật" có nghĩa là sao đối với NCCD?

Trong NCCD, từ "khuyết tật" trích ra từ Đạo luật Khuyết tật Disability Discrimination Act 1992 (DDA) có bốn loại khuyết tật mà trường có thể chọn ra: giác quan, nhân thức, cảm xúc-xã hội và thể chất.

Có nhiều học Sinh cần giúp đỡ ở trường đều có thể liên quan tính vào chương trình NCCD. Ví dụ như các học Sinh gặp khó khăn trong học tập, ví dụ bị khiếm khuyết khả năng học hay bị khó khăn khi đọc (đôi khi liên quan gọi là chứng khó đọc Dyslexia), bị vấn đề sức khỏe (ví dụ bị động kinh hay tiểu đường) khuyết tật thể chất (ví dụ bị bại não) Có vấn đề về thị lực / thính lực hay trở ngại về xúc cảm - xã hội (ví dụ bệnh cảm nhiễm ý, nhiều dạng rối loạn tâm lý, 10 năm).

Các thư từ bác sĩ và chuyên viên y tế có thể sẽ hữu ích cho nhà trường để họ lập kế hoạch hỗ trợ học tập cho học sinh. Các trường không cần có những tài liệu thư từ này trước lúc họ đưa tên học sinh vào NCCD. Giáo viên có thể dùng tất cả những gì họ biết được về việc học của một trẻ em và những hồ sơ lưu mà họ thu thập theo thời gian để quyết định việc tính em ấy vào NCCD hay không.

Nhà trường dành cho học sinh những loại giúp đỡ nào ?

Các em học sinh cần những loại giúp đỡ khác nhau ở trường học. Có em đôi khi cần giúp đỡ một ít, trong khi các em khác lúc nào cũng cần thật nhiều giúp đỡ. Hình thức giúp đỡ đưa ra tùy thuộc vào nhu cầu của mỗi học sinh. Giúp đỡ có thể là việc sửa đổi phòng ốc, sân nền, (v.d đường dốc thoải hay vật dụng đặc biệt như bàn, ghế), thêm giáo viên phụ đạo trong lớp, các chương trình học đặc biệt, thay đổi trong công tác học tập dành cho học sinh hay thêm người lớn hỗ trợ.

NCCD sẽ có khác biệt gì trong năm 2018?

Các trường sẽ tính học sinh vào NCCD kể từ 2015. Chính phủ sẽ sử dụng dữ kiện của NCCD như một thành phần để cấp tài trợ cho trường.

Nhà trường cần biết gì về con tôi trong NCCD?

Nhà trường cùng làm việc với gia đình để tìm hiểu nhu cầu của mỗi em học sinh. Điều hữu ích là nếu gia đình cung cấp được cho giáo viên của con bản sao thư từ tài liệu báo cáo cần thiết. Thư từ của bác sĩ, chuyên viên tâm lý, chuyên viên chỉnh ngôn, bác sĩ chuyên khoa hay chuyên viên phục hoạt v.v... có thể hữu dụng cho nhà trường. Những tường trình báo cáo này cùng với thông tin giáo viên có được (v.d bài kiểm ở trường, kế hoạch học tập và bài làm của con quý vị) sẽ giúp trường hiểu được và đáp ứng nhu cầu của học sinh.

Điều gì xảy ra với dữ kiện NCCD? Ai sẽ có được thông tin của CNCCD?

Hiệu trưởng của mỗi trường phải kiểm tra dữ kiện NCCD vào tháng Tám hàng năm. Nhà trường sẽ cấp thông tin cho Văn Phòng Giáo Dục Công Giáo. Nhà trường sẽ làm việc với Văn Phòng Giáo Dục Công Giáo để bảo đảm dữ liệu NCCD được hợp lý trước khi chuyển đến chính phủ. Chính phủ sẽ không nêu tên bất cứ học sinh nào trên bất cứ báo cáo tường trình hay hồ sơ nào. Xin hãy hỏi nhà trường để biết thêm về chính sách bảo vệ đời tư cá nhân của trường nếu muốn biết thêm.

Nhà trường có cần tôi ưng thuận để tính con tôi vào NCCD không?

Các thay đổi được làm dựa theo luật pháp ([Australian Education Act 2013](#) and [Australian Education Regulation 2013](#)). Trường không cần quý vị ưng thuận để tính một em học sinh vào NCCD. Quý vị không thể yêu cầu nhà trường không tính con quý vị trong chương trình.

Tôi có thể biết thêm thông tin ở đâu?

Nếu có câu hỏi, quý vị có thể yêu cầu trường của con giúp đỡ. Quý vị có thể xem thông tin thêm tại:

- [NCCD national website](#)
- [Disability Standards for Education 2005](#)
- [Australian Government Department of Education - NCCD](#)

STUDENT ABSENCES

Following a review of the Attendance Guidelines by the Minister for Education in Term 4, 2017 **'schools must advise parents/guardians of unexplained absences, on the same day, as soon as practicable, including for post-compulsory aged students'**. All schools must fully implement the changes to the Attendance Guidelines by the end of Term 2, 2018. These changes will help ensure the safety of school-aged children during school hours and that schools are supported in their duty of care obligations.

If your child is going to be absent from school for any reason, we ask that you log onto the Skoolbag app, then go to eForms, hit Absentee Form and complete the details of the absence then hit Submit. All Absentee Forms are sent to the Principal. They are then forwarded to the classroom teacher and the office.

From the commencement of Term 3, if your child is away and we have not been notified, you will receive an SMS message asking you to contact the school. If we do not hear from you within a certain time (to be notified) we will call your emergency contacts. If we cannot reach the emergency contacts we are mandated by legislation to call the police. If you have not yet downloaded the Skoolbag app, we ask that you do this as soon as possible. These practices are to ensure the safety of your children.

Full implementation of the new Attendance Guidelines is required by the end of Term 2, 2018. St. Paul's is currently exploring an automated SMS notification service, to inform parents of an unexplained student absence. **Parents and guardians are asked to notify the school immediately a student absence is known, preferably the day before but definitely before 8.50 am on the day of the absence.**



EXPIRED MEDICATIONS & UPDATES OF MEDICAL ACTION PLANS

Parents are reminded that Medical Action Plans (Anaphylaxis & Asthma), signed by a medical practitioner (doctor), are required by the school and should be kept up-to-date. All medications supplied to the school must be of current-use quality, that is, they should not be supplied beyond their expiry date. If you know your child's medication stored at the school is due to expire, please supply us with new/up-to-date medication.



DELIVERY OF LATE LUNCHES: LEARNING & TEACHING INTERRUPTIONS

Lunches brought to school after the bell (8.50 am) must be brought to the office and left with office staff and **NOT** be taken to the classroom by parents or carers; the lunches will then be taken to the children by a staff member. This will help us in reducing the number of interruptions to the children's learning. Thank you for your support in ensuring the children remain engaged, we optimise their learning time and teachers are able to make best use of the morning learning & teaching block.

NEW PHONE NUMBER FOR O.S.H.C. PROGRAM (BEFORE & AFTER SCHOOL CARE)

Bookings for the St. Mary of the Assumption 'Out of School Hours Care Program' (Before & After School Care) can be made on a permanent or casual basis. Children must be registered to attend the program; Registration Forms are available from the school office. Bookings can only be made on the O.S.H.C. mobile phone number 0450 451 909. The school WILL NOT make bookings.

2018 IMPORTANT DATES

TERM 2
<p>JUNE</p> <ul style="list-style-type: none">• SAT 16 - SACRAMENT OF FIRST HOLY COMMUNION 2PM• MON 25 - REPORTS SENT HOME• THURS 28 - LEARNING CONVERSATIONS 2.30PM TO 8.00PM - EARLY DISMISSAL 1.50 PM• FRI 29 - ST. PAUL'S FEAST DAY - WHOLE SCHOOL MASS 12.00PM• FRI 29 - EARLY DISMISSAL 1.50PM END TERM
TERM 3
<p>JULY</p> <ul style="list-style-type: none">• MON 16 - TERM 3 COMMENCES• FRI 27TH DIVISIONAL GRAND FINALS <p>AUGUST</p> <ul style="list-style-type: none">• WED 15 - FEAST OF THE ASSUMPTION 9.30AM WHOLE SCHOOL MASS• THURS 23RD DISTRICT ATHLETICS <p>SEPTEMBER</p> <ul style="list-style-type: none">• THUR 13 - WHOLE SCHOOL MASS 9.30AM• THURS 20 - WHOLE SCHOOL CIRCUS PERFORMANCE – EVENING• FRI 21 - EARLY DISMISSAL 1.50PM END TERM
TERM 4
<p>OCTOBER</p> <ul style="list-style-type: none">• MON 8 - TERM 4 COMMENCES• FRI 12TH DIVISIONAL GRAND FINALS• MON TO FRI 15, 16, 17, 18 19 - SCHOOL REVIEW• WED 24 - CEM/VRQA COMPLIANCE REVIEW• WED 24 - WHOLE SCHOOL MASS 9.30AM• WED 31 - YR 4 CAMP <p>NOVEMBER</p> <ul style="list-style-type: none">• THURS, FRI 1, 2 - YR 4 CAMP• MON 5 - SCHOOL CLOSURE REPORT WRITING• TUES 6 - MELBOURNE CUP PUBLIC HOLIDAY• WED, THURS, FRI 21, 22, 23 - YR 5 CAMP• SAT 24 - STATE ELECTION <p>DECEMBER</p> <ul style="list-style-type: none">• FRI 7 - CHRISTMAS FUN DAY, CARNIVAL AND CAROLS• THURS 13 - YR 6 GRADUATION 7PM• FRI 14 YR 6 FINAL DAY• WED 19 P - 5 STUDENTS FINAL DAY 1.50PM DISMISSAL• THURS 20 - STAFF FINAL DAY

God,

please bless our school. Thank You for all of the teachers that work so hard to help us learn. Thank You for recess and lunchtime, when we get to play with our friends. Thank You for providing a place where we can learn more about the world You created for us to live in, and how it works. Please keep our school safe. Protect all of the grown ups and kids that come to school everyday. Protect us from harm, and help us to be kind to each other. In Jesus' name, Amen.



MASS TIMES

ST PAUL'S CHURCH

SUNSHINE AVENUE

KEALBA

Monday	No Mass
Tuesday	No Mass
Wednesday	9.30 am
Thursday	9.30 am
Friday	No Mass
Saturday	5.00 pm (Latin) 6.30 pm
Sunday	8.00 am (Maltese) 10.00 am

RECONCILIATION:

Saturday: 6.00 pm

ST MARY MACKILLOP CHURCH

ODESSA AVENUE

KEILOR DOWNS

Monday	9.30 am
Tuesday	9.30 am
Wednesday	No Mass
Thursday	No Mass
Friday	9.30 am
Saturday	5.00 pm
Sunday	9.00 am 11.00am 5.30pm

RECONCILIATION:

Saturday 4.30 pm



LUNCH ORDERS WITH FLEXISCHOOLS

A large number of families have now logged on to www.flexischools.com.au, created an account and are ordering lunches online. Cinzia Brancatisano, Canteen Manager, is happy to answer your questions regarding the account setup procedure and the new online ordering process. Snack items and drinks for the recess break (2nd break), need to be ordered online at the same time as the lunch order, as there are no counter / window sales during winter.

VOLUNTEERS NEEDED!!!!

I am asking for any parents, grandparents or guardians who have any free time to come and help and be part of a great volunteer team to provide lunch for our precious children. We desperately need volunteers on MONDAY, WEDNESDAY AND FRIDAY each week. If you are interested, please complete the section below and return it to the school, as soon as possible.

Please note that you must have a current 'Working With Children Check' registration to be able to assist in the canteen.

CANTEEN VOLUNTEER:

I

Eldest Child..... Grade.....Teacher.....

I am available to work on the following day(s).....

Contact No.....