Halls Gap
Primary School
Information Book
2009
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HALLS GAP PRIMARY SCHOOL

Introduction
The staff, School Council and Parents of Halls Gap Primary School extends a warm welcome to you and your child/ren as members of our school community.

We trust that your child’s stay at Halls Gap will be happy and successful and that your involvement with our school community will be enjoyable and rewarding. We hope that, as parents sharing the education of your child, you will actively support our activities and functions.

We look forward to working together to provide the best possible educational opportunities for the students attending Halls Gap Primary School, catering for their considerable range of talents and abilities.

This booklet has been prepared to provide the background information about the school and its programs for parents who are new to our school community. Please read it and keep it handy for future reference. If you have any questions or would like further information about any school activity, please ask the Principal or staff at the school.

The school has developed its new strategic plan, which sets out the school’s major improvement plans until 2009. You may obtain a copy of our plan from the office.

Our school recognises that the best educational opportunities are provided when a positive relationship exists between school and home. We look forward to working with you to develop exemplary programs for your child.

School Profile
Halls Gap Primary School is a small rural school located in the township of Halls Gap. Halls Gap is the hub of the Grampians National Park. The majority of families with children in the school are involved in the tourism industry.

Purpose
To equip students with capacities to manage themselves and their relations with others, understand the world and act effectively in that world, and to prepare them for success in education, work and life.

Values
The values which form the basis of the actions of our school are:

- Respect – Recognising and accepting each other for who they are.
- Individuality - Encouraging everyone to pursue studies of interest.
- Optimism – Learning together with a positive viewpoint.
- Responsibility – Taking responsibility for our own learning and behaviour.
- Co-operation – Teaching and learning together.
- Confidence – Confidence to approach the new and unknown.
- Learning – Developing and acquiring knowledge, skills, values and attitudes.
**Curriculum**

Three core interrelated strands encompass all areas of learning which forms the bases for planning and programming at Halls Gap Primary School.

- **Physical and Personal Learning** – Health and Physical Education, Personal Learning, Interpersonal Learning, Civics and Citizenship.
- **Discipline Based Learning** – The Arts, English, Languages Other Than English, Humanities (Geography, History and Economics), Mathematics and Science.
- **Interdisciplinary Learning** – Communication, Design, Creativity and Technology, Information and Communications Technology and Thinking.

Early Years Programming and catering for individual learning needs are strong features across the school. Multi-age groupings operate in all curriculum areas from Prep to Grade 6.

The school broadens its curriculum options by utilising the services of the Mobile Area Resource Centre based in Great Western. Strategies used to enhance children’s learning include: cross-age tutoring, buddyng, multi age groupings, one on one intervention (Reading Recovery, SSLIP or others depending on requirements). Additional programs that assist in the all-round development of the child, including Junior School Council, Swimming Program (survival and competition), Athletics, CRE, cluster school activities, camps and the annual School Concert.

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**TERM DATES FOR THE YEAR 2009**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>28&lt;sup&gt;th&lt;/sup&gt; January to 3&lt;sup&gt;rd&lt;/sup&gt; April – first day for students Monday 2&lt;sup&gt;nd&lt;/sup&gt; February</td>
<td></td>
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<tr>
<td>Term 2</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; April to 26&lt;sup&gt;th&lt;/sup&gt; June</td>
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<tr>
<td>Term 3</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; July to 18&lt;sup&gt;th&lt;/sup&gt; September</td>
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<tr>
<td>Term 4</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; October to 18&lt;sup&gt;th&lt;/sup&gt; December</td>
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**Voluntary Contributions**

Each year the School Council sets a voluntary contribution levy. These are currently $25 per student per term. This can be paid as a lump sum or per term. This subsidises such things as:

- School swimming, (hire of instructor, admission costs of students without seasons ticket and any certificates awarded)
- Some excursions, group days, sports days and cultural performances (entry price and transport costs)

In the past the school and School Council have subsidised the Senior Class camp. Recent camps have been to Hobart, Canberra, Melbourne and the Little Desert.

**School Council**

The Halls Gap Primary School Council is an elected body that represents the community and teachers. Its functions are:

(a) To work with the Principal and Staff to develop school policy and educational aims. This forms the basis of our School Charter.
(b) To administer school finances.
(c) To ensure buildings and grounds are maintained and improved.
(d) To foster community interest in the school.
School Council is an extremely important decision making group and we encourage you to contact us if you are interested in becoming a member. The School Council meets twice each term.

School Council members also need to know what people in the community feel is important. Please get to know the members of your School Council and help them to make decisions that will influence your child’s education. Elections are held during March of each year. Half the elected representatives retire each year but they can seek re-election. New members are elected for a two year period.

The Halls Gap Primary School Council members for 2008/2009 are:

- Paul Russell – President/Parent Representative
- Annette Wrightson – Vice President
- Tony Corrigan – Parent Representative
- Sam Magill – Finance Advice Group/Parent Representative
- Roz Buckman – Parent Representative
- Shaun Eldridge – Finance Advice Group/Parent Representative
- Samantha Stoffel – Teacher Representative
- Jill Reed – Fund Raising/Parent Representative
- Judy Hilbig – Executive Officer

**Fundraising**

Halls Gap Primary School has a hard working, interested and supportive group of parents who work under the auspices of the School Council to extend the involvement of parents in the school. Participation in our Fundraising Committee activities creates opportunities for members of our school community to become involved in the practical workings of the school. If you would like to join the group watch the newsletters for information.

**Admission Procedures**

Children who turn 5 years of age by the 30th of April 2008 will be admitted to our Preparatory Grade in 2009. Parents may enroll their child by calling at the school to collect and complete the detailed enrolment form. Please bring a copy of your child’s birth certificate extract and certificate of immunization with you for our records.

Prep children find the first few months of school very tiring. As a result the children in Preparatory class will not attend on Wednesdays during the months of January and February. They will commence full time schooling in March 2009.

**First Day Attendance**

On the first day it is a good idea to leave as soon as possible after you have handed over your child to the care of the teacher. Don’t be tempted to give your child too much lunch. Please wrap play-lunch separately and have clothes and belongings, particularly windcheaters, lunch boxes and drink bottles named.

Please note as we have a child with a sever allergy to nuts we ask that parents help us in both being aware of the current action plan for students when involved in the school program, and we do ask that you minimize products that include nuts. Raising awareness amongst your own children will also assist in the management of food products.
School Organisation

School Times
The school day is divided into three sessions:

SESSION 1 commences at 9:00 am and ends at morning recess - 11:00 am

SESSION 2 commences at 11:30 am and ends at lunch time - 1:00 pm
The school has supervised eating time in classrooms from 1:00pm – 1:10pm

SESSION 3 commences at 1:45 pm and ends at 3.15 pm.

Each Monday at 9:00 am we have an assembly at the flagpole. It is important that children are punctual for this assembly, as announcements and presentations are made.

Office Hours
Chris Rudolph our Bursar is generally at the school on Wednesdays from 9am to 3.30pm and Thursday from 9.00 am to 12.00 noon. At other times information can be left with the Principal. If you have notices for the newsletter please lodge them with Chris on the Wednesday.

School Attendance
In order for your child to reach their full potential at school it is critical that they regularly attend school. Research has shown than many children are put at educational risk if they miss more than 12 days of school in a year. We would strongly encourage you to organise holidays and shopping excursions, ie. non essential absences during weekends and school holiday times. Students absences are recorded on school reports sent home in June and December.

Absences
If your child is ill he or she should not attend school. Sick children will not be able to undertake normal class programs and their attendance at school can endanger the health of other students. If your child is away from school a note is required or a personal phone call so that we can record the absence as authorized. When your child is at school in the morning, and is collected and will not be attending in the afternoon, please advise your child’s teacher so that we do not have unexplained absences. When collecting a child from the school during class time we ask all parents and guardians to ‘sign out’ the student so that we have a record of student movements.

Illness of Accident at School
If your child becomes ill at school or is injured, we will endeavour to contact you or your nominated contact person, so that arrangements can be made for collection.

Student Records and Family Details
In the interests of student safety it is vital that schools keep accurate records. Please ensure that you notify the school immediately should your personal / family details alter; particularly personal, work and emergency telephone contact numbers.

Wet Days of Extreme Heat
Children will not be dismissed early on wet days or on days of extreme heat. On wet days or days of extreme heat they will be supervised in the classrooms during lunchtime and the recess break. On normal summer days there are plenty of shady trees and classrooms are air-conditioned so normal school programs will operate.
Personal Care
Sound happy friendships develop when children come to school clean, neat and tidy. From time to
time head lice can be a problem in schools. The incidence of this problem can be reduced if all
parents help by following these suggestions.

1. Check your child’s hair weekly
2. Notify the school if any lice or eggs are found so that other parents can be asked to check
   and treat any problems.
3. Follow the recommended treatment using the shampoo/lotion that is available from your
   local chemist. Please note some commercial products do not eliminate lice or eggs – ask
   for assistance when purchasing treatments to ensure effective results.

Regular head lice checks are conducted by a nurse from the Northern Grampians Shire Council.
All families are asked to complete a form authorising the nurse to inspect students’ hair. Should
head-lice or eggs be detected, a notification letter will be sent home immediately. Children may
return to school as soon as treatment procedures commence.

School Uniform
The wearing of school uniform helps to encourage pride in the school and assists in developing a
school identity. School uniform provides a standard of dress, reducing competition among
children. It also provides economical standard clothing, which assists parents.
Our school uniform is quite simple. Royal Blue windcheaters with gold logo, royal blue polo shirts
with gold logo. Blue and white checked school dresses.

Halls Gap Primary School uniform is non compulsory but the wearing of it is strongly
encouraged.

It is extremely important that children come to school in neat, clean clothes everyday.
Please do not allow children to wear thongs or surf sandals as they do not provide adequate
protection. Sandals, leather shoes or sports shoes are suitable for school wear.

Children must wear navy blue wide brimmed hats during Terms 1 and 4 in accordance with
our Sunsmart policy.

Wide brimmed hats are provided by the school as part of our uniform. Baseball caps are not
acceptable as they do not protect the ears, neck and sides of the face.

Orders for school uniform items will be placed several times a year with our preferred supplier,
Primary School Wear. Orders will be called for through the newsletter. A small number of new
stock is kept on hand. A number of second hand items are also available from students that have
out grown them or have moved on.

School Bags
It would be appreciated if you could ensure that your child has a suitable school bag to bring to
school every day - one that is not too awkward to carry but will hold your child’s lunch, articles of
clothing, book cover and samples of work. When notices or newsletters are handed out students
are expected to put them in their bag ready to be taken home.

Lost Property
Please name all personal clothing and equipment.
If property is lost ask your child to check all the pegs in the classroom.

Please ask your children to bring home all extra clothing each day.
**Lunch Orders**
Lunch orders will be available on Wednesdays only. A price list for lunch orders is available from the school. Lunches are supplied by the Bakery and Coolas Ice Creamery. Lunch orders are to be taken to the senior classroom and placed in the appropriate box.

**Lunch at School**
Children eat their lunch in their classroom under the supervision of a teacher. We have a dedicated eating time from 1:00pm to 1:00pm.

**Safety at School – Student Welfare and Discipline**
We have a general school rule that we should not do anything that will cause hurt or worry to ourselves or to others. This helps to keep all students safe and happy. Please discuss this with your child. Our aim is to help children co-operate with others and be responsible for their own behaviour. A summary of the school’s discipline plan is set out below.

**Code of Conduct**
At Halls Gap Primary School we believe that a positive approach to behavioural management is essential to the development and maintenance of a school climate within which students develop independence, personal responsibility, self-discipline and respect for self and others.

This code is based on the following principles:
- All children have the right to be safe.
- All children have the right to work and play without interference.
- All children should be encouraged to be polite, courteous and well mannered.
- All children will be encouraged to exhibit pride in their school.
- Parents have an obligation to support the school in its efforts to maintain a productive teaching and learning environment.
- Principal and staff have an obligation to implement the code of conduct fairly, reasonably and consistently.

**School Rules**
There are five basic school rules.

- Move and play safely.
- Care for yourself, others and property.
- Resolve problems calmly, sensibly and fairly.
- Respect others through your speech and manners.
- Work as well as you can and allow others to do the same.

Early each year, teachers will establish a set of classroom rules for their own classes that are consistent with the whole school rules.

**Our Approach to Discipline**
At Halls Gap Primary School we have a consistent and positive approach to behaviour that will foster a school climate where personal responsibility and self-discipline are developed. We are committed to the following strategies:

- Giving positive reinforcement to improve self-esteem.
- Acknowledging student achievements in the newsletter and at assemblies.
• Encouraging friendships.
• Requiring children to accept responsibility for their actions.
• Providing adequate supervision in the school grounds.
• Encouraging understanding and awareness of the school rules.

Sanctions
Serious and/or continued breaches of school rules may lead to suspension/expulsion procedures in line with DEECD guidelines.

Accepted consequences for breaches of established rules will be appropriate to the infringement:

• A warning and a restatement of the rule.
• Being required to repeat a given task to an acceptable standard.
• Time out from activities.
• Exclusion from the playground.
• Contact with parents.
• Behaviour Improvement Plan developed and implemented.
• After school detention or lunchtime detention where appropriate.
• Suspension.
• Expulsion.

This Code of Conduct will be implemented in accordance with Department of Education and Early Childhood Development guidelines and the Racial and Religious Tolerance Act.

Student Safety
When traveling to and from school -

Bicycles -
We request that young children in Grades Prep, One, Two and Three do not ride bicycles to school along main roads without parent supervision as their road safety skills are still developing. All cyclists must wear safety helmets and obey all road rules.

Car Travel -
If you transport your child or children to school by car, please establish a regular place to deliver and collect them. We would appreciate it if this could be on the same side as the school grounds when possible so that children are not obliged to cross the road.

Communication Between School and Home

The Weekly Newsletter
An important method of communication with our school community is the Halls Gap Primary School Newsletter. We aim to provide as much information in the newsletter as possible (given limited office time by the Principal), to eliminate the need for separate notices. The newsletter is issued each Thursday throughout the term and it is important that you check important dates and events that need to be noted. Any parent or community notices to be included need to be at the school by 3.30pm Wednesday and given to the Administrative Officer on duty.

Notices
Despite attempts to include most items of information in the newsletter, some other notices will be necessary – notes about excursions and events that occur in between newsletters. These notices and the newsletter will be given to the eldest child in your family attending our school, unless the notice only applies to a particular grade or part of the school. Please check with your child each day to see if any information has been sent home. Help your child to manage notes and
newsletters by establishing an expectation that they take the initiative to hand them to an adult when arriving home after the school day.

**Student Diaries**
Each student is provided with a diary which is used for home-school communication with the classroom teacher. It includes information on readers, spelling lists, homework, general information. Please check your child’s diary daily. This is a communication book for both parents and teachers to use.

**School/Home Cooperation and Support**

**Working together to ensure success.**
Teachers at Halls Gap Primary School are very keen to involve parents in as many school activities as possible. We believe that it is most important for parents and teachers to work together in the education of all children.

**At school -**
In strengthening the partnership between home and school, you may like to become involved in some of the following school activities –
- attending excursions
- attending annual Senior Class camp
- hearing children read
- typing children’s stories
- helping with working bees, watering, or looking after the garden
- assisting with the Craft Markets held at regular intervals throughout the year (a major fundraising source for the school)

If you would like to help out or just be with your children whilst they participate in the many school activities, just see your child’s teacher.

**At home -**
It is vital for your child’s positive educational development that they know you are interested in their school work. Please hear your child read daily and share your interest in books that they have read. Encourage them with any homework they have and don’t hesitate to speak to the teachers or the Principal if you have any worries about any aspect of your child’s school life.

**Parent – Teacher Interviews -**
Formal parent/teacher interview times are set during each year. You will be informed of the actual date and time in a letter that will be given to each child. Please make every effort to attend as these interviews are vital to the progress of your child. You are in no way restricted to this time to talk with teachers. You are welcome to discuss with teachers any aspect of your child’s or children’s school life at any time throughout the year. Please contact the Principal or relevant teacher to make an appointment.

**Specialist Student Services**

Please contact your child’s teacher if you feel he or she need the services of any of the groups listed below:

**Counselling -**
Psychologists and social workers are available to talk to parents who have children with emotional or social difficulties. They also work with teachers in developing special programs for these children.
Health -
The visiting school nurse can be contacted if you have any medical concerns. Each Prep child will receive a full medical assessment during their first year at school.

Speech -
The services of a speech pathologist can be arranged if you have any worries or concerns about your child’s or children’s speech.

Medical / Dental -
These services are available at regular intervals to assist your children. Information and permission forms will be sent home prior to any visits. A fee is charged for families not holding a Health Care card. You would need to take your children into the van at either Stawell PS 502 or Stawell West PS, depending on where they are set up.

Curriculum Provision

At Halls Gap Primary School a diverse curriculum in a rural school environment allows for personal attention for individual students in small classes. Halls Gap Primary is proud of its programs that are delivered in a safe, caring and supportive environment by a small team of dedicated teachers, parents and friends of the school.

A challenging and varied curriculum is offered at Halls Gap Primary, meeting the individual learning needs of all students. Programs range from Small Schools Literacy Intervention Program (SSLIP), which assists students experiencing difficulties making those first steps in reading and writing, to extension activities and special interest programs for more able students.

At Halls Gap Primary we recognise that developing skills in Science and Technology, will equip students for later education at secondary and tertiary levels and empower them to become positive contributors to the community. Attention is given to all areas of the curriculum at Halls Gap. In addition to Science and Technology we offer outstanding classroom programs in Mathematics, English, Health and Physical Education, Interpersonal Development, Personal Learning, Civics and Citizenship, The Arts, Humanities, Communication, Thinking Process and Languages Other than English (German).

Early and Middle Years Programming

Halls Gap Primary School is heavily committed to the implementation of Early and Middle Years Literacy programming. Children participate in daily two-hour literacy sessions, during which they are immersed in stimulating reading, writing, speaking and listening activities. This is an extremely busy part of the day that is rewarding for all students, parents and teachers alike.

Literacy and Numeracy are basic to all learning. Children need these skills in order to confidently learn in other areas of the curriculum and in everyday life. The Early Years Strategy is the Victorian Department of Education Early Childhood Development and Training’s plan to improve children’s literacy and numeracy learning in the early years of schooling. The strategies and advice outlined in this program form the basis for teacher planning and instruction at Halls Gap Primary School.

Reading is making meaning from print, which is all around us. This includes reading books, magazines, posters, etc, watching films and videos, and using computers. We use writing to communicate ideas and information. Through writing we explore ideas, record things we’ve done, and still have to do, and share our thoughts, desires and feelings. Working in partnership with your child’s school, parents can develop shared understandings about learning. By bringing home and school experiences together, our children will have a very solid and secure foundation on which to build their learning.
**Home Reading**
In keeping with our commitment to home-school partnerships, the staff of Halls Gap Primary School places a great deal of emphasis on our home-reading program. Staff are happy to assist parents with home reading ideas if required, don’t hesitate to ask. It is only through co-operation between parents, students and teachers, and with REGULAR reading, that children are able to develop their reading skills.

**MARC Library**
The Mobile Area Resource Centre library is an important resource centre for children and teachers. Children are encouraged to borrow books regularly. This service comes to our school every second Wednesday. As well as providing a borrowing service, the MARC librarian provides a library skills development program and literary appreciation sessions for all students.

Please remind your child or children to change their books regularly. Please help us to avoid overdue books by checking the return dates with your children.

Early Years Numeracy implementation is also an area of emphasis at Halls Gap Primary. Children’s individual learning needs are identified and teaching is based on those identified growth points.

**Learning Technologies**
Learning Technologies is an important part of programming at Halls Gap and is used to enhance learning across all curriculum areas. We are strongly committed to providing a technology rich learning environment for all students. Children have access to computers in their classrooms and all facilities are connected into the internet. Programs are used to research information, solve problems and present work creatively. Both students and teachers have embraced the challenge of integrating information and communication technologies into the teaching and learning process.

**Health and Physical Education**
Physical Education and sport are valued curriculum areas at Halls Gap Primary. Students have opportunities to compete against students from other schools in our annual athletic sports and a swimming day with Pomonal Primary. Students are encouraged to participate at Zone, Regional and State levels of competition. The Physical Education program is complemented by an outstanding camp and excursions program that aims to develop students’ understandings of the environment and wider community while encouraging cooperation and independence.

**Languages Other Than English - German**
Your child is given an opportunity to learn a second language at Halls Gap Primary. German language and culture will be integrated in the school's curriculum, with children participating in weekly LOTE sessions.

**Disabilities and Impairments**
The process of obtaining resources for the Disabilities and Impairments program is quite involved and so it is expected that any parent who is seeking to enroll a student who has special needs will give the school plenty of notice so that the necessary applications can be prepared and processed.

**Homework**
Homework, other than home-reading and spelling is not normally set for students in the earlier years of schooling. Tasks set for other children may be of a formal or informal nature, and are related to the age of the child. Homework, particularly in Years 3 to 6, may take the form of written work, proof reading of written work, word study activities, share reading, completion of work set in class, research projects, puzzles or problem solving.
Rather than being an onerous or unpleasant activity homework is designed to be an opportunity for parents to work with their children. When homework is set we appreciate parent support to see that it is completed satisfactorily. If you have any concerns in this area please discuss it with your child’s class teacher.

**Excursions and Cultural Activities**

Excursions and special visitors to the school, such as performance groups, are a vital starting point for our language experience program and for many other school programs.

Cultural activities are usually accessed through the cluster. Generally the cost of these are included in school fees.

Please note: Children will not be able to participate in an excursion if the required permission note and medical information and indemnity form have not been returned signed by a parent or guardian prior to the excursion.

Excursions within the town are covered by a minor excursions authorisation which will be distributed each February. All other excursions will have an information letter to parents and an attached permission form sent out prior to the excursion. These are generated through the schools administration system. Other details will be included in the newsletter.

Year 3–6 children attend an annual camp which is generally held in the last term. A Prep – 2 camp may be held as a sleepover at school.

**Special Programs and Extension Activities**

**Student Leadership**

Our Junior Council plays an important role in the school and creates an opportunity for all students to have a say in decision-making. In addition to fostering a sense of belonging and developing the students’ organisational skills, the Junior Council encourages students to care for one another and to be aware of community issues. Their major task they have undertaken, is sponsoring an overseas child.

**Co-operative Learning**

At Halls Gap Primary we place considerable emphasis on co-operative learning activities and students making real decisions about their own learning. Our programs provide children with opportunities to participate in small group and whole class activities.

**Annual School Concert**

The annual school concert is held towards the end of the year. This is an opportunity to showcase the students’ performing arts skills. It is also the final official school function for the year with presentations being given to grade six students as well as book presentations to all students from the School Council. A merry gentleman also makes his appearance on the night.

**Education Maintenance Allowance**

The Education Maintenance Allowance (EMA) is provided to assist some families with the costs associated with the education of their children. To be eligible for receipt of the EMA you must:

- be either a parent or guardian of a primary or secondary school student up to the age of sixteen, and
- be an eligible beneficiary of a Centrelink pension, allowance or benefit with the meaning of the State Concessions Act or be a Veterans Affairs (TPI) pensioner or be a foster parent.

The eligibility criteria must be met as at the first day of Term 1.

The EMA provides an annual amount of $127 for primary students and $254 for secondary students.
The EMA is paid in two instalments, with 70% being paid in the first instalment. One half of each instalment is paid directly to parents (through the school) and the other half of each instalment is paid directly to the school. Application forms are generally due in to school around the last Friday in February. Please see the Administrative Officer for forms and details (Wednesday).

**Travel Conveyance Allowance**

To be eligible to receive conveyance allowance, a student must:

- be aged between five years (by 30th April) and 21 years
- live more than 4.8km by the shortest practicable route from the nearest school
- be enrolled at the nearest government school
- be 4.8 km or more from nearest bus stop if a bus is being caught to school.

Reimbursement for private car travel to the nearest school is made on the basis of the one way distance travelled per vehicle and the number of students in that vehicle. Payment is made to the family operating the vehicle. The vehicle rate is determined by the distance between a student’s place of residence and their school.

If you feel you are entitled to the conveyance allowance, please fill in an application form for each eligible student and lodge at school by about the middle of February.

Payment of private car conveyance allowances to schools will be made to schools once per term. The school will then make payments to parents.
1. **Scope**

This policy applies to members of school staff and the school council at Halls Gap Primary School. This policy will be made available on request.

2. **Authorisation**

This policy was adopted at Halls Gap Primary School council meeting.

3. **Review date**

This policy shall be reviewed on a regular basis and updated if required.

4. **Background**

All staff of Halls Gap Primary School are required by law to protect the personal and health information the school collects and holds.

The Victorian privacy laws, the *Information Privacy Act 2000* and the *Health Records Act 2001*, provide for the protection of personal and health information.

The privacy laws do not replace any existing obligations Halls Gap Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

5. **Definitions**

**Personal information** means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can be reasonably determined from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

**Health information** is defined as including information or opinion about a person’s physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person’s health status and medical history, whether recorded or not.

**Sensitive information** is defined as information relating to a person’s racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

In this policy *personal information* refers to personal information, health information and sensitive information unless otherwise specified.

**Parent** in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

**Staff** in this policy is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or the Department of Education and Training (DE&T). Information provided to a school through job applications is also considered staff information.

6. **Policy context**

Personal information is collected and used by Halls Gap Primary School to:
- provide services or to carry out the school’s statutory functions
- assist the school services and its staff to fulfil its duty of care to students
- plan, resource, monitor and evaluate school services and functions
- comply with Department of Education and Training reporting requirements
- comply with statutory and or other legal obligations in respect of staff
- investigate incidents or defend any legal claims against the school, its services, or its staff, and
- comply with laws that impose specific obligations regarding the handling of personal information.

7. **Collection of personal information**

The school collects and holds personal information about students, parents and staff.

8. **Use and disclosure of the personal information provided**

**Students and parents**

8.1 The purposes for which the school uses personal information of students and parents include:
- keeping parents informed about matters related to their child’s schooling
- looking after students’ educational, social and health needs
- celebrating the efforts and achievements of students
- day-to-day administration
- satisfying the school’s legal obligations, and
- allowing the school to discharge its duty of care.

8.2 The purposes for which the school uses personal information of job applicants, staff members and contractors include:
- assessing suitability for employment
- administering the individual’s employment or contract
- for insurance purposes, such as public liability or WorkCover
- satisfying the school’s legal requirements, and
- investigating incidents or defending legal claims about the school, its services, or staff.

8.3 The school will use and disclose personal information about a student, parent and staff when:
- it is required for general administration duties and statutory functions
- it relates to the purposes for which it was collected, and
- for a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

8.4 The school can disclose personal information for another purpose when:
- the person consents, or
- it is necessary to lessen or prevent a serious or imminent threat to life, health or safety, or
- is required by law or for law enforcement purposes.

9. Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. In the case of a student’s personal information, the school will seek the consent from the student and/or parent depending on the circumstances and the student’s mental ability and maturity to understand the consequences of the proposed use and disclosure.

Halls Gap Primary School will generally seek the consent of the student’s parents and will treat consent given by the parent as consent given on behalf of the student.

10. **Accessing personal information**

A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school.
Access to other information maybe restricted according to the requirements of laws that cover the management of school records. These include the Public Records Act and the Freedom of Information Act.

11. **Updating personal information**

The school aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the Principal.

12. **Security**

12.1 School staff and students have use of information and communications technologies (ICT) provided by the school. This use is directed by:
- Department of Education and Training’s acceptable use policy for Internet, email and other electronic communications
- Department of Education and Training IT security policy.

13. **Complaints under privacy**

Should the school receive a complaint about personal information privacy this will be investigated in accordance with the Department of Education and Training’s privacy complaints handling policy.