

Respect, Responsibility, OUR LADY OF LOURDES **Readiness to Learn** 

7 Grantham Road Seven Hills 2147 p: 02 8869 6800 e: OLOLSHills@parra.catholic.edu.au

Parish Priest: Father Henry Duc Phone: 9622 2960

Seven Hills

**OOSH:** Ben Irmisch Phone: 9676 7293





## Newsletter Term 3 Week 4, 2021.

#### **FUTURE DATES**

School Bus services will not operate due to **COVID-19** restrictions from Monday, 19th July till further notice.

Olive Street gate will not be open in the mornings or afternoons until further notice



LIVE STREAM MASS TIMES CLICK ON THE LINK BELOW Saturdays 6PM (Vigil), Sundays: 8AM, 9:30AM https://www.facebook.com /OLOL7Hills/



Click here to view a 360° Virtual Tour of OLOL.

#### **Principal's Message**



Dear Families of Our Lady of Lourdes,

This Sunday 8th August is the Feast Day of St Mary of the Cross MacKillop. St Mary MacKillop is an Australian hero, and the readings in Sunday's mass celebrate that in important ways. It is very apt that in the Gospel Jesus tells us not to worry about tomorrow, God our Father, knows our needs and tomorrow will take care of itself.

In her life Mary MacKillop faced times of worry, anxiety, grief but she was always able to place her cares in the hands of God. There she found peace.

In this period of uncertainty and worry it is easier said than done to place our cares in the hands of God. A friend reminded me on the weekend that for some things that we cannot control in our lives we need to "Let Go and Let God".

So I ask myself and each of us these questions:

- Are you able to "let go" of some of the things in your life?
- Is it possible to just enjoy the moment with friends and family even when we are unable to be physically together?
- Do you take time to stop and thank God for the gifts you have received?
- How can you make time for your spiritual growth?

Like Mary MacKillop we need to be aware of the needs of others and "do something about it". When I see the contributions of Fr Henry, school staff, parents and children each day all giving their best, I am heartened. At the same time we need to place our trust in God because God loves us more than we possibly know.

Mary MacKillop walk beside me. Encourage me to take heart. Show me how to place my cares into the hands of our "good" God, to trust in the providence of God to provide for my needs, and the needs of our world. Amen.

> God Bless, **Keiran Byrnes**





## 4th AUGUST, 2021



above to see our **OLOL Seven Hills Facebook Page for** the latest photos and updates. Like and Follow! Or visit our school website below:





#### **Enrolments for 2022**

The school is accepting applications for enrolment. **Enrolment applications are** available online on the school website or collection at the School Office.

If you have any relatives or friends considering enrolling their child at OLOL in 2022 encourage them to submit their enrolment application. We have limited spaces available in 2021. If you are an existing family with a younger child ready for school in 2022 it is important that you submit your application. For further enquiries contact Beth or Anne in the school office on 8869 6800.

# **OLOL** Connect and Thrive



We are introducing an optional zoom meeting for parents @ 1:00pm Thursday 5th August. This will be hosted by Charlotte Watt, school counsellor, Margaret Ferguson, Acting Assistant Principal and myself. We are hoping to connect parents with each other and the school as well as to share top tips for managing at home during lockdown. Please send your expression of interest to join us by filling out the following Google Form:

**OLOL Connect and Thrive Expression of Interest Form** 

A link will be sent to participants Thursday morning

# Wellbeing Wednesday

Today was our first "Wellbeing Wednesday" session. All students, staff and hopefully parents took a break from devices from 1:00pm.

The purpose of Wellbeing Wednesday is to give everyone a chance to engage in an activity to refresh the mind and body. Hopefully your children took the opportunity to go for a walk, play a game or kick a ball.

Moving your body and participating in fun activities helps to support the wellbeing of everybody.





As well as Wellbeing Wednesday we thought it might be fun as another morale boost to have Friday Funday.

These will have a simple theme to keep children engaged in their online learning. We are aiming that the themes will be easy for families and children to engage with.

This Friday we have an Olympic theme. Children can come to their zoom meetings dressed as a supporter or an athlete.

Friday Week 5 children can wear a beanie and scarf or a crazy hat.

Friday Week 6 children can bring their favourite teddy or soft toy to their zoom lessons



# **Out and About**

#### Guidelines for learning at home

When you start to think about helping your child to learn from home, remember that no one expects you to be a subject matter expert or teacher. The most important thing you can do is to continue to provide comfort, support and encouragement to your child and expect your children to do their part. Struggling is allowed and encouraged! Have faith in your child's abilities with their schoolwork. Be reassured that whatever work your child is able to complete is fine as we understand that parents are managing their own work at home as well as helping their children. Keep your child accountable by checking in during the day and contact their teacher if you are concerned. Below are some guidelines from the NSW Department of Education regarding appropriate hours in the day while learning online at home.

#### Staff on site

As per CEDP and NSW Health guidelines, we have reduced further the number of staff onsite. Our office staff are working remotely and can only be contacted via the school email or phone. Please be aware that if you phone the office with no answer, you will need to leave a message or call back. During the school day we only have three staff on site from the Blacktown LGA each day. We are encouraged to minimise the number of staff at school and movement within the community. Supervision is limited to the children of essential workers, vulnerable students, or those who are not at home and have no other options for supervision of their children due to essential work responsibilities (outside the home).

We appreciate how difficult the lockdown is for you and your family, and we will continue to support you and your child with their learning and wellbeing.

As a staff, we thank you for keeping your children, families, school and wider communities safe by keeping your children at home. During COVID we have received so many complimentary messages from parents regarding our support for home learning, our support of essential workers and vulnerable children at school. We thank you for your words and gifts of encouragement through this challenging time. It is very much appreciated.



#### Take care and stay safe.



#### Name: Isabella

#### Class: 6B

- To have friendship you have to trust each other. Care for each other. You got to look out for it. your friends and be kind to them. To have friendship you need to know you can be honest with them.
- 3. I can trust you Because you are my friend Me and you are a pair of two I want to be your friend till the end Our friendship is key Every day with you is the best days for me When I am with my friend I never want to rest.







## Thank you to all the students who submitted entries for the Friendship Day activity.

## Below are some of our wonderful entries.

## This week the optional activity is an Olympics theme. We can't wait to see what you come up with!



Class: 6v Name: valerie sulaiman Friendship-by Valerie Sulaiman 6W Friendship is a rare thing to find, You need someone who is kind-hearted and will never leave you behind. A friendship is made of 2 or more, Someone who will never walk out the door. Friendship is understanding, warm and refined, Someone who will be your eyes whenever you are blind. Friendship is like a sweater, Keeping you warm in any weather. Friendship fixes a broken heart, Keeps you together when you are about to fall apart. Bittersweet fragments of pain are all gone, With a friend by your side, you are able to go on. Friendship is caring and empathetic, Not only that but is selfless and sympathetic. True friendship isn't fake, Its a special bond that never breaks Friendship is bright like the suns rays, It is luminescent and works in mysterious ways. Friendship is a rare thing to find, You need someone who is kind-hearted and will never leave you behind. Friendship is a person you can confide in. With a true friendship, you almost always win. The end

Name: Charlotte Byrne

Class: 5B



Name: Annie Bhatt The recipe for friendship:

Class: 48

- 1. Bowl (for putting the ingredients in)
- 2. 2 spoons of love (1 for loving each other and 1 for forgiveness)
- 3. 1 cut piece of really strong rope (to strengthen the bond)
- 4. Water from the purest river (for truth)
- 5. Half a cup of care (caring for the people you love)

6. 2 cups of trust and respect (giving and gaining trust and respect) Put 1 spoon of love and half a cup of care in the bowl for caring and loving each other. Next, put in the piece of cut up rope and the purest water for everlasting strength of the bond and truth. After that, the 2 cups of trust and respect with the other spoon of love for gaining and giving trust, respect and forgiveness.

This potion will mean that two friends will care, love, speak the truth, have an everlasting strong bond, trust, respect and forgive each other.







# This week, the staff and students at OLOL have been learning about Mary MacKillop. Below are a few work samples from the students from Years K-6.

Across Early Stage 1 1 to Stage 3, students have learnt that Mary MacKillop was born in Victoria, Australia. She was the eldest of eight children and spent her early years working to support her family. At the age of 24 she dedicated her life to God and took on the name "Mary of the Cross".

Along with Fr Julian Tenison-Woods, Mary opened a school in a disused stable in Penola, South Australia. Her vision was to provide education for underprivileged children. Many other women came to join her there, and Mary and Julian founded Australia's first religious order: the Sisters of St Joseph.

Mary and the Sisters were committed to serving the poor – to going to where the need was and living amongst those in need. This took Mary all over Australia to many rural areas.

Mary faced fierce opposition throughout her life, which at one point culminated in her being excommunicated. In the face of trial, Mary was a model of forgiveness, insisting no ill be spoken of those who wronged her, while also remaining resolute in her convictions.

Mary was remarkable as a strong female leader in 19th century Australia. Education in this country is what it is today thanks to her dedication and determination.









#### Saint Mary MacKillop

Use the words from the grid to complete the sentences about the life of Saint Mary MacKillop. Type the correct word into the empty boxes.



school	everyone	helping	eight	saint	Place a number (1 -	<ol><li>6) in the correct order of Mary's Life events.</li></ol>			
Penolo	Joseph	Melbourne	first	vows	Order	Mory's Life Events			
Example Mary MacKi	Nop was born in	nîn Ja	nuary 1842.		5.	With the Sisters of St Joseph, Mary Mackillop opened more schools, hospitals and orphanages in Australia and New Zealand.			
			N	felbourne	-				
1. Mary w	was the eldest of	childro	en.		6.	Mary Mackillop died in Sydney in 1909. She is Australia's first Saint.			
				eight					
2. When I	2. When Mary was 18, she moved to in South Australia.			Mary MacKillop met Fr Julian Tenison Woods in Penola. She began the Sisters of St Joseph who looked after					
				penolo	3.	poor people.			
3. Mary a	and Father Wood	ds opened a	in 186	6.	4.	Fr Julian Tenison Woods and Mary Mackillop started the first St Joseph's School in Penola.			
				school		School II Pendin			
4. Mary b educat	oelieved that it w tion.	as important th	nat	received a good	1.	Mary Machillop was born in Fitzroy, Victoria in 1842. Her parents were from Scotland. She was baptised in St Francis Church, Melbourne.			
				everyone					
5. Mary took her in 1867 and became Mary of the Crass.		2.	After leaving school, Mary MacKillop was a governess in Victoria. She taught and looked after children all day.						
				vows					





Year 5 responses to some of Mary MacKillop's sayings.

# Never see a need without doing something about it. (1873)

# Meaning:

"If you see something do something about it don't just walk away." (Harry)

"If you see someone who needs help or something that needs to be done in front of you dont ignore it and do something about it. In my own life I should help my sibling in homeschooling if he needs help and I should help my parents with housework". (Charlotte)

# 2. Let love guide you in all your life. (1873) Meaning:

"Love others all the time." (Ujaan)

"Always trust yourself and if you love people and care for them, love will guide you on a good path." (Nathan)

# 3. There where you are you will find God (1874) Meaning:

"Wherever you are from you will still find God." (Danielle) "Always do the right thing in life and you should never give up when you're feeling down and upset because every footstep you take is a step closer to God." (Isley)

# 4. We must always expect from time to time to receive crosses and know that we also give them (1882)



3/8/2021. Religion\_ Dear God Thankyou for sending Saint mary mackillop down to us for so she could show usaway to live our life and help people Amen

Dear God thack you for blessing us when I grow up please belo me be like mory how can I be like mory pieas help me be like marg AME D.

OShe was born in Melbourne in 1842. @Mary's Father taught Mary at home. BIN 1866 Mary opened Saint in Penola. Joseph's School Dear Gods T Thank you for showing us saint Mary Mackillop, and her beautiful

Work. Please help me to follow Mary Mackillop's example and find ways to help People in heed.

Amen

## SACRAMENTAL PROGRAM 2021 UPDATE

Due to this current lockdown, our First Holy Communion have been delayed as a result, we are sorry for any inconvenience and shall adjust the program with ZOOM MEETINGS for parents and children preparing for First Holy Communion, which will be on 12th and 19th September this year, if things are back to normal. May I invite our parents of children who are in year three this year to contact Artelle Lenthall for more information about the schedule for the meetings. artellel@olol7hills.com.au I would also much appreciate if everyone could help to spread this message to applicable families.

God bless, Fr Henry



All are welcome to join us for Our Lady of Lourdes, Seven Hills, Sydney, NSW, Australia Facebook LIVE-STREAM WEEKEND MASSES celebrated by Fr. Henry Huu Duc Tran on

> Saturdays 6PM (Vigil), Sundays: 8AM, 9:30AM https://www.facebook.com/OLOL7Hills/

# Wellbeing Resources from our school Counsellor Charlotte.

# Fun Activities For Creative Minds While Staying at Home!









Click on the image here

To download a PDF of great activities to keep your children busy at home.

To find more wellbeing resources view the page on our Parent Remote Learning portal here: <u>https://sites.google.com</u> <u>/parra.catholic.edu.au/ol</u> <u>olsevenhills/wellbeing-a</u> <u>nd-cyber-safety</u>

# WHILE WE'RE LEARNING FROM HOME, DON'T FORGET TO:

- Maintain normal morning and nightime routines so you're waking up and going to sleep at the same times as if it were a normal school day during the week
- Plan your day and set up routines for what you're doing
- Schedule in breaks between learning activities so you can get up and move
- Make sure you're drinking water and eating some food throughout the day



Plan some fun things to do when you've finished learning for the day.
 We've listed some ideas for fun activities below which can be done within your home or around your neighbourhood!



## CHANGES TO HILLSBUS SERVICES COMMENCING 26TH JULY.

- Route **2701** will terminate at Blacktown Rd opposite Columbia Rd.
- Route **8513** will have a path change. Please refer to school bus advice for detailed path.

We remind students they must have a valid Opal card to travel on school buses, and must tap on and off morning and afternoon.

For current Hillsbus school and route services visit www.cdcbus.com.au or call 02 8889 7000.



Term 3, 2021 Statement of Accounts have now been issued to families. If you have not received a statement, or wish to discuss a payment arrangement please send an email to Anne at:

olol-shlsfees@parra.catholic.edu.au

During the uncertain time for employment, we are grateful for your financial contributions and understanding that for many families, who may not be in a position to contribute. Fee relief is available to support families who are experiencing significant financial hardship. We are here to help. Please email Anne at: olol-shlsfees@parra.catholic.edu.au

Thank you for your support with this matter.



# **Water Bottles**

Reminder to all parents to continue to send their children to school with water bottles. Under the current COVID 19 guidelines school bubblers have been turned off so children need to bring their own water.

Thank you for your support



This year the Parramatta Diocese has introduced a technology showcase called STEM MAD for all Primary and High Schools. We have 3 groups of students from Stage 3 who have been chosen to represent our school at this awesome showcase of technology.

The students are presenting their Makey-Makey and Scratch projects they created in Creative Arts Lessons in Term 1. This showcase will now be in an online format via Zoom in early Term 4. Here is our school entry video. Congratulations to the innovation and amazing ideas shared by these students.

https://youtu.be/\_VKqrGrjpsY



# SCHOLASTIC BOOK CLUB

# HOME DELIVERY IS NOW AVAILABLE

In response to the extended lockdown in areas of NSW, Book Club Scholastic have added the temporary option for parents to select **home delivery** when placing their Book Club orders. This option will enable you to place and receive orders while your child is undertaking learning at home.

The **home delivery** option will automatically be added to schools in the lockdown area, at a **cost of \$7.50**.

Issue 5 catalogue is available to view on the below link or on LOOP.



ONLINE ORDERS EXTENDED TO: MONDAY 16TH AUGUST 2021 **DELIVERY OPTIONS** 



Issue 5 2021 catalogue click <u>here</u>



# OLOL REMOTE LEARNING PARENT PORTAL



https://sites.google.com/parra.catholic.edu.au/ololsevenhills/hom

### <u>e</u>

For any Technology issues or questions, please go to our Remote Learning Parent Portal page. The page is updated frequently with videos, links and solutions for commonly asked questions. We have sections for:



As well as a Section for infants with PM Readers and Seesaw Class and Family app support.

Please email Mrs Clare Willemse <u>cwillemse@parra.catholic.edu</u> for any other issues or questions you can't find the answer to on here.

Miss Kaylan Mechado -IT Trainee deals with password resets and issues <u>kmechadol@parra.catholic.edu.au</u>

Any Compass Parent Portal password or access issues please contact the school email <u>ololshills@parra.catholic.edu.au</u> and Mrs Beth Polo will help you. Thank you! Any PM Readers Password or account issues please contact our Learning Support Coordinator Mrs Elise Clynick <u>eclynick@parra.catholic.edu.au</u>

Clare Willemse LTST Technology Coordinator



# Our Lady of Lourdes, Seven Hills

# Compass Parent Portal A guide for Parents





## How do I access Compass?

Compass is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps (continue reading to learn more about the app including how to use it).

To access the parent portal, you can go to <u>https://schools.compass.education/</u> where you can search for our school's direct URL.

## **Compass Apps**

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- · View the school news feed
- Receive messages from the school
- View your child's timetable and the school calendar
- View Learning Tasks
- Add Attendance Notes
- view academic repo



## The Compass home screen

App Store

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

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### School Calendar

- Link to school events

#### Your Children

- To access more information click on the relevant quick link or select Profile to access detailed information about your child.

#### Main Menu

- Allows you to access other Compass and school resources. The Tools icon allows you to update your contact details and change your password.

#### News

- Recent school news items and information relevant to you. This may include newsletters, details of upcoming events.

#### Alerts

 Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, survey, and student report availability.

#### https://www.compass.education/guide

### 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.

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### **SMS Link**

If your child is marked as absent without prior approval you will receive a message containing a link. When you follow the link, you will have the opportunity to explain the absence.

The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new link, allowing you to repeat the process.

## Viewing Academic Reports

1. From the home screen, click on the 'View Academic Reports' item or navigate to the 'Student Profile' and click the 'Reports' tab.

2. A list of 'Academic Reports' will be displayed. Click the report title to download the PDF.

#### 



## **Privacy and Security**

When you use Compass you will notice a padlock appears in your browser's address bar on the left.

This is because Compass uses a technology called TLS (Transport Layer Security). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations.

We are committed to the privacy of your information.

For any other Compass questions please contact the school office on Ph: (02) 8869 6800 or E-mail: ololshills@parra.catholic.edu.au

# **UNIFORM ORDERS**

Due to the current Covid restrictions we have been advised by Oz Fashions that there will be no uniforms delivered to the school until further notice. For further information please contact Elle on M: 0421 216 414 or E: <u>elle@ozfashions.com.au</u>







At checkout select which card to pay with.

Pay with any cards accepted by the school.

Once your payment is approved you can continue to the home page, or view your receipt.

# **Our Lady of the Lourdes Seven Hills**

# **Uniform Size Chart**

Please use the below charts as a guide for the approximate sizing of uniform items.

Boys Short Sleeve Shirt										
Description	Size									
Description	4	6	8	10	12	14	16			
½ Chest	39	42	44	48	51	54	57			
Body Length	49	54	59	61	64	68	71			

Boys Shorts											
Description		Size									
Description	4	6	8	10	12	14	16				
½ Waist	22	24	26	28	30	32	34				
Length	36	38	40	43	45	47	49				

Boys Long Sleeve Shirt										
Description	Size									
Description	4	6	8	10	12	14	16			
½ Chest	38	40.5	43.5	46.5	49.5	52.5	55.5			
Body Length	52	57	62	66	71	77	81			

Boys Pants											
Description		Size									
	4	6	8	10	12	14	16				
½ Waist	24	26	28	30	32	34	36				
Length	71	77	83	88	95	100	105				

## All measurements are in cms and may differ 1-2cm For all items please lay them flat and measure on a flat surface.

Chest measurement is taken from underarm to underarm.

Body length is taken from the centre back to the bottom of the hem (under collar).

Waist Measurement is taken from left to right side of waist band.

Length Measurement is taken from top of elastic waist to bottom of the hem.

# **Our Lady of the Lourdes Seven Hills**

# **Uniform Size Chart**

Please use the below charts as a guide for the approximate sizing of uniform items.

Girls Summer Dress										
Description	Size									
Description	4	6	8	10	12	14	16			
½ Chest	39	40	41	44	47	50	53			
Body Length	64	67.5	71	77.5	82.5	87	92			

Girls Winter Tunic									
Description		Size							
Description	4	6	8	10	12	14	16		
½ Chest	38.5	39.5	40.5	43.5	46.5	49.5	52.5		
Body Length	60.5	64	67.5	74	76	84	88.5		

Girls Long Sleeve Blouse										
Description	Size									
Description	4	6	8	10	12	14	16			
½ Chest	37.5	39	41	45	48	50.5	53.5			
Body Length	51	53	54.5	58	61	63.5	66.5			

Poly Cotton Jumper											
Description		Size									
	4	6	8	10	12	14	16				
½ Chest	36	39	42	45	48	51	54				
Body Length	46	46	48	54	57	61	61				

## All measurements are in cms and may differ 1-2cm For all items please lay them flat and measure on a flat surface.

Chest measurement is taken from underarm to underarm.

Body length is taken from the centre back to the bottom of the hem (under collar).

Waist Measurement is taken from left to right side of waist band.

Length Measurement is taken from top of elastic waist to bottom of the hem.

**Our Lady of the Lourdes Seven Hills** 

# **Uniform Size Chart**

Please use the below charts as a guide for the approximate sizing of uniform items.

Short Sleeve Polo									
Description	Size								
Description	4	6	8	10	12	14	16		
½ Chest	34	37	39	42.5	45	47	50		
Body Length									

Sport Shorts									
Description	Size								
	4	6	8	10	12	14	16		
½ Waist	24	26	28	30	32	34	36		
Length	32	34	36	38	40	41	42		

Sport Jacket									
Description	Size								
	4	6	8	10	12	14	16		
½ Chest	42	44	46	48	50	52.5	55		
Body Length	53	55	57	59	61	63	65		

Sport Pant									
Description	Size								
	4	6	8	10	12	14	16		
½ Waist	23	25	27	29	31	33	35		
Length	67	72.5	79	85.5	92	97	102		

All measurements are in cms and may differ 1-2cm

### For all items please lay them flat and measure on a flat surface.

Chest measurement is taken from underarm to underarm.

Body length is taken from the centre back to the bottom of the hem (under collar).

Waist Measurement is taken from left to right side of waist band.

Length Measurement is taken from top of elastic waist to bottom of the hem.



Dear parent/guardian

#### **Commonwealth School Data Collection Notice**

The Australian Government Department of Education, Skills and Employment (the department) would like to advise all parents and guardians that it collects certain information about your child's school, its staff, and student body.

#### Why is this information collected?

This information is collected by the department in accordance with the *Australian Education Act 2013* (the Act) and the *Australian Education Regulation 2013* (the Regulation). The Act and the Regulation require the legal entity responsible for the administration of the school (the Approved Authority) to provide certain information to the department. The department collects this information to:

- Ensure the provision of Australian Government funding to schools is properly calculated and appropriately managed.
- Conduct research, statistical analysis and develop school education policy for the Australian Government.
- Meet national and international reporting obligations on school students in Australia.
- Publish and provide information about schools to the public.

#### How is information collected?

Information is provided to the department by a school or their approved authority via various data collections on the <u>SchoolsHUB website</u>.

#### What information is collected?

Each data collection fulfils a separate reporting requirement. The data collections conducted through SchoolsHUB are:

- The Student Residential Address and Other Information Collection (Address collection) provides student residential addresses (excluding student names), and the names and addresses of parents/guardians of students for eligible full or part-time primary and secondary students enrolled at most non-government schools.
- The Financial Accountability (FA) assurance activity is done to certify that the financial assistance provided by the Australian Government for schools has been spent or committed to be spent to provide school education.
- The Financial Questionnaire (FQ) reports the income, expenditure, assets and liabilities from all non-government Australian schools receiving Australian Government recurrent grant funding.
- Student Attendance (STATS) provides a school's student attendance rate data by grade, gender and indigeneity from non-government schools for full-time students in Years 1 to 10 attending regular and special schools.
- The Non-Government Schools Census (Census) provides information about the number and characteristics of the school's staff and student body during a specific reference period. Characteristics include student year level and workload, Aboriginal and Torres Strait Islander staff and students, students with disability, students receiving distance education, boarding students, and overseas students. The names of students and staff are not collected, apart from

the name, position and contact details of the staff member nominated as the primary contact for the annual census.

• **Census Special Circumstances Applications** may also be made by schools to include a student/s who did not attend during the Census reference period but otherwise meets Census eligibility requirements. Schools will provide the department with information and documents about the student demonstrating their eligibility. The department does not require information that personally identifies a student and asks schools to de-identify any documents before providing them.

#### How will the information be used and disclosed?

Some of the information collected by the department from schools in accordance with the Act and the Regulation, may be 'personal information' for the purposes of the *Privacy Act 1988* (Privacy Act). Personal information is protected by law, including under the Privacy Act. Any use or disclosure of your personal information must occur in accordance with the Regulation. Personal information is information about an identifiable individual. Personal information includes an individual's name and contact details.

Personal information collected by the department may be used or disclosed for the following:

- Used by the department to review school funding calculations and develop school education policy.
- Used or disclosed where it is otherwise required or authorised by law, including under the Act or Regulation, or otherwise permitted under the Privacy Act.
- Disclosed to the Australian Bureau of Statistics to calculate your non-government school community's capacity to contribute to the costs of schooling (Address collection only).
- Disclosed to the Australian Curriculum Assessment and Reporting Authority (ACARA) to publish on the <u>My School website</u> and include as high-level data for ACARA's National Report on Schooling in Australia and the Productivity Commission Report on Government Services (Census and STATS only).
- Disclosed to state and territory education departments and authorities in accordance with the Act.
- Disclosed to a contracted auditor where the department decides to audit or verify the information
  provided by an approved authority about a school. The contracted auditor may use previously
  collected information or request access to individual student records for comparison purposes. The
  contractors may pass this information onto officers within the department, if there is a discrepancy
  in the data provided by the school and the school's records and further investigation is required.
  The contracted auditor must handle personal information in accordance with the Privacy Act.
- Disclosed to its service providers for the purposes of the provision of information and communications technology (ICT) support services to the department.
- Other than in exceptional circumstances (for example, investigation of fraud relating to overseas students), the department does not disclose any of the personal information collected to overseas recipients.

For more information about how the department handles personal information, please review the department's <u>privacy policy</u>.

#### Protecting your child's privacy

When student information is provided to the department by schools or approved authorities, the department requests that the information must not explicitly identify any student. For example,

student names or student identifiers are not provided. To help protect your child's privacy, we support schools to submit their reporting requirements using de-identified records.

In limited cases, even without student names or identifiers, a student may be reasonably identifiable from the information provided (for example, because of the small size of a particular school). In this event, the disclosure of such personal information to the department by a school, and the collection of that personal information by the department, are both required and authorised by law for the purposes of the Privacy Act.

#### What do you need to do?

You do not need to do anything. Your school is responsible for providing the requested information to the department.

#### Want more information?

Your school can provide information about data provided for your child. To find out more about school data collections and reporting, visit <u>SchoolsHUB</u>.