Calendar Dates

2014 Term 1:
March:
26 - 28 Yrs 7 & 9 Camp

April:
31 March - 8 April Yr 12 Exams
1 Staff Meeting (Late start 9:30am)
8 Stage 5 Parent Teacher Night
3:30pm—8:30pm
11 Term 1 end

Principal’s Desk

Dear Parents/Guardians,

Last week we had our annual Social Justice Assembly where we launch the work that will be done by our students, in Year groups and through Outreach@Bede projects. We think it is important that parents and guardians know about the charities that we support as a College and who is working with these organisations. I have listed these below:

Year 7 - Catholic Mission
Year 8 - Mary MacKillop East Timor Mission
Year 9 - Edmund Rice Centre
Year 10 - Marist Youth Care
Stage 6 - Youth off the Streets
Student Representative Council (SRC) - San Miguel

Of course during the period of Lent we raise money for Caritas, the nominated charity for all schools in the Diocese. You will receive updates throughout the year about the work being done by outreach groups in a variety of areas of need.

I hope that the start of the school year has been a positive and rewarding one.

God Bless

Kevin Jones
College Leadership Teams

~ Executive ~

Principal
Mr Kevin Jones

Assistant Principals
Mr Rodney Howard / Mr Harry Fernandez

Religious Education Coordinator
Mrs Mary McGuiness / Assistant: Francis O’Callaghan

Social Justice Coordinator
Mrs Janette Wick

Business Manager
Mr Paul Cruise

Administration Coordinator
Mrs Anita Meehan

Learning Technologies Coordinator
Mrs Jeanette Lans

~ Curriculum Forum & Assistants ~

Creative Arts
Miss Carol Muscat / Assistant: Angela Rando

English
Ms Marsha Edwards / Assistant: Mrs Jeanette Lans

Human Society & Its Environment
Mr Paul Sykes / Assistant: Mr Brett Windon

Languages
Mrs Felicity Mgaza

Mathematics
Mrs Nichole Padden

PDHPE
Ms Megan Bertenshaw

Careers
Mr Brett Collimore

Science
Mrs Jenelle Gavin / Assistant: Mr Steve Lans

Special Education
Mrs Jan Trefoni

Sports Coordinator
Mr Dean Bertenshaw

Technology & Applied Studies
Mr Edward Gruppetta / Mrs Lisa Cummins

Year Coordinators

Year 7  Mrs Dianne Santos
Year 8  Ms Kristy Walsh
Year 9  Mr Nicholas Briffa
Year 10 Miss Hayley Lalor

Senior Coordinator
Mr Stephen Godfrey
Assistant: Miss Rhiannon Marsh

Home-School Liaison Coordinator
Miss Jenny Woods

Student Counsellor
Mrs Sally Wardley

Librarian
Mrs Kerrie Brownscombe

Uniform Shop Extended Hours

The Uniform Shop will be open for extended trading on:

Tuesday 8th April from 3:30pm—6:30pm

This will give parents the opportunity to purchase winter uniforms, if they have not already purchased them.

Congratulations to Krystal Muscat, 7D10 who has won the March Science Quest and will be presented with a $20 iTunes Voucher.

Answers to the March Quest
1. Mercury, Venus & Mars are the only planets in our solar system smaller than Earth. 2. The cervical vertebrae are located in the neck. 3. Stalactites hang from the roof of caves. 4. The elements for making coloured fireworks are:(a) blue - copper , (b) yellow - sodium (c) green - barium (d) red - strontium. 5. Hedy Lamarr starred in “The Female Animal”, she invented frequency hopping spread spectrum which is used for Bluetooth and wi-fi ; Natalie Portman’s latest role was in “Thor: The Dark World”. She invented a method to demonstrate the production of hydrogen from sugar; Mayim Bialik plays the role of Dr Amy Farrer Fowler in “The Big Bang” series. She studied Neuroscience.

Noodle Cups

Due to safety concerns, hot noodles cups will no longer be sold at the Canteen. In addition, Canteen staff are no longer able to fill noodle cups for students.
On Tuesday, 11 March we held our annual Social Justice Assembly. Students from each year group spoke about the work done by the organisations which they will support in 2014. Throughout the year, fundraising activities will take place within each form. Speakers from the organisations will visit the College. Year Coordinators will also involve the students in learning about their group’s charity at Form Assemblies. The charities chosen reflect the work of the Catholic Church locally, nationally and internationally.

The **Year 7** charity will be Catholic Mission. The focus for Year 7, 2014 will be to support the work of Catholic Mission in Mongolia.

The **Year 8** charity will be The Sisters of St Joseph, who are working in East Timor, providing improved learning environments for the students there.

The **Year 9** charity will be The Edmund Rice Centre, who strives to reach out to asylum seekers and refugees. “Students are encouraged to think about asylum seekers and refugees with compassion, to move their understanding from the head to the heart.” [www.erc.org.au](http://www.erc.org.au)
The Year 10 charity will be Marist Youth Care. Year 10 will be supporting the work done at Pete’s Place. The focus of Pete’s Place is the education of Year 7 – 10 girls and boys with complex needs who have been unable to succeed in mainstream schools, but who want to achieve a ROSA.

The senior school will be directing their fundraising effort for Youth Off The Streets. Father Chris Riley’s work focuses on 12-21 year olds, who are facing challenges such as homelessness, drug and alcohol dependency, neglect and abuse.

The SRC will direct its funds this year to San Miguel Family Centre, North Richmond.

San Miguel Family Centre in North Richmond, New South Wales, provides short-term accommodation for families experiencing homelessness. San Miguel is one of the only refuges in Australia that supports large family groups, including fathers and adult males. http://www.boystown.com.au/family-refuge.html
Students from the Outreach@Bede group outlined the work that they are aiming to achieve in 2014. This included fundraising activities and avenues for further student involvement. These groups included: The Thailand Volunteer Program, The Hawkesbury Soup Kitchen, Hawkesbury St Vincent de Paul and Hawkesbury Community Care.

We have a small number of students who are commencing their community service for the award of College Medal. Stephanie Azzopardi addressed the assembly, outlining how she is planning to complete her community service and what she hopes to achieve through that service.

Janette Wick
Social Justice Coordinator
It’s just around the corner, this year’s SRC event is coming fast and it’s bound to be spectacular.

We would like to invite you, our V.I.P guests, to join us on our red carpet event for a night to celebrate the ‘glitz’ and ‘glamour’ of ‘Hollywood through the ages’. All the celebrities are out and have reserved the 8th of May to come down and join us on this night of nights that is sure to go down in history as the best trivia night that the school has ever held.

This Amazing event is going to be held right here, at Bede Polding College, in the ‘Good Samaritan Hall’ starting the night with a sausage sizzle at 5:30pm. The doors will open at 6:00pm sharp, with the first round starting at 6:30pm.

The night will have questions varying from sport to science and will be a fun filled night of entertainment and joy. Throughout the night there will be food and treats being sold with all proceeds on the night going to the non for profit, San Miguel Family Centre. Also on the night there will be raffles and prizes to be won, all donated from businesses from the Hawkesbury.

So don’t wait, please speak to your Year’s SRC representative and ask for a table form to get started. Tables are $50 dollars each and have from eight to ten people per table. Help us make a difference to people’s lives.

**DONATIONS**

If you cannot come and would like to contribute to the event ‘We have just the thing!’ We need donations for raffles, auctions and prizes. If you would like to donate please
The Eco Group has been very busy already this year with several projects underway and more to come. So far we have continued our work of living sustainably by **turning other people's rubbish into something useful**. This is achieved in our gardens where we:

- Convert discarded timber frames from Cook’s Plumbing Supplies into garden beds (Cook’s have increased their commitment to our cause by actually delivering the frames to us)
- Use leftover loose hay from Sydney Equestrian Supplies into mulch (they let us clean out their hay sheds, a win-win arrangement because it helps prevent their forklift from getting bogged)
- Turn discarded plastic bottles found in the school yard into terrariums for germinating seedlings
- Turn timber discarded from our workshops into garden stakes etc.
- Turn food scraps from our kitchens into nutrient rich compost

Each week we harvest the fruits of our labour and sell it to members or teachers to raise money for future projects.

Another project has been the **waste minimisation plan**. This kicked off in Week 7 with a rubbish audit of the Year 7 bins. This involved emptying three general rubbish bins and three comingled recycling bins and sorting out the rubbish according to its ability to be recycled. In June we will have another audit which, hopefully, will show that the Year 7 students are:

A. Producing less rubbish overall

B. Ensuring that all recyclable material goes into the recycling bin

C. Ensuring that no unrecyclable material goes in the recycling bin

Future projects include a **sustainability workshop** to be held after school for parents, friends, teachers and students to come up with a vision for where we would like the College to be in five years. We will also develop short term projects that help us to achieve this. Stay tuned for more information on this. It is likely to be **early Term 2**.

We will also be having a **used clothing and second hand goods sale** on the last day of term. This will help us to raise funds, but the main objective is to encourage the reuse of goods and reduce the amount of resources that we consume when new goods are manufactured.

**How To Help**

People often ask how they can help with our various projects. Financial donations are certainly appreciated but what we most desire is to build a network of people who have expertise or resources that would be of use to us. Perhaps the organisation you work for produces a waste material that we could utilise in some way? Or maybe you can give us advice on how best to grow certain plants? Maybe you can provide us with plant cuttings or seeds? If you feel you may be able to contribute in some way, please contact Mr Lans at school on 4577 6455.

*Steve Lans*
Minutes of Meeting of the Bede Polding Parents & Friends Committee Minutes in Brief

Wednesday 5th March 2014

Meeting Opened
7:08pm

Attendees
As per book

Welcome
Jette Paskin

Prayer
Kevin Jones
Kevin and Paul kindly arranged a tour of the new covered area between Science and C block which was funded by monies raised from the last Polding Walk. This covered area has provided much needed protection from the weather for students and teachers.

Guest
Librarian - Kerrie Brownscombe.
Kerrie gave all present a very informative insight into the services of the Bede Polding Library. Kerrie also stated the library staff are there to promote, engage, encourage and mediate between information sources. They are there to help struggling learners and reluctant readers. The library is also home to enthusiastic gamers.
Kerrie has encouraged any student or parent that would like to know more about the library that they can email her at bedelibrary@gmail.com

Approval of Minutes
The minutes of the previous meeting were read and approved

Accepted: Helen Jones  Seconded: Lisa Kean

Business Arising
St Matthews morning tea in June. Date to be published in the newsletter closer to the time.
Kevin spoke to Brett Collimore he is happy to have an information meeting with parents that have senior students considering going to Uni.
Principal’s Report

- Kevin – Hold off Proposal for fundraising monies until more parents are at a meeting.
- Planned infrastructure within the school. Plans for a Mezzanine level in the library.
- Year 7 mandatory mobile devices in use – happy to report that at this stage no problems, complaints or wrongful use reported. Network capabilities within the school is high but will be monitored throughout the year as now more students using. More feedback will be given during the year.
- HSC subjects - Parents and students are probably under the impression that students need to do the more difficult classes to get higher results. It’s not true. Students are better off doing subjects that they enjoy and work hard in those subjects. There is no set formula of subjects to get good marks.
- Year 10 parent survey – Staff were encouraged with the results.

Business Manager’s Report

- January holiday projects completed: Painting, Electrical testing and tagging, fire safety compliance, pest spraying, toilet refurbishment and tree removal.
- Fundraising Levy Cheque handed over to the Treasurer monies collected.
- Library audio visual system to be funded through P&F
- Data Projector installation complete
- Polding Walk Friday 20th June
- Currently 50 CCTV security cameras located around the school.

Treasurer’s Report

Helen’s report included the balance as of the 05/03/14 is $4800.73

President's Report

Jette thanked Kerrie Brownscombe for her time and the information she had given tonight.

Steve Lans has approached Paul to ask if he can speak at the next meeting to inform parents what the Eco group is doing. P&F happily accepted.

St Matthew morning tea Sunday the 1st of June – we will be asking for volunteers to serve or donate food for morning tea.

Next meeting P&F meeting 4th June.

New Business

No new business arising.

Meeting Closed

8:30 pm
Bruce Downes
HE IS THE CATHOLIC GUY COMING TO WINDSOR
WHO IS THIS PERSON AND WHAT DOES HE DO?
Bruce Downes is a Catholic Lay Minister with an informal, non-religious way of teaching. He talks about many and varied topics over the four days. You can download episodes of 'The Catholic Guy' by visiting www.octillion.tv

Some of the topics he covers and the links to youtube clips:
✦ Staying positive: http://www.youtube.com/watch?v=6nAOrPPToAs
✦ Surface Living: http://www.youtube.com/watch?v=Mv3zm8Xbu0s&list=UUmnnG6f8lQbmGZsyHoCxESw
✦ Accountability: http://www.youtube.com/watch?v=1EaraM4xWFE&list=UUmnnG6f8lQbmGZsyHoCxESw
✦ Jesus’ Job Description: http://www.youtube.com/watch?v=bXN8KNGy28A&list=UUmnnG6f8lQbmGZsyHoCxESw
✦ The 3 Stages of Forgiving: http://www.youtube.com/watch?v=jbqEaUfONh0

What is the event about?
✦ The Catholic Guy Parish Mission: http://www.youtube.com/watch?v=KVf7xF-1G7k
✦ The Catholic Guy Event - feedback from people who attended the event http://www.youtube.com/watch?v=7XQozOiJLYg&list=UUmnnG6f8lQbmGZsyHoCxESw

IMPORTANT NOTICE

The new Privacy Amendment (Enhancing Privacy Protection) Act 2012 introduces significant changes to collection, use and disclosure of Private Information. Private Information is defined broadly as information from which a person can be identified.

Catholic Education, Diocese of Parramatta has adopted new Privacy Procedures to give effect to these changes. From 12 March 2014 we are required to take reasonable steps to protect private information in accordance with the new 13 Australian Privacy Principles (APPs).

All of the new information is available at (http://www.parra.catholic.edu.au/policy-central) and there is also a link on our College website http://www.parra.catholic.edu.au/privacy.

With this newsletter you should also receive a copy of the new Privacy Statement, the Standard Collection Notice.

The new Privacy Consent Form (orange coloured) is also coming home today with a letter from the Principal. This form needs to be signed by parents and returned to the College via your child’s Homeroom, to give permission for your child’s photograph to be published in various communications and promotions including publications, newsletters, enrolment posters, school and Catholic Education Office websites etc. One new form per family will need to be signed at the beginning of each school year. Thank you very much for your cooperation in returning the signed form to the College office at your earliest convenience.
**ASSESSMENT TASK CALENDAR**

**ASSESSMENT TASKS DUE FROM STUDENTS WEEK 9**

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**ASSESSMENT TASKS DUE FROM STUDENTS WEEK 11**

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**PLEASE NOTE:**
In the case of any discrepancy in the assessment dates published here the date that will be used by the College in the event of any appeal or other process will be the date on the Assessment Task Cover Sheet provided directly to the student. Please contact the College if you have any concerns about any of the information published here.
A REMINDER TO ALL STUDENTS

Submission Instructions Years 11 / 12
- Submit the task by placing it in the Assessment Bin at the Student Foyer by 9.00am.
- Penalty for non-attendance on the day or late submission
  - Assessments submitted after 9.00am on the due date will immediately receive a 50% mark penalty of the achieved mark pending Illness/Misadventure certification.
  - Assessments submitted after 9.00am on the next day will receive a zero mark pending Illness/Misadventure certification.

Submission Instructions Year 10
- Submit the task by handing to your class teacher and signing a class list during your lesson on the due date.
- Penalty for non-attendance on the day or late submission
  - Assessments submitted after the lesson on the due date, the student will immediately receive a Thursday detention pending Illness/Misadventure certification.

Submission Instructions Year 7 — 9
- Submit the task by handing to your class teacher and signing a class list during your lesson on the due date.
- Penalty for non-attendance on the day or late submission
  - Assessments submitted after the lesson on the due date, the student will immediately receive a Tuesday detention pending a note from the parents explaining the absence.

PLEASE NOTE:
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Privacy - Statement

Available at: http://www.peera.catholic.edu.au/policy-central

This statement sets out how the Catholic Education Diocese of Parramatta (CEDP) collects, uses and discloses personal information through our schools, Catholic Early Learning Centres (CELCs), Catholic Out of School Hours Care services (COSHCs) and offices.

What personal information do we collect and how?
We collect personal information, including health information and other sensitive information, about:

- students in our schools and children in our CELCs and COSHCs (together "Students") and their parent/s, carer/s or guardian/s ("Parents") before, during and after enrolment
- employees and volunteers ("Staff"), contractors and job applicants, and
- other people who come into contact with us.

We will generally collect personal information via forms filled out by Parents or Students; file notes of face to face meetings, interviews or telephone calls; or correspondence with Parents or Students. Sometimes we may be provided with personal information by a third party, for example via a medical report or a reference from another school, care centre or an employer.

How will we use your personal information?
We will use your personal information for the primary purpose for which it was collected and for such other secondary purposes that are related to the primary purpose and reasonably expected.

We may use the personal information of Students and Parents:

- to assess enrolment applications, including assessing possible risks associated with known behaviour to safety of Students and Staff
- to facilitate a smooth transition of Students to our schools, CELCs and COSHCs, which may include a health and allergy management plan, preparing a behaviour management plan or other appropriate strategies aimed at meeting the particular needs of the Student
- to keep Parents informed about a Student's care, education and development
- to perform day to day administration
- to provide for Students' educational, social, spiritual and medical well-being and a safe learning environment
- to obtain donations and market our services
- to prepare State and national reports, and
- to discharge our schools', CELCs' and COSHCs' duty of care and our other legal obligations.

We may use the personal information of Staff and contractors:

- to administer employment processes and contracts
- to enable our Staff and contractors to work together with our schools, CELCs and COSHCs
- to obtain funds and market our services
- to provide a safe working and learning environment
- to discharge our legal obligations, and
- for insurance purposes.

We will also use the information for any purpose to which you have consented or that is required or authorised by law.
Photos
Photos/video/audio of Students are used for various communication media including CEDP, school, CELC, COSHC and Catholic Education Office websites, publications, newsletters, and enrolment posters. If any Parent does not want their child’s photo used in any of the above situations please inform the principal of the school the CELC director or the COSHC supervisor, as applicable.

To whom might we disclose your personal information?
We may share personal information between our schools, CELCs, COSHCs and offices, and to:
• another school or care center to which a student transfers
• government departments
• the local parish of the school, CELC or COSHC or your local parish
• medical practitioners
• organisations which assist us with fundraising and marketing, for example a school’s parish, foundation or alumni organisation
• service providers, for example counsellors, specialist visiting teachers and sports coaches
• other service providers, such as email service providers
• recipients of school publications like school newsletters and magazines
• Parents
• anyone you authorise us to disclose information to, and
• anyone to whom we are required or authorised to disclose the information by law, including to discharge our duty of care.

Why do we use and disclose information for marketing and fundraising?
Marketing and donations play an important part in creating current and future learning and caring environments in our schools, CELCs and COSHCs. For these reasons we may disclose personal information to organisations which assist us with fundraising, for example the school’s parish, foundation or alumni organisation.

Parents’ occupation and education - National goals for schooling
Information about Parents’ occupations and education is accessed by the Australian Curriculum, Assessment and Reporting Authority (ACARA) to meet the government’s National Goals for Schooling in the 21st century. These state that the achievement of students in schools should not be affected by discrimination based on sex, language, culture and ethnicity, religion or disability; or by differences arising from social and economic background or geographic location. The goals also state that ‘the learning outcomes of educationally disadvantaged students (should) improve and, over time, match those of other students’.

To help schools to achieve these goals, all Parents across Australia, no matter which school their child attends, are asked to provide information about family background. The main purpose of collecting this information is to promote an education system that is fair for all Australian students regardless of their circumstances.

We use the information to evaluate whether our policies are effective and to ensure that no group is experiencing undue disadvantage.

Providing information about Parents’ occupation and education is voluntary, but Parents’ information will help us to ensure that all students are being well served by our schools.

When will we send information overseas?
We will not send personal information outside Australia without:
• the consent (express or implied) of the individual, or their Parent where necessary, or
• otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Our schools’, CELCs’, COSHCs’ and office email systems are provided through Google Apps. Consequently emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google.
Our schools use a range of contemporary learning tools and latest technologies including Web 2.0 tools, Hubworks, cloud-based web services and apps for education. We may provide personal information to the relevant service provider in connection with the provision of these services. The service providers may be located, or store and process information, outside Australia, including in the United States, Singapore and Ireland.

Management and security of personal information
We have in place steps to protect the personal information we hold from misuse, interference, loss, unauthorised access, modification or disclosure by various methods such as locked storage of paper records and password access rights to electronic records. Wherever possible we require third parties with whom we exchange personal information to observe the Australian Privacy Principles.

We endeavour not to store personal information for longer than necessary.

Access and correction of personal information
You may access information we hold about you and request that it be updated or corrected. Such requests should be made in writing to the school principal or the CELC director or the COSHC supervisor (as applicable) or the relevant director of service at the Catholic Education Office. We may require you to verify your identity and specify what information you require. We may charge you a fee to access your information to cover expenses of verifying your application and locating, retrieving and copying relevant records. If the information sought is extensive, we will advise the likely cost in advance. We will not charge you for the request or correction of your personal information.

There may be occasions when access to information is denied. Such occasions may include where the disclosure of information may have an unreasonable impact on others, for example if the disclosure breaches a school's duty of care or the privacy of others. In certain circumstances, we may also refuse access to, or correction of, employee records applying exemptions under the Privacy Act.

Consent and right of access to personal information of Students by Parents
We treat consent given by Parents relating to personal information about Students as consent given by the Student and notices relating to personal information about Students given to Parents as notices given to the Student. An exception to this is when independently of Parents we may, at our discretion:

- give information we hold about a Student to that Student at his/her request, or
- allow a Student to give or withhold consent to release personal information about that Student.

This would normally be done only when the Student is of sufficient maturity and his/her personal circumstances warrant it.

There may be occasions where a Parent's access to their child's personal information is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of a school's, CELC's or COSHC's duty of care to the Student.

How do we treat sensitive information?
We will only use and disclose sensitive information for the purpose for which it was provided or for a directly related secondary purpose, unless you agree otherwise or the disclosure is permitted by law.

Complaints
If you believe that we, including through one of our schools, CELCs or COSHCs, have contravened the Australian Privacy Principles and wish to complain, please contact the school, CELC or COSHC in the first instance if you are a Student or a Parent. Otherwise contact:

Privacy Officer T: 9840 5600
Catholic Education Diocese of Parramatta
Locked Bag 4, North Parramatta NSW 1750
We may ask you to fill out our Complaint Form or otherwise put your complaint in writing.

We will investigate your complaint and will notify you of our decision in relation to your complaint as soon as is practicable after it has been made.

Complaint handlers will keep written records of the complaint resolution process and outcomes. Complaint records will be filed and stored appropriately.

The complainant may request a review of the process. The review will be undertaken by a person nominated by the Executive Director of Schools.

You may also submit your complaint to the Office of the Australian Information Commissioner.
Standard collection notice

Available at: http://www.parracatholic.edu.au/policy-centre

1. CEDP (through our schools, Catholic Early Learning Centres (CELCs), Catholic Out of School Hours Care services (COSHCs) and offices) collects personal information, including sensitive information about students in our schools, children in our care (together 'Students') and their parent/s, carer/s or guardian/s ('Parents') before and during the course of a Student's enrolment. The primary purpose of collecting this information is to enable us to provide schooling and care for our Students.

2. Some of the information we collect is to satisfy our legal obligations, particularly to enable our schools, COSH Cs, CELC and offices to discharge their duty of care.

3. Certain laws governing or relating to the operation of schools and child care require that certain information is collected and disclosed. These include the Education Act and Public Health and Child Protection laws.

4. Health information about Students is sensitive information under the Privacy Act. We may request medical reports about Students from time to time. If we do not obtain the information we may not be able to enrol or continue the enrolment of the Student.

5. We may from time to time disclose personal information (including sensitive information) to others for administrative, care and educational purposes. This includes to other schools, government departments, government agencies, statutory boards, the CEO, the Catholic Education Commission, your local diocese and the parish. We may also disclose your personal information (including sensitive information) to government authorities such as the NSW Board of Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners and people providing services to us, including specialist visiting teachers, sports coaches, volunteers and counsellors.

6. In addition to the agencies and purposes cited at 5 above, personal information relating to Students and Parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of Parents and Students on the MySchool website. The information published on the MySchool website is aggregated information and will not identify the Parent or Student.

7. Personal information collected from Students is regularly disclosed to their Parents. On occasions, information such as academic and sporting achievements, student activities and other news is published in School newsletters, our magazines, posters and websites.

8. Occasionally photographs or videos are taken of individual Students and groups of Students and these may be published. If you do not wish, or do not wish for your child, to be photographed, videoed or recorded under any circumstances, or to have your/their photographs, videos or sound recording published, please make sure you advise the principal, care centre director or our privacy officer. Contact details for our privacy officer are included at the end of this notice.

9. Our Privacy - Statement sets out how you may access and seek correction of your personal information and how Parents may access and seek correction of personal information collected about their child. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of our schools', CELCs', COSH Cs' or offices' duty of care to the Student, or where Students have provided information in confidence.

10. Our Privacy - Statement also sets out how you may complain about a breach of privacy and how we will deal with such a complaint. Our Privacy - Statement is available in Policy Central at http://www.parracatholic.edu.au/privacy

11. As you may know, we may from time to time engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in our fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

12. We may include your contact details in a class list and our schools, COSH Cs, CELCs and office directories.
13. If you provide us with the personal information of others, such as doctors’ or emergency contacts, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.

14. We may use service providers who provide certain services to us and our staff and Students, including data storage and contemporary online teaching tools. We may provide your personal information to such service providers in connection with the provision of these services. Such service providers may store, or process, data outside Australia, including in the United States, Singapore, Ireland and possibly other countries. We endeavour to find where these providers store their data and update this collection notice as such information becomes available to us. In addition, our email service provider may store and process emails in the United States or in any other country utilised by Google.

15. You may obtain further information from the following:
   - For our schools: the school principal
   - For our CELCs: the CELC director
   - For our COSHCs: the COSHC supervisor
   - For our offices:
     Privacy Officer:
     Catholic Education Diocese of Parramatta
     Locked Bag 4
     North Parramatta NSW 1750
     T: 9840 5600.
21 March 2014

Dear Parents/Guardians

The new Privacy Amendment (Enhancing Privacy Protection) Act 2012 introduces significant changes to collection, use and disclosure of Private Information. Private Information is defined broadly as information from which a person can be identified.

Catholic Education, Diocese of Parramatta has adopted new Privacy Procedures to give effect to these changes. From 12 March 2014 we are required to take reasonable steps to protect private information in accordance with the new 13 Australian Privacy Principles (APPs).

All of the new information is available at http://www.parra.catholic.edu.au/policy-central and there is also a link on our College website http://www.parra.catholic.edu.au/privacy.

The newsletter which has been distributed today includes a copy of the new Privacy Statement and the Standard Collection Notice for your information.

On the reverse side of this letter is the new Privacy Consent Form. As part of our compliance with the new Privacy Policy we require this form to be signed by parents and returned to the College via your child's Homeroom to give permission for your child's photograph to be published in various communications and promotions including publications, newsletters, enrolment posters, school and Catholic Education Office websites etc. One new form per family will need to be signed at the beginning of each school year.

Thank you very much for your cooperation in returning the signed form to the College office at your earliest convenience. Please don’t hesitate to contact the office if you have any questions or concerns.

Yours sincerely

Kevin Jones
Principal

RIFLE RANGE ROAD, SOUTH WINDSOR, NSW 2756
P.O. BOX 3521, SOUTH WINDSOR
PHONE: (02) 4577 6455 FAX: (02) 4577 4538
BedePolding@parra.catholic.edu.au
Privacy Consent Form (one form per family)
Please complete this form
and return it via your child’s Homeroom


Photos of Students and groups of Students are used for various communications and promotions including CEDP, school, CELC, COSHC and Catholic Education Office websites, publications, newsletters, and enrolment posters. These may be published for educational and marketing purposes.

I/We ____________________________________________

Name of parent/s

☐ Agree
☐ Do not agree

to my/our child/ren being included in school photographs/video during this year.

I understand that this consent may be withdrawn at any time by advising the College Principal.

Withdrawal of consent will not be retrospective.

_________________________________________  ______________
Parent/s signature  Date

Student’s Name_________________________  Homeroom ______________
Student’s Name_________________________  Homeroom ______________
Student’s Name_________________________  Homeroom ______________