Dear Parents

An eleven week term and we have all survived the various demands and challenges that we have faced in our teaching/learning and parenting. Thank you to all our staff for their hard work in providing quality teaching and learning opportunities for our children.

Thank you to all our parents for your support and the contributions you make to our school through your support for the learning, all the extra curricular activities and the P&F fundraisers.

A number of years ago the Sydney Morning Herald carried an Easter article from which the following is an extract . . .

“Throughout His whole struggle Christ retained integrity and honour. Nothing deflected Him from His chosen inner determination to be faithful to the truth. He remained true within, when no one was looking or listening. Always He put the purposes of God and the needs of people first. Every society needs people who live above and beyond self-interest, who remain faithful to the truth whatever the cost. The Easter story shows those standards can be achieved. There is a down-drag which pulls at every life. It is easy to slacken within, to compromise, to rationalise. The inner victory of Jesus strengthens the moral fortitude of all who come near to Him. The life and death of Jesus reveal the power of evil. Jesus of Nazareth was the man beyond compare.”

Perhaps this article leads us, the people of the Resurrection, to the challenge as presented by Teresa of Avila:

“Christ has no body on earth but ours,
No hands on earth but our hands.
Ours are the eyes through which
He looks out with compassion upon the world.
Ours the feet with which he chooses
To go about doing good.
For us He is the head so we are the members
And all are one in Christ Jesus.”

Wishing you a safe and happy holiday. Happy Easter!

Danuta Haka
Religious Education News

Children’s Liturgy of the Word
Children’s Liturgy of the Word takes place every Sunday during 10 am Mass throughout the term. All primary aged children are warmly invited to attend.

Whole School Mass—time change to 10.00 am
Our next whole school mass will be on Friday 11 April at 10.00 am in the Church. All are welcome to attend.

Elevate
J1 We have a lot of fun and exciting activities planned for this term. Don’t miss out!
WHEN: Friday 11th April WHERE: Sign in at Downey Room
TIME: 7pm-9pm Please bring a gold coin donation.

Stations of the Cross Play
School holiday rehearsals: 10:00 am Wed 16th April, 7:30 am Good Friday. For more information please contact Jerry on 0423342215 or email youth@stmichaelsbh.org.au.

Mr David Ison
Religious Education Coordinator

PARISH NEWS

Holy Thursday Choir
The Choir will sing for the Holy Thursday Mass on 17 April at 7.30 pm. Everyone very welcome to join. Rehearsals commence on Monday 31 March 7.30 pm in the Church. Further enquiries please ring Lise Rider on 0412 125 821.

Easter Vigil Mass
Please note that the Easter Vigil Mass on Saturday 19th April commences at 7.00 pm.

First Communion Preparation 2014
Families with children who have made their First Reconciliation are invited to participate in preparation of the Sacrament of First Holy Communion. You will need to attend one of the two registration evenings to be held on Monday 5th May and Tuesday 6th May at 7.30 pm in St Michael’s Church. Please bring a copy of your child’s baptism certificate, if your child did not make his/her reconciliation at St Michael’s in 2013. Please note there is a cost of $20 payable at registration.

We need your help to make the programme a success. Facilitators and Home Hosts are needed. The programme commences on Monday 26th May. Facilitators Meeting 19th May at 7.30 pm in the Downey Room. If you are able to offer your help by facilitating a home group or Home Hosting for our Parish Based First Holy Communion Programme which runs for one evening per week for three weeks, please contact the parish office on 9639 0598.

Donations for Primary Schools in Timor Leste
If anyone has any stationery, stickers, old games, musical instruments or sports equipment that they would like to donate to some Primary Schools in Dili, Timor Leste this would be greatly appreciated. Kimberley van Gend is going to Timor Leste in less than a month and will be working in these schools and would love to provide them with some much needed resources. If you would like to donate any of these items could you please leave them for Kimberley at the parish office or alternatively give them to her at 10am Mass over the next two weeks. Keep in mind, she has a weight restriction on her baggage so smaller items would be greatly appreciated! If you have any questions please contact Kimberley on 0458 684 985. Thank you!

St Michael’s Playgroup
Vacancies exist in the Tuesday group at 9 am and the Friday group at 9.30 am (after school assembly). New mums and dads welcome. The current age range for children is from 4 months to 3 years, but parents with younger or older children are welcome. Please phone Christine Bauer, Play Group Enrolment Officer on 0412 175 661 or Michelle 0415 365 353, for further information. Come along and have some fun.

SOCIAL SKILLS PROGRAM
The social skill for Term 2 Week 1 is:

Kindness
Being good-natured, sympathetic and kind hearted.

Student of the Week
Term 1 Week 10

KBlue William O’Farrell 3Red Bhavik Sharma
KGreen Anthony Khoury 3Yellow Maddalena Barbara
KRed Lucianne Mansour 4Blue Liana Abdelki
KYellow Sienna Mangano 4Green Isabella Charon
1Blue Jaiden Kennedy 4Red Jessica Wahab
1Green Charlice Villanueva 4Yellow Ruby Carlick
1Red John-Paul Aghnas 5Blue Alana Curran-Jones
1Yellow Oscar Cheah 5Green Jonah Sallago
2Blue Roko Buric 5Red Hannah Cox
2Green Thomas Williams 5Yellow Brendan Dias
2Red Beatrix Hendry 6Blue Sarah Wadih
2Yellow Caitlin Lynch 6Green Jack Croucher
3Blue Ellen Mandis 6Red Dominique Mossman
3Green Lachlan Tinney 6Yellow Therese Barbara

2015—ENROLLING NOW
Enrolment packages for Kindergarten 2015 can be collected from the school office from 10 March—20 May 2014.
School Open Morning for 2015 Enrolments is:
Thursday 10 April from 9.30 am to 11.00 am.
Please contact the school office on 9639 0518 for further information.

SCHOOL FEES
The Catholic Education Office (CEO) will be posting out school fees on Friday 11 April. The CEO is using school fee payments receipted as at 4.00 pm Tuesday 8 April. All school fees paid for Term 1 from Wednesday 9 April—Friday 11 April will not be reflected as credits in the mail out. Please be assured that if you have paid your school fees from Wednesday 9 April that the credit has been processed in your account even though it will not show on the statement mailed out by the CEO.
Any enquiries please contact the school office on 9639 0518 or email lborzato@parra.catholic.edu.au. Please note that the school office will be closed during the school holiday period.
## DATES TO REMEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thu 10 Apr</td>
<td>P&amp;F—Family Disco Night 5-9 pm</td>
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<tr>
<td>Fri 11 Apr</td>
<td>Whole School Mass 10.00 am (NEW TIME) End of Term 1 Concludes 3.10 pm</td>
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**School holidays Mon 14 April—Fri 25 April**

| Mon 21 Apr-  | Parent/Teacher/Student Online bookings                                          |
| Sun 4 May   | Open—Monday 21 April                                                               |
|             | Close—Sunday 4 May                                                                 |<br>**Fri 24 Apr**
|             | Uniform shop open—10 am to 12 noon                                                  |
| **Mon 28 Apr** | Term 2 Commences—Staff/Students                                                    |
| Tue 29 Apr  | Year 5 excursion to Gilroy College to watch dress rehearsal of “Hairspray” -     |
|             | 10.00 am—1.00 pm                                                                  |
| Fri 2 May   | Spirit of Africa Drumming Incursion—K-6                                           |
| Mon 5 May-  | Parent teacher interviews all classes except 1Yellow                               |
| Fri 9 May   |                                                                                      |<br>**Tue 6 May**
|             | Diocesan Cross Country                                                              |
| Thu 8 May   | Year 6 Debating Round 1 vs St Bernadettes                                          |
| Fri 9 May   | Mother’s Day Non-Eucharistic Liturgy at 10.15 am in the Church                    |
| Mon 12 May- | Parent teacher interviews 1Yellow                                                  |
| Fri 16 May  |                                                                                      |
| Mon 12 May  | Changeover to Winter Uniform                                                       |
| Tele 13 May | Naplan Testing Years 3 & 5—Language and Writing                                    |
| Wed 14 May  | Naplan Testing Years 3 & 5—Reading                                                 |
| Wed 14 May  | Year 6 Reconciliation                                                              |
| Thu 15 May  | Naplan Testing Years 3 & 5—Numeracy                                                |
| Thu 15 May  | Year 2 Maritime Museum—2Blue, 2Red                                                 |
| Fri 16 May  | Year 2 Maritime Museum—2Green, 2Yellow                                             |
| Fri 16 May  | Year 1 Non-Eucharistic Liturgy at 10.15 am in the Church                          |
| Tue 20 May  | Years 3-6 ICAS Computer Skills                                                     |
| Thu 22 May  | Years 1-6 Incursion—Author Boori (Monty) Pryor                                    |
| Fri 23 May  | Year 1 Excursion—Wildlife World & Sydney Aquarium                                  |
| Fri 23 May  | Year 6 Debating                                                                    |
| Fri 30 May  | Year 3 Non-Eucharistic Liturgy                                                     |
| Fri 30 May  | Years 1-6 Incursion—Team Beat “Salaka” Sharing the Spirit of Africa               |
| Wed 4 Jun   | Years 3-6 ICAS Science Competition                                                 |
| Fri 6 Jun   | Whole School Mass—Feast of Sacred Heart of Jesus                                  |
| Mon 9 Jun   | Queen’s Birthday Public Holiday                                                     |

## Music News

Students from Year 3 will be performing a song they have learnt in music lessons at the Week 11 Assembly—11 April.

Mrs Lyndall Parker  
Music Teacher

## Term 2

### PARENT/TEACHER/STUDENT INTERVIEWS

Next term during Week 2 (5-9 May) we will be conducting Parent/Teacher/Student interviews for all classes except 1Yellow (who will hold their interviews in week 3). The purpose of these interviews is to open the eyes of students to their own learning and to help them take personal responsibility for their progress.

In preparing for the Parent/Teacher/Student interviews, students see how their strengths, weaknesses and behaviour can affect them as learners thus allowing them to take more responsibility for and control over their achievement in school. These interviews are an experience that can improve the communication patterns of both students and parents. In these interviews, students learn how to reflect on their learning, evaluate their progress and communicate this information to their parents. Parents learn how to listen to their children, how to encourage growth and how to best help their children with specific problems.

### Booking Your Parent/Teacher/Student Interview

During the holidays you will be given the opportunity to book your interview online. The 3 step procedure allows you to choose the teachers and times you require in a more efficient manner. A letter with all the details of how to book has been sent home this week and attached to the electronic mailout of this newsletter. The Bookings will be open during the holidays from Monday 21 April and close on Sunday 4 May.

## SPORT News

Well done to the eight swimmers who swam at the CPS swimming carnival on the 28th May. They all represented the school and themselves very well and many PB’s were swum. Particular congratulations to Amelia Harvie for finishing 3rd in the 8 year girls 50 m freestyle. Amelia has now qualified to represent Mackillop at the NSWPSA Swimming Championships on 9-10 April. We wish her the best of luck.

Congratulations to Liam Bowles for being selected in the Parramatta Diocesan Rugby Union Team. He will now travel to Forbes late next term for the CPS Rugby Trials.

Congratulations to Liam McCallum who was selected in the Mackillop AFL Team. He will now attend the PSSA AFL trials in Week 4 next term. This is Liam’s 3rd Mackillop team selection already this year a fantastic achievement considering it is only term 1.

Mr Steve Kovelis  
PDHPE Teacher

## Year 5 Cake Stall

Thank you to everyone who donated cakes and other “goodies” for our cake stall. A huge thank you to everyone who bought these cakes and “goodies”. As a result of your generosity we raised over $1,000 for Caritas Australia, which will be used to help others who aren’t as lucky as us.

Thank you!  
**Year 5**
NEWS FROM YEAR 4

Year 4 has been working on their Project Based Learning (PBL) question:

“The local council have been given a grant for a development project in the local area. How should the money be spent?” Justify your response.

A town planner from the Hills Shire Council came to kick start the project. The students worked in teams, collaborating and cooperating with each other. Their efforts culminated yesterday with a visit from the Mayor Dr Michelle Byrne, and Councillors Mr Michael Starr and Mrs Bronwyn Smith who came to judge the winning presentation. A group from each class presented their development project and the visitors judged 4Red’s project “King of the Hills Hotel” as the best. Congratulations to all Year 4 students for their effort and thoughtful presentations with special congratulations to Georgia Cowling, Jackson Flood, William Khoury and Tiana Vezos for their winning project.

Year 4 Teachers

STAR CORNER

Congratulations to Noah Jackson and Scarlett Jackson for winning the TBall Player of the Year award for St Michael’s softball. This is the first time a brother and sister from two different age groups have won this award. Well done!

NEWS FROM 2YELLOW

It has been a busy term with lots of learning in 2 Yellow. These are some of the things we have enjoyed doing this term.

Cooper—I enjoyed planting the bean seeds because it was fun to see them grow.

Lachlan—I have enjoyed listening to other people’s news topics.

Ben A—My favourite thing that I liked was silent reading because I like reading books.

Caitlin H—I enjoyed doing music and sport. I enjoyed sport because I learn how to do more sport. I like music because we get to learn new songs and drama.

Mikyla—I have enjoyed watching the chicks grow and change.

Audrey—I liked doing art and why I like doing art is because I like all the colourful art around our classroom.

Lucas P—I liked learning and reading Eric Earl books. His books were interesting and they are very, very clever.

Cameron—I enjoyed doing maths because you learn more strategies.

Caitlin L—I like science because we learn about how things grow and everyone got to grow a plant at school!

Victoria—I like doing handwriting. I like it because it teaches me how to write my letters.

Kayla—I liked when we saw the baby chickens. I enjoyed holding and feeling the chickens.

Lucas F—My best thing this term is library because you get books that you enjoy reading.

Alexander—I like and enjoy mathematics, number busting, library and sports.

Annabelle—I have enjoyed planting the bean seeds. We planted 15 bean seeds. It was fun to watch them grow.

Rylee—I have enjoyed doing art because it is fun and you get to paint and sometimes we do art as a group. I also liked visiting the chicks because they were fluffy.

Jacinta—I liked doing art because we do different art every week.

Aidan—I have enjoyed growing the bean seeds and watching them grow.

Megan—I like doing art because we always do it on Wednesday and Thursday. We have lots of different art like dot art, making lanterns and lots more.

Daniel C—I have enjoyed art this year because there is different art every week, like dot paintings and family drawings.

Robyn—I like the baby chicks because they are so cute. They are so fluffy.

Caelan—I like doing sports because we get to do the cross country.

Joshvin—I like doing English groups because I like doing all the challenges and writing our own recount. I also enjoy mathematics, sport and music.

Sarah—I enjoyed art because we get to do a different art every week.

Marcus B—I like to do art because I like to paint.

Angelina—I enjoyed seeing the baby chicks hatch because they are adorable.

Olivia—I have enjoyed illustrating Eric Carle’s books after we read them.

Brendan—I liked mathematics when we did bingo before and after. I also liked art when we did the fireworks paintings. The art that I like the best is the family art. I like English groups because we do all sorts of challenges.

BAND NEWS

All beginner band members are asked to come along to morning band rehearsal from Term 2. Wednesday morning 7:40 am in the School Hall.

Lucia Bichara
Band Director

NAPLAN DATES—Term 2

A Letter to Parents from the Board of Studies Teaching and Educational Standards NSW (BOSTES) was sent home two weeks ago to parents in Years 3 and 5. The NAPLAN tests will be conducted on:

Tuesday 13 May: Language Conventions (Spelling, Punctuation and Grammar) and Writing.

Wednesday 14 May: Reading

Thursday 15 May: Numeracy (Number, Algebra, function and pattern; Chance and data; Measurement and Space).

NEWS FROM YEAR 4

Year 4 has been working on their Project Based Learning (PBL) question:

“The local council have been given a grant for a development project in the local area. How should the money be spent?” Justify your response.

A town planner from the Hills Shire Council came to kick start the project. The students worked in teams, collaborating and cooperating with each other. Their efforts culminated yesterday with a visit from the Mayor Dr Michelle Byrne, and Councillors Mr Michael Starr and Mrs Bronwyn Smith who came to judge the winning presentation. A group from each class presented their development project and the visitors judged 4Red’s project “King of the Hills Hotel” as the best. Congratulations to all Year 4 students for their effort and thoughtful presentations with special congratulations to Georgia Cowling, Jackson Flood, William Khoury and Tiana Vezos for their winning project.

Year 4 Teachers
Dear Parents

Parent/Teacher/Student interviews will be held for Kinder to Year 6 in Week 2 from Monday 5 May to Friday 9 May.

You can now book interviews at times that suit YOUR FAMILY BEST.
Go to www.schoolinterviews.com.au and follow these simple instructions.

BOOKINGS OPEN MONDAY 21 APRIL AND CLOSE SUNDAY 4 MAY 2014

Go to www.schoolinterviews.com.au
Enter THIS school event code. CBNSB
Then follow the 3 simple steps.

When you click finish, your interview timetable will be emailed to you automatically - check your junk mail folder if you do not receive your email immediately.
You can return to www.schoolinterviews.com.au at any time, and change your interviews - until bookings close.

BOOKINGS OPEN ON MONDAY 21 APRIL SO THAT ALL FAMILIES MAY BOOK AT THE SAME TIME

For parents that don’t have access to the internet at home, at work, at a friend's house or on their phones, computer access will be available in the Library during Week 1, so that parents can still make their own bookings or phone the school and speak to Mrs Knispel. Interviews are strictly 10 mins. If you require more time, please contact your teacher directly to make alternative arrangements.

Parents can change their interview bookings, any time prior to the closing date, by re-visiting the www.schoolinterviews.com.au website, and using the event code. Parents wishing to change their interview times after the closing date, should contact the school directly on: 9639 0518.

We would love to hear what you think about online booking. If you get time, click on the “contact us” button on the www.schoolinterviews.com.au website, and leave some feedback. Please remember to include the school’s name and suburb.
CHANGES TO PRIVACY LEGISLATION

Changes have been made to Privacy legislation which came into effect on 12 March.

The Catholic Education Office has responded to the changes which are on our website at the following location:

Included with this Newsletter is a copy of the new Privacy Statement as well as the new Standard Collection Notice.

**CATHOLIC EDUCATION OFFICE**

**Standard collection notice**

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

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, COSHC, 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', COSHCs' 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.parra.catholic.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, COSHCs, 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.

**HOLY WEEK 2014—St Michael’s Church**

**Holy Thursday 17 April**

No Morning Mass at 9:15am

7:30pm Evening Mass of the Lord's Supper followed by Adoration until 10:00pm

**Good Friday 18 April**

No Morning Mass at 9:15am

10:00am Stations of the Cross

3:00pm Solemn Liturgical Action commemorating the Lord's Passion which consists of the proclamations of the Passion, Veneration of the Cross, General Intercessions and Holy Communion.

**Holy Saturday 19 April**

No Morning Mass at 9:00am

7:00pm Easter Vigil Mass (not 6:00pm) Easter Vigil includes Liturgy of Light, Liturgy of Word and Liturgy of Eucharist

**Easter Sunday 20 April**

Masses 8.00am, 10.00am, 6.00pm

**Reconciliation times**

Monday 14 April - Second Rite 7:30pm

Good Friday 18 April - After Stations of the Cross to 12 noon

Easter Saturday 19 April - 9:30am - 10:30am
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.

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
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.
Monster Mother’s Day Raffle - Coming Soon!

On Monday 28th April, after school holidays, each family will receive a book of 10 raffle tickets. Look at the fabulous prizes up for grabs!

**Major Prizes!**
- Robert Cliff jewellery voucher $100.
- “Making Scents” candle hamper including oil burner, candles and melts valued at $100.
- Cooking hamper: cupcake stand, fondue fountain, muffin maker, cookbook + more valued at $100.

**Plus separate prizes of**
- “Ronson” RT400 4 slice toaster
- 20 piece “Casa & Deco” white porcelain dinner sets (2 to win)
- “Wahl Power Dry” 2000W Ionic Hairdryer
- “Modern Living” wall clock and chalkboard $29 value
- Canvas & leather-look trimmed handbag $49 value
- Set of 2 glass & silver-look candle sticks
- “Salt & Pepper My Cup” set of 6 mugs on a wire stand
- Mirror tea light candle tray
- “Ascot” black & white design quilt cover sets (2 to win)
- “Three Hats” black wood pepper & salt grinder set
- Stunning bird cage decorative plant holders (3 to win: small, medium & large)

Return tickets Wednesday 7th May • Raffle drawn Friday 9th May 2014

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LOCKS & SOCKS DAY!

A HUGE thank you to all students and parents for a very successful Locks & Socks day! With your generous support, we raised just over $800 towards our fundraising goal! Thank you!
- If you have any photos of your Locks & Socks, put it on our Facebook page!

The best way to keep updated is to go and “LIKE” our Facebook page!

www.facebook.com/PFSStMichaelsPrimaryBaulkhamHills

If you have any concerns or feedback, please email: pandfstmichaels@gmail.com

We thank you for your continued support!
May 14
Registration
next Post-Separation Recovery Program (commencing on
The Solo Parent Ministry is now taking registrations for their
work through many of the issues that you face as you nego-
hteakdown of your marriage relationship. It will be
tatiate your way through the loss, pain and challenge s follow-
ts and be labelled with the child’s name.
They should not be played with before and after school.

REMINDER
All soccer balls, netballs, basketballs etc
MUST be carried to and from school in a
(bag (either school bag or other bag) for
safety reasons and should be labelled with

SUPPORT FOR THOSE WHO ARE SEPARATED OR
or
DIVORCED

This Newsletter is available for viewing on our website: www.stmichaelsbhills.parra.catholic.edu.au