Hi! It’s great to be back, notwithstanding the concerning recent outbreak of novel coronavirus – see below for the DET update. Firstly, to all those families and this includes some staff members, who have directly or indirectly been affected by the terrible bushfires that we have experienced this summer, my heartfelt acknowledgement. Please do not hesitate to contact me at the school should you need support. We will do what we can to assist you. Today the children returned and I must say how proud of them I am – it has been a very smooth start indeed. Thank you for the work you have done in preparing your children for today and an equally big thank you to my staff. We should be in for another outstanding year.

**NOVEL CORONAVIRUS OUTBREAK UPDATE**

Please note that I will post all DET updates as I receive them on our parent portal on Sentral, as I have done today. Today’s DET update contains an important change from the advice schools received from the DET earlier this week, and is consistent with the latest expert recommendations of the Commonwealth’s Chief Medical Officer and Victoria’s Chief Health Officer.

That is:

- **Parents/guardians/carers of students should ensure that any returning student is isolated at home and should not attend school for 14 days:**
  - Following exposure to any confirmed novel coronavirus case; or
  - After leaving Hubei province.

  *This same advice applies to any staff who have returned or are returning from Hubei province.*

**COMPLETION AND RETURN OF ASTHMA & ALLERGY FORMS**

There are still a significant number of these forms that we have not as yet received from parents. They are a DET requirement for very good reasons. Please have them back as soon as possible – tomorrow would be great.
HAVE YOU CHANGED YOUR ADDRESS OR PHONE NUMBER?

Please ensure you let the school office know if you have changed address or updated mobile phones with new numbers. This information alleviates stressful situations for students when they are ill and we cannot contact parents.

FREQUENTLY ASKED QUESTIONS (FAQ’s)

Q. How long can I park my car in the drop-off/pick up zone in Collins Crescent?
A. Actually, you are not allowed to ‘park’ your car there. You can have your car stand there for up to 2 minutes, but you must remain in your car. To do otherwise will risk a traffic infringement notice not to mention upset other parents wishing to use the drop-off/pick up zone for their children. I can inform you that City of Casey Bylaws Officers are patrolling school precincts to a heightened level at this time of the school year.

QUOTABLE QUOTE

‘If hindsight is a great teacher, then one of its best lessons is the value of foresight.’

Henry Grossek

DIARY DATES:

Monday 10th February  Meet the Teacher - 4pm - 8pm
Tuesday 11th February  Meet the Teacher - 4pm - 6pm
(bookings open up on the Parent Portal Monday 3rd February)
Friday 21st February  School photos

PORTAL PERMISSION TO BE GRANTED BY:

Friday 14th February  Book club orders due online by 3pm
WELCOME TO 2020
Welcome back to all our families! We hope that you enjoyed a relaxing holiday break. We also welcome our Prep 2020 students and new students starting at Berwick Lodge in Years 1 to 6. The children have all been excited about returning to school and appear to be settling in very well. If you see any new faces around the school please welcome them to our school community.
A big thank you to our PFA for organising ‘tea and tears’ this morning for our new prep families.

ENGLISH ON LINE ASSESSMENT FOR ALL PREP STUDENTS
Next week our Prep teachers commence the DET (Department of Education) mandated assessment of all our Prep students in the area of English. During the next few weeks, the specialist teachers will be taking some Prep classes throughout the day, allowing the Prep teachers to work with the children individually. This is a great opportunity for our new Prep students to work with other staff. The assessment will assist in planning for individual children’s English needs for the year. The Prep teachers have planned the curriculum program, which the replacement teacher will be following.

SUN SMART POLICY
As Berwick Lodge Primary School is a SunSmart school we require our students to dress in an appropriate manner and wear a SunSmart hat while in the school yard from September through to April. The SunSmart hat may be a legionnaire style, bucket hat or broad brim hat. Children without a SunSmart hat will be requested to play in shaded areas of the playground. We also remind our students that SunSmart clothing must cover their shoulders and midriff.

MEET THE TEACHER NIGHT
Meet the teacher nights are on Monday 10th February 4.00pm-8.00pm and Tuesday 11th February 4.00pm-6.00pm. This is a great opportunity to share with the teacher valuable information regarding your child. Bookings can be made online through the parent portal from 10am on Monday 3rd February. Prep students and new students to our school will receive a letter with their personal access details on Monday. The portal allows you to select a time that suits you best. Some parents may have already requested meetings and spoken to their child’s teacher; therefore please don’t feel obligated to make an appointment. Families without internet access can contact our school office to arrange their appointments with teachers.

FOOD ALLERGIES
Across our school we have many children who have allergies to food in particular NUTS. We appreciate parents support by not sending food containing nuts in particular peanut butter or Nutella sandwiches and keep these at home as a treat. We appreciate parents reminding their children not to share food at school. Parents may bring in food treats to celebrate their child’s birthday, however the treat MUST BE individually commercially packaged with ingredients listed (ie: fun-size chocolate) and given to the teacher to distribute to the students at the end of the school day.

SCHOOL CANTEEN
The school canteen will be open from Monday 3rd February and is open on Mondays, Wednesdays and Fridays. During the month of February we do not encourage lunch orders for Prep students due to the short days and shortened lunch recess. Thank you for your co-operation.
SCHOOLS’ PRIVACY POLICY

FREQUENTLY ASKED QUESTIONS - FOR PARENTS

The Schools’ Privacy Policy informs the school community that information about students can be shared to fulfil the schools’ core functions of educating and supporting our students.

The Schools’ Privacy Policy establishes a clarified ‘need to know’ framework, where school staff share information about students with other staff who need to know as part of their role. This is consistent with Victorian privacy law.

Who does the policy apply to?
The policy applies to all central, regional and school staff including principals, teachers, visiting teachers, social workers, wellbeing staff, youth workers, nurses, Student Support Service officers (SSSOS) and all other allied health practitioners. This means the ‘need to know’ framework below also applies to all school staff, whether employees, service providers (contractors) and agents (whether paid or unpaid) of the Department.

Need to know
All school staff can, and must, share information about a student with other staff who ‘need to know’ that information to enable the school to:

1. educate the student (including to plan for individual needs or address barriers to learning)

2. support the student’s social and emotional wellbeing and health

3. fulfil legal obligations, including to:
   
   • take reasonable steps to reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors (duty of care)
   
   • make reasonable adjustments for a student’s disability (anti-discrimination law)
   
   • provide a safe and secure workplace (occupational health and safety law).

Who decides who ‘needs to know’?
Subject to the principal’s direction, each staff member decides who needs to know specific, relevant information about a student, based on the ‘need to know’ framework.

Sharing relevant information with other staff who ‘need to know’ is very different from idle conversation or gossip.

School staff are entrusted with a large amount of important information about students. Staff must treat all such persona and health information sensitively and respectfully, and not share it other than on this ‘need to know’ basis.
What information and records can be transferred to a student’s next Victorian government school?

When a student has been accepted at another Victorian government school, the current school can provide personal and health information about the student to that next school. This can occur in any, and all, of the following ways:

- verbally: principal to principal (or authorised representatives);
- on paper: by providing copies of the student’s records (including any health reports) to that next school;
- electronically: including through the CASES21 transfer function, the Student Online Case System (SOCS) and/or via email.

Principals (or authorised representatives) determine what information to provide to that next Victorian government school based on the ‘need to know’ framework.

What information does the next school need to know to properly educate or support the student, and fulfill the school’s legal obligations?

‘NEED TO KNOW’ framework

Duty of care

A school’s duty of care to students means that a principal or other member of the leadership team needs to know about any reasonably foreseeable risk of harm to anyone because of the student’s behaviour, disability, family circumstances or any other relevant circumstances related to the student.

So, for example, if there is a reasonably foreseeable risk to anyone because the student:

- displays violent behaviours;
- is a victim or perpetrator of bullying, assault or age-inappropriate sexualised behaviours;
- has emotional, wellbeing or self-harm issues

then staff must tell the principal (or other member of the school leadership team).

The principal will then share relevant information with any other staff member that needs to know because they work with, or supervise, the student. Staff must provide the principal with enough relevant information required to adequately fulfil their own duty of care – so that the principal can fulfil their duty of care too.

Importantly, when there is a reasonably foreseeable risk of harm, staff should act on that information and share the information with other staff who ‘need to know’, even if the student or parent asks that information not be shared.

Anti-discrimination law

A school’s obligation to provide reasonable adjustments for students with disabilities (regardless of whether they are eligible under the Program for Students with Disabilities) means that relevant information about a student’s disability and their needs must be shared with all staff who work with or supervise that student.

This is required to enable the school to make properly informed decisions about what adjustments are reasonable, and then to implement those adjustments.

This may also be required to meet the duty of care to that student (for example, a student with a medical condition who may require treatment).

This means that relevant information must be shared with staff who work with or supervise that student, to enable them to:

- understand the student’s disability and how it affects their learning and social or emotional wellbeing;
- implement reasonable adjustments at school, including understanding all recommendations made by the student’s treating practitioners.

The relevant school policies are followed by school staff when engaging with parents, such as wellbeing and behavior polices. Go to your school’s website for relevant policies.

School staff are available to provide further information about school policies and handling of personal information or contact the DET Privacy Officer at privacy@edumail.vic.gov.au.
Thank you to all the families who have returned their Anaphylaxis, Allergy and Asthma forms.

It's the department of Educations guidelines that these forms are completed within a calendar year, so families are asked to take these forms to their local G.P and return them to us immediately. If you have misplaced your form, please contact the office.

Can you please ensure all forms have a photo attached to them and the medication is given to the office.

All book club orders need to be placed ONLINE by no later than 3pm Friday 14th February 2020
Southern Cleaning Co. is a local, bespoke cleaning company. Some of the services that we specialise in include house cleaning, spring cleaning, housekeeping, home organisation and much more. We pride ourselves in tailoring a package that best suits the needs of each individual household. If you would like any more information or to arrange a no obligation quote, please feel free to contact me.

Carla – 0474788532
southerncleaningc@gmail.com
Join us in 2020...

RHYTHM
Let the rhythm speak for itself.

FRIENDSHIP
Make new friends.

DISCIPLINE
Build up good discipline.

WHY MELANIE’S SCHOOL OF DANCE

We use dance as the guiding tool to create a path for our kids to express their style of art, make new friends, build up good discipline and self-confidence.

- ADDRESS
75 Wheelers Park Drive,
 Cranbourne North, VIC 3977

- CONTACT DETAILS
Melanie Wickramasinghe
Mobile 0405764255
Email: melaniesdance@gmail.com

Melanie’s School of Dance
- Where Dreams Come True -

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BACK TO SCHOOL SPORTS
MULTI SPORTS PROGRAM

Have heaps of fun in the sun with your friends while playing a range of dynamic and active sports over the term.

KELLY SPORTS
BOOK ONLINE NOW AT
KELLYSPORTS.COM.AU

MULTI-SPORTS PROGRAMME
TERM 1 2020 INFORMATION

Programmes run weekly on one day a week for one hour.
This term we will focus on the following sports:
✓ Cricket
✓ Soccer
✓ Basketball
✓ Ultimate Frisbee

This weekly programme gives children skills and confidence in a fun and enjoyable environment. It also encourages their enthusiasm for sport and the life skills that such involvement brings – giving them confidence to join sports clubs and teams in the future.

For Prep – Year 4 students.
$98 FOR 7 WEEKS
Sign up anytime and only pay for remaining weeks in the term.

School: Berwick Lodge Primary School
Day: Monday's
Start Date: 3rd February
End Date: 23rd March
Time: 3:40pm to 4:40pm
• No session March 9th due to Labour Day

GET IN TOUCH
Contact: Ann Donnelly
Phone: 0466 501 822

Basketball Club
BERWICK LODGE PRIMARY SCHOOL

This Basketball Program includes all the skills and activities required to help enhance your child's skills, and put them on the way to being the next Basketball Superstar.

25 YEARS
FOR THE LOVE OF SPORT

BASKETBALL PROGRAMME
TERM 1 2020 INFORMATION

Programmes run weekly on one day a week for one hour.
This program will involve the following:
✓ Skills Practice
✓ Match Play
✓ Modified Games
✓ Teamwork
✓ Experiences

This weekly programme gives children skills and confidence in a fun and enjoyable environment. It also encourages their enthusiasm and participation and the life skills that such involvement brings – giving them increased confidence in the future.

For Prep – Year 4 students.
$98 FOR 7 WEEKS
Sign up anytime and only pay for remaining weeks in the term.

School: Berwick Lodge Primary School
Day: Monday's
Start Date: 3rd February
End Date: 23rd March
Time: 1.15pm to 2pm
• No session March 9th due to Labour day

GET IN TOUCH
Email: berwick@kellysports.com.au
Website: kellysports.com.au
Facebook: Kelly Sports City of Casey

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PARENTS BUILDING SOLUTIONS
- The TEEN Years -

FOR MUMS, DADS AND CARERS OF TEENS AND PRE-TEENS AGED 11+

RESPONDING TO BEHAVIOUR
Where's the balance between rules and independence?

TECHNOLOGY USE, OR ABUSE?
Helping our teens to understand the difference

IS YOUR TEEN OFTEN ANGRY?
What's happening emotionally, physically and socially with your teen?

STRATEGIES THAT WORK
Ideas to make navigating the teen years easier!

DATES: Monday evenings for 6-weeks
10th February to 23rd March 2020
(Not on Labour Day)

TIME: 6.45pm – 9.00pm

WHERE: Endeavour Hills
Neighbourhood Centre
10 Raymond McMahon Blvd

COST: FREE – BOOKINGS ESSENTIAL
Refreshments provided

BOOKINGS AND ENQUIRIES:
Endeavour Hills NC - 9700 3789
info@ehillsncc.org.au
Sandra Phillips – call/text 0447 500 355
sandra.phillips@anglicarevic.org.au

anglicarevic.org.au