A Prayer for Pilgrims

God, who brought your servant Abraham out of the land of the Chaldeans, protecting him in his wanderings, who guided the Hebrew people across the desert, we ask that you watch over us, your servants, as we walk in the love of your name to shrine of St. James, Santiago de Compostela.

Be for us our companion on the walk, Our guide at the crossroads, Our breath in our weariness, Our protection in danger, Our home along the way, Our shade in the heat, Our light in the darkness, Our consolation in our discouragements, So that with your guidance we may arrive safe and sound at the end of our journey, and, enriched with grace and virtue, we may return safely to our homes filled with joy.

Buen Camino – A pilgrimage

Dear Parents,

Since early times peoples of many faith traditions have formed pilgrimages to sacred sites. Many Australians have a sense of pilgrimage as they walk the Kokoda trail or go to Gallipoli to remember those who fought and died in the Second World War. Some Australian Aboriginal people have pilgrimages around Uluru for their men, women and young adults. Mecca is regarded as the holiest city in Islam and a pilgrimage is obligatory for all able Muslims. For Christians, the significance of pilgrimage is in part to visit the sacred places where Jesus and the Saints once walked. Notably are the Church of the Holy Sepulchre in Jerusalem where Jesus is said to have been buried and resurrected and the city of Santiago de Compostela where St. James the Apostle’s remains are now buried.

Pilgrimage is different for everyone and there are many and varied reasons why each would want to journey. The Christian pilgrimage has traditionally been about penance or making amends or as a spiritual offering or prayer. In medieval times there was a choice between pilgrimage, jail or execution for severe crimes such as murder. The importance of having a purpose is to be highlighted for pilgrimages. For some it is to make amends for past deeds and others take pilgrimage for healing or for a sense of wellbeing. A pilgrimage may also be about trying to make a connection with the Bible authors and walking in the footsteps of Jesus and the Apostles. For others pilgrimage is an opportunity to nourish their spiritual life.

In Scripture Christian pilgrimage is an allegory for life and journey. In the Exodus story the Hebrew People are guided in the wilderness to seek out a new homeland. Jesus and his family undertook the journey to Jerusalem as part of their faith journey. Peter challenges us to see ourselves as pilgrims or temporary residents on the earth whose true home is heaven. The word Camino means ‘the way’ and is as much about the journey as it is the end. A pilgrim is different to a tourist in that the pilgrim’s journey is both external and internal. The exterior journey is the
movement through space and time to a destination. The internal journey concerns the search for meaning and spiritual benefit. The pilgrim has a spiritual end in mind and not simply the visit to a destination.

The Way of St. James or Camino de Santiago was one of the most important Christian pilgrimages during the Middle Ages, together with Rome and Jerusalem. During these times the route was highly travelled. However, the Black Death, the Protestant Reformation and political unrest in 16th century Europe led to its decline. The route has attracted a growing number of modern-day pilgrims and tourists from around the globe. This may be a result of tourism, an escape from the ‘busyness’ of life, or for spiritual enlightenment.

Later this term I will be travelling with the principals from the South Eastern Principals Network to walk the Camino de Santiago. Over the last year the network has been preparing by studying the works and story of Pope Francis and Ignation Spirituality. This pilgrimage will entail walking about 140 km in 7 days from Sarria to the resting place of the Apostle St James at the Santiago Cathedral. This spiritual pilgrimage has for me a threefold focus of prayer, relationship building with fellow principals as well as being able to walk in the footsteps of early members of the Church. I will be representing our school community on this journey and ask you all to pray for me as I pray for you.

My prayer during the pilgrimage is for the wellbeing and relationships of the members of our community. If you have any specific prayer requests that you would like me to hold in prayer during this pilgrimage, please email or complete the form on my blog. I will carry these with me on this pilgrimage and they will be presented at the Cathedral at the end of the journey. You can follow my blog on the following link http://bmartin.blog.com/ or email prayer requests to office@shoakleigh.catholic.edu.au and the request will be forwarded onto me.

During my absence, Jan Morice will act as Principal.

Buen Camino

Brian

A World Day of Prayer for Creation has been created by Pope Francis. This special day of prayer will be held on Tuesday 1st September. We as a community have been asked to gather in prayer at a Mass to be held at Christ Our Holy Redeemer, Tuesday 1st September at 7:00pm.

We have one world to look after, so let our combined parishes and the global community, join together with Pope Francis in prayer for a positive future for our world and for the generations that are to follow.

LET US BE DIFFERENT NOT INDIFFERENT

If you have any suggestions for a prayer or an idea for the mass, you could write it down and leave at the office for me and I will pass them on to Father John.

Jan Morice

Our thoughts and prayers are with the Hill family on the passing of Josie’s father last week. May Jesus bring comfort and support in these difficult times.
SACRED HEART COMMUNITY CALENDAR

Fri Aug 28, 2015
9am - 10am Book Week Parade
Newsletter
2:30pm - 3:20pm 2nd Hand Uniform Shop
Sat Aug 29, 2015
5:30pm - 6:30pm Reco Comm Mass SH
Mon Aug 31, 2015
Oakleigh District Athletics
PA Fathers Day Stall
2:30pm - 3pm 1/2EP Assembly
Tue Sep 1, 2015
PA Fathers Day Stall- Recess
School banking
Thu Sep 3, 2015
1:30pm - 2:30pm Hall booked for PA
Fri Sep 4, 2015
1/2 Swimming Form due back today
PA Father’s Day Breakfast - Hall
Sun Sep 6, 2015
Father’s Day
Mon Sep 7, 2015
2:30pm - 3:30pm Assembly 3/4BD 2:30pm (3/4SR now Term 4- Week3)
Tue Sep 8, 2015
School banking
Thu Sep 10, 2015
5/6 Excursion to Chinese Museum
Fri Sep 11, 2015
Newsletter
2:30pm - 3:20pm 2nd Hand Uniform Shop
Mon Sep 14, 2015
Red Assessment folder out with term overview
2:30pm - 3:30pm Assembly F/JF
Tue Sep 15, 2015
School banking
Fri Sep 18, 2015
Footy Day
11am - 12pm PA BBQ
End Term 3
Students finish - 1:00PM
Holidays

Mon Oct 5, 2015
Start of Term 4
Swimming 1/2
Tue Oct 6, 2015
Red Assessment folder due back
School banking
Swimming 1/2
Wed Oct 7, 2015
Division Athletics L3-6
Feast of St Francis
Swimming 1/2
7pm - 8pm SchoolEd Board
Thu Oct 8, 2015
Swimming 1/2
Fri Oct 9, 2015
Art Show Set Up – help required
Newsletter
Swimming 1/2
Sun Oct 11, 2015
Art Show Set Up – help required
Mon Oct 12, 2015
8:30am - 5:30pm Art show setup
Division Athletics L3-6
Swimming 1/2
Tue Oct 13, 2015
8:30am - 11am Art show setup
School banking
Swimming 1/2
Wed Oct 14, 2015
Swimming 1/2
6:30pm - 8:30pm Official heART Show Opening
Where: Sacred Heart Hall
Thu Oct 15, 2015
8:30am - 4:30pm Art Show
Regional Athletics L3-6
Swimming 1/2
Fri Oct 16, 2015
8:30am - 4:30pm Art Show
Swimming 1/2 - Final Day
4:30pm - 6pm Art Show Dismantle
Sat Oct 17 & Sun Oct 18, 2015
PA Father/Son Camp

PLEASE NOTE NEW SCHOOL CLOSURE DAY - WEDNESDAY 4 NOVEMBER
MONDAY 2 NOVEMBER IS ALSO A SCHOOL CLOSURE AND TUESDAY 3 NOVEMBER IS MELBOURNE CUP DAY
PUBLIC HOLIDAY

Parent Handbook
The Parent Handbook may be accessed ONLY by following this link
http://www.shoakleigh.catholic.edu.au/private.html. There is no link on the website.
URGENT RESPONSE REQUIRED - Please ignore if you have completed the consent form for each student.

Sacred Heart school is in a transition period moving into the Integrated Catholic Online Network (ICON) and Google Apps for Education (GAFE). Many Catholic schools are already working in this space with the anticipation that all primary and secondary Catholic schools will be rolled over in the coming semesters.

Our school is currently setting up the GAFE account.

We have revised our policies. The privacy policy sets out how the school manages personal information provided to or collected by it. All the school’s current operations and those planned in ICON and GAFE are in alignment with this policy and principles.

To enable your child to participate in learning at the school we require you to complete the Privacy and consent form. Please be aware that without your signed agreements your child will not have access to online learning.

You will be sent another email reminding you to respond to this policy online or you may print, sign and return the attached policy.

Please complete this as soon as possible as it will support the school’s direction in learning and your child’s education.

Regards
Brian Martin

Skoolbag App
Don’t forget to download the Skoolbag Communication App for Apple and Android phones - instructions attached.

School Calendar
The 2015 School calendar may be downloaded by following this link http://www.shoakleigh.catholic.edu.au/calendar.html

The Skoolbag App is now live for our school community. This is for both Apple devices from the app store and android devices from the playstore. As outlined in the newsletter last week, the Skoolbag App provides you with an easy free way to let you know key information about school activities. It provides you with a convenient way to receive school notifications and it communicates directly with iPhone, iPad, Android, and Windows Phones devices. School newsletters, school notices and alerts will be communicated directly to your smartphone through the Skoolbag app.

The Skoolbag App can be downloaded from the following locations:

For iPhone and iPad users:
1. Click the "App Store" icon on your Apple device.
2. Type "sacred heart oakleigh" in the search.
3. If iPhone, you will see your school appear, click "Free" then "install".
4. If iPad, change the drop list to "iPhone Apps", your school will then be visible, click "Free" then "install".
5. When installed click "Open".
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.

For Android users:
You must first have signed up with a Google Account before installing the app.
1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in sacred heart oakleigh
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable to you by tapping the on/off switch.

Please Note: Some brands of Android phones need the setting in "Notification Manager" changed to "Allow" instead of "Notify" in order for the push notifications to work. The phone must also be running at least version 4 system software to run the app.

For Windows Phone users:
1. Go to the Windows Store on your Windows Phone
2. Search for "Skoolbag" in the keyword app search
3. Install the Skoolbag app.
4. Find your school either by using the keyword search or location service.
5. Click the "Pin" icon to pin the school tile to your Windows Phone home screen.
6. Click the "More" button on the bottom right of the App, then "Setup".
7. Toggle the Push Categories that are applicable to you by tapping the on/off switch.

Please Note: The Skoolbag Windows Phone App is for 8.1 version Windows Phones.

We believe Skoolbag will provide the missing link in the communication between home and school. I encourage you to install the Sacred Heart Skoolbag App on your personal devices.
My Awesome Playground

Win a family movie pass!

We would like to remind families that the School Education Board (SEB) is currently seeking feedback, as part of its school beautification project, My Awesome Playground, on how to best develop old and unused structures and spaces within the school grounds.

How to give your feedback?

1. Families can tell us in an email what their awesome playground looks like. We want to know your big ideas on how to make the school greener or more engaging for our students. Email principal@shoakleigh.catholic.edu.au

2. Families can also provide feedback via a questionnaire which will be sent home with students shortly. This is an opportunity for parents to talk with students about their vision for their school grounds. Questionnaires can be returned to the classroom teachers.

We value your feedback!
The SEB is giving away a family movie pass! To be in the running, send us your ideas on how we can best utilise a space that you believe needs beautification. SEB values all feedback from families!

Can you assist?
Would you like to be part of our awesome beautification committee? No outrageous commitments, just as much time as you can give to help us to plan and consult thoroughly with our key community groups.

Donations
The grade 6 art leaders are looking for donations of resources from the school community to run craft workshops at lunchtimes.

Items include:
- Old CDs
- Bells (or anything that rings)
- Milk bottle caps
- Feathers
- Ribbons
- Old plastic jewellery/gems
- Fishing line

Donations can be handed in to the office donation box.

Thanks,

Grade 6 Art Leaders
Hello Parents/Guardians,

The Social Justice Team will be holding a snail trail of food items on the 11th of September. We are asking for donations of non perishable food items like cans of food, rice and pasta which will be given to the Saint Vincent De Paul Society who will give the food to people in our community who need it most. Every Friday, the Social Justice Leaders will visit each class and collect the donations. There will be a surprise reward for the class that collects the most food and makes the longest snail trail.

Thank You,

The Social Justice Team

---

Children returning to Sacred Heart in 2016 - IMPORTANT
If you have not already done so, we ask parents to complete the form below and return it to the school, to inform us if your child/children require a place for 2016. This is necessary to allow us to plan effectively for the coming year. We need to be able to reply to those who have applied for a place in classes across the school, for 2016. **Current students are guaranteed a place in 2016 as long as this form is returned – please notify us as soon as possible.**

**STUDENTS RETURNING IN 2016**

Please complete and send to the office ASAP or email office@shoakleigh.catholic.edu.au

<table>
<thead>
<tr>
<th>FAMILY NAME:</th>
<th>CHILD’S NAME</th>
<th>Class in 2015</th>
<th>Please tick if returning in 2016</th>
<th>School attending in 2016 if not returning to Sacred Heart</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Beginning Foundation In 2016
Woolworths Earn & Learn

Please support Woolworths Earn & Learn. When anyone from our school community - staff, parents, friends shop at Woolworths, we can collect stickers to place on sticker sheets. You’ll get one sticker for every $10 you spend*. Completed sticker sheets can be placed in the collection box, at either our school or Woolworths in Oakleigh. The more we collect the more great educational resources we can choose for our school. This promotion finishes on 8 September so please keep collecting.

Second Hand Uniform Shop
The uniform shop dates for Term 3 are as follows:

2:30-3:20pm Fridays
28th August & 11th September

The uniform shop is located in the portable in the junior school.

"The Heart"
Coffee Shop Open
Wednesday 8:30 – 9:30am
Friday 2:30 – 3:30pm
All Welcome
The artists of Sacred Heart Primary School, Oakleigh, would like to invite family and friends to celebrate creativity and the love of colour during their heART SHOW!

**Opening Night @ 6.30pm-8.00pm**
Wednesday 14 October
Official Opening 7.00pm

Other OPENING HOURS are as follows
Thursday 15th October
8.30am-4.30pm
Friday 16th October
8.30am-4.30pm

In the school hall
2 Mora Ave, OAkleigh

Participate
Silent Auction
Class Canvas

 Updates to follow as well as a sneak peek at the SILENT AUCTION PIECES COMING SOON!
PARENTS’ ASSOCIATION
FATHERS DAY BREAKFAST

DON’T MISS OUT – PLEASE SEND YOUR FORM IN BY MONDAY OR EMAIL office@shoakleigh.catholic.edu.au by Monday
We need to know how many are attending for catering purposes.

FRIDAY 4th September 2015

Breakfast commences at 7.00am
And finishes at school start time.
Place – School Hall

Come along and enjoy breakfast with your children whilst being waited on by our volunteer Mothers.

To organise catering, it is important that you complete and return this slip by
Friday 28th August 2015 to your child’s teacher.

Yes I am coming and my children are coming. Indicate the total number attending:

Family Name: __________________________________________

Adults _______________ Children _______________

We need the help of Mum’s on the day. Yes I can help.

Name __________________________ Telephone __________________________

Indicate the time you can help by circling. I can help between:

6.30-7.30am 7.30-8.30am 8.30-finish
<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tie Set Assorted</td>
<td>$5.00</td>
</tr>
<tr>
<td>Bicycle Pump 35.5 cm</td>
<td>$2.00</td>
</tr>
<tr>
<td>Ball Pump 30.5 cm Red &amp; Blue</td>
<td>$2.00</td>
</tr>
<tr>
<td>Garden Gloves</td>
<td>$2.00</td>
</tr>
<tr>
<td>Alloy wheel cleaner 340g &amp; Micro-fibre towel</td>
<td>$4.00</td>
</tr>
<tr>
<td>EZ Pull Corkscrew</td>
<td>$2.00</td>
</tr>
<tr>
<td>Mini Tape Measure Key Ring</td>
<td>$2.00</td>
</tr>
<tr>
<td>NRL- Storm Inflatable Seat Cushion – (Holds 4 cups)</td>
<td>$3.00</td>
</tr>
<tr>
<td>9 LED Flashlight 8cm</td>
<td>$2.00</td>
</tr>
<tr>
<td>Medium gift bag</td>
<td>$1.00</td>
</tr>
<tr>
<td>Large gift bag</td>
<td>$1.00</td>
</tr>
<tr>
<td>Umbrella</td>
<td>$4.00</td>
</tr>
<tr>
<td>Apron</td>
<td>$5.00</td>
</tr>
<tr>
<td>Foot Fetish pack with Socks</td>
<td>$8.00</td>
</tr>
<tr>
<td>Lynx Roll On 50 ml &amp; Mini Imperial Leather Soap Bar</td>
<td>$3.00</td>
</tr>
<tr>
<td>World's Best Dad Stainless Steel Mug</td>
<td>$5.00</td>
</tr>
<tr>
<td>Travel Mug with Silicone Band</td>
<td>$4.00</td>
</tr>
<tr>
<td>Pens</td>
<td>$1.00</td>
</tr>
<tr>
<td>Gym/Shoe Carry Bag</td>
<td>$5.00</td>
</tr>
<tr>
<td>Fathers' Day Card</td>
<td>$2.00</td>
</tr>
</tbody>
</table>
Sacred Heart
Father Son Camp

Sat 17 & Sun 18 Oct
The Summit
Trafalgar East Vic

5 Star Tent Village Accommodation
$145 per person
Places are limited - complete the attached booking form.
Contact Lori for further information:
loridinaide@optusnet.com.au
Mobile: 0417 365 952

Activities Include:
Sky Bridge
Bush Challenge
Rock Walls
Giant Swings
Leap of Faith
Plus more

www.thesummit.net.au
Free Dental Check-up  
Keeping Kids Smiling Program

Keeping Kids Smiling will be attending Sacred Heart Primary school from 19th of October 2015. The Keeping Kids Smiling is a program aimed to identify children in need of dental care and to teach children how to look after their teeth at home. Children will receive a no out of pocket, onsite dental check-up in a dental van by local Oral Health Therapist from Link Health and Community. The sessions will also include a brushing lesson and other fun activities. Consent forms will be sent home on Monday with your child and are due back by Monday 14th of September 2015. Parents/Guardians are welcome to attend on the day and will receive a report with the results of the dental check-up.

Link Health and Community  
Rear, Level 1  
9-15 Cooke Street  
Clayton 3168  
1300 552 509  
www.linkhc.org.au

“COME AND TRY” CLINICS FOR BOYS AND GIRLS  
- AUSSIE TEE-BALL (5-8 Year Olds)  
- LITTLE LEAGUE BASEBALL (8-12 Year Olds)  
- We also field U/14, U/16, U/18 & Senior teams  
Starts 5.30pm, Friday 4th, 11th & 18th September  
At Kingston Heath Reserve, Farm Road, Cheltenham

All equipment supplied just come down and have some fun.  
Like some more details?  
Mark Campbell 0458 33 00 80 or cambo@bigpond.net.au
ALL GIRLS CRICKET HAS ARRIVED
In only its third season the All Girls Cricket Comp has grown from 4 to over 20 teams. Loads of fun for beginners through to experienced girls. Rules support participation for ALL and not hard competition.

- Cap and shirt provided, as well as full cricket kit.
- 16/under & 13/under teams or Milo Cricket for approx 10/under
- Only $120 for the season, all inclusive.
- Indoor Pre-season 2/9/16th Sep, season launch 14th Oct.

David Box: 0435 783 451 (Murrumbeena CC) for info and registration.

COME ALONG AND GIVE IT A GO

Further information available from school office.

OUR LADY OF THE SACRED HEART COLLEGE BENTLEIGH

Inviting all boys and girls aged 5-12 to come and join us in a footy fun day this September!

GUEST APPEARANCES INCLUDE:

- Matt Spangher (Hawthorn FC)
- Brent Stanton (Essendon FC)
- Jack Viney (Melbourne FC)

Visit the website for further details

The AFL Victoria School Holiday Programs introduce boys and girls to the basic skills of Australian Football. The program is a fun and inclusive program and includes football skills and drills, mini games and a ‘Finals Footy Fever’ experience.
SACRED HEART PRIMARY SCHOOL PRIVACY POLICY

This privacy policy sets out how the school manages personal information provided to or collected by it.

The school is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988. In relation to health records, the school is also bound by the Health Records Act 2001 (Vic.).

The school may, from time to time, review and update this privacy policy to take account of new laws and technology, changes to the school’s operations and practices and to make sure it remains appropriate to the changing school environment.

What kinds of personal information does the school collect and how does the school collect it?

The type of information the school collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents and/or guardians (‘Parents’) before, during and after the course of a student’s enrolment at the school;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the school.

Personal Information you provide: The school will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents and students provide personal information.

Personal Information provided by other people: In some circumstances the school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Exception in relation to employee records: Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this privacy policy does not apply to the school’s treatment of an employee record unless required by law or organisational policy where the treatment is directly related to a current or former employment relationship between the school and employee. The school handles staff health records in accordance with the health privacy principles in the Health Records Act 2001 (Vic.)

Anonymity: The school needs to collect identifiable information to facilitate the delivery of educational and support services, the job application process and fulfil other obligations and processes. However, some activities and interactions with the school may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

How will the school use the personal information you provide?

The school will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

Pupils and Parents: In relation to personal information of students and parents, the school’s primary purpose of collection is to enable the school to provide educational and support services for the student. This includes
satisfying the needs of parents, the needs of the student and the needs of the school throughout the whole period the student is enrolled at the school.

The purposes for which the school uses personal information of students and parents include:

- to keep parents informed about matters related to their child’s schooling, through correspondence, newsletters and magazines;
- day-to-day administration of the school;
- looking after students’ educational, social and medical wellbeing;
- seeking donations and marketing for the school; and
- to satisfy the school’s legal obligations and allow the school to discharge its duty of care.

In some cases where the school requests personal information about a student or parent, if the information requested is not provided, the school may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

**Job applicants and contractors:** In relation to personal information of job applicants and contractors, the school’s primary purpose of collection is to assess and (if successful) to engage the applicant, or contractor, as the case may be.

The purposes for which the school uses personal information of job applicants and contractors include:

- administering the individual’s employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for the school; and
- satisfying the school’s legal obligations, for example, in relation to child protection legislation.

**Volunteers:** The school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as alumni associations, to enable the school and the volunteers to work together.

**Marketing and fundraising:** The school treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to provide a quality learning environment in which both students and staff thrive. Personal information held by the school may be disclosed to organisations that assist in the school’s fundraising, for example, the school’s alumni organisation or, on occasions, external fundraising organisations.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

**Who might the school disclose personal information to and store your information with?**

The school may disclose personal information, including sensitive personal information, held about an individual to:

- school service providers, including the Catholic Education Commission of Victoria, (CECV), Catholic Education Offices specialist visiting teachers, counsellors and sports coaches, and other dioceses;
- third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network system (ICON);
- another school to facilitate the transfer of a student;
- government departments;
- medical practitioners;
- recipients of school publications, such as newsletters and magazines;
- student’s parents or guardians;
- anyone you authorise the school to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law.
**Sending and storing information overseas:** The school may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the school will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.
- The school may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

**The countries or regions that the school discloses personal and sensitive information to are:**

**GOOGLE DATA CENTRE LOCATIONS**

- **Americas**
  - Berkeley County, South Carolina
  - Council Bluffs, Iowa
  - Douglas County, Georgia
  - Quilicura, Chile
  - Jackson County, Alabama
  - Mayes County, Oklahoma
  - Lenoir, North Carolina
  - The Dalles, Oregon

- **Asia**
  - Changhua County, Taiwan
  - Singapore

- **Europe**
  - Hamina, Finland
  - St Ghislain, Belgium
  - Dublin, Ireland
  - Eemshaven, Netherlands

**CAREMONKEY**

All data managed by CareMonkey for Australian customers is stored in Sydney, Australia.

**WIKIS**

All data is stored in three locations spread across two US states.

**BLOGS**

CampusPress Data Centers operate out of 3 data centers:

- San Antonio, USA
- Toronto, Canada
- Portsmouth, UK

Where personal and sensitive information is retained by Sacred Heart Primary School by a cloud service provider, this information will be stored on servers located within Australia if not included on the above list. This list includes but is not limited to Skoolbag, NForma, Prezi, SREAMS, Studyladder, Mathletics, Mangahigh, Premier’s Reading Challenge, Sunshine Online and Ziptales.

Where personal and sensitive information is retained by the CECV by a cloud service provider to facilitate HR and staff administrative support, this information will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.

**How does the school treat sensitive information?**

In referring to 'sensitive information', the school means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.
Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

**Management and security of personal information**

The school's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

The school has in place steps to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

**Access and correction of personal information**

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information and health records respectively which the school holds about them and to advise the school of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information the school holds about you or your child, please contact the school principal by telephone or in writing. The school may require you to verify your identity and specify what information you require. The school may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

**Consent and rights of access to the personal information of students**

The school respects every parent's right to make decisions concerning their child's education.

Generally, the school will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The school will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student.

Parents may seek access to personal information held by the school about them or their child by contacting the school principal by telephone or in writing. However, there may be occasions when access 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 the school's duty of care to the student.

The school may, at its discretion, on the request of a student grant that student access to information held by the school about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

**Enquiries and complaints**

If you would like further information about the way the school manages the personal information it holds, or wish to complain that you believe that the school has breached the Australian Privacy Principles please contact the school principal by writing or telephone at 8574 4500. The school will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

**Review and Update history**

<table>
<thead>
<tr>
<th>Date updated</th>
<th>Summary of change</th>
<th>Reference</th>
<th>Review by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. The school collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school and the Catholic Education Commission of Victoria (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the school.

2. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.

3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cwth). We may ask you to provide medical reports about students from time to time.

5. The school may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
   - school service providers such as the Catholic Education Commission of Victoria, Catholic Education Offices, parish, school governing bodies and other dioceses;
   - third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network (ICON) system;
   - another school to facilitate the transfer of a student;
   - government departments;
   - medical practitioners, and people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers and counsellors;
   - anyone you authorise the school to disclose information to; and
   - anyone to whom we are required or authorised to disclose the information to by law.

6. Personal information collected from students is regularly disclosed to their parents or guardians.

7. The school also uses 'Google Apps for Education' (GAFE) including Gmail. Through the use of these services, personal information of pupils, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country Google uses to provide these services. School personnel and the Catholic Education Commission of Victoria and their service providers may have the ability to access, monitor, use or disclose emails, communications e.g. Twitter, documents and associated administrative data for the purposes of administering the system and ensuring its proper use.
8. Where personal information is held by GAFE it will be limited and may include:

- name
- email address
- student date of birth

Personal information held by GAFE will be stored in accordance with APPs.

9. The school may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

The countries that the school discloses personal and sensitive information to are:

**GOOGLE DATA CENTRE LOCATIONS**

**Americas**
Berkeley County, South Carolina
Council Bluffs, Iowa
Douglas County, Georgia
Quilicura, Chile
Jackson County, Alabama
Mayes County, Oklahoma
Lenoir, North Carolina
The Dalles, Oregon

**Asia**
Changhua County, Taiwan
Singapore

**Europe**
Hamina, Finland
St Ghislain, Belgium
Dublin, Ireland
Eemshaven, Netherlands

**CAREMONKEY**
All data managed by CareMonkey for Australian customers is stored in Sydney, Australia

**WIKIS**
All data is stored in three locations spread across two US states.

**BLOGS**
CampusPress Data Centers operate out of 3 data centers:
San Antonio, USA
Toronto, Canada
Portsmouth, UK

Where personal and sensitive information is retained by Sacred Heart Primary School by a cloud service provider, this information will be stored on servers located within Australia if not included on the above list. This list includes but is not limited to Skoolbag, NForma, Prezi, SREAMS, Studyladder, Mathletics, Mangahigh, Premier’s Reading Challenge, Sunshine Online, Ziptales

The school uses the services of a third party online provider which may be accessible by you. The school has made reasonable efforts to be satisfied about the security of any personal information stored outside Australia as not all countries are bound by laws which provide the same level of protection for personal information provided by the APPs.

Please tick the box below to confirm that you consent to this disclosure, processing and storage of your personal information.

**TICK BOX**
10. Where personal and sensitive information is retained by the CECV by a cloud service provider for educational and administrative purposes, it will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.

11. The SACRED HEART PRIMARY SCHOOL PRIVACY POLICY is accessible via the school website, newsletter or from the school office. The policy sets out how parents, guardians or students may seek access to personal information collected about them. However, there may 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 the school’s duty of care to the student, or where students have provided information in confidence.

12. The school’s privacy policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.

13. The school may 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 the school’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

14. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions annually from the student’s parent or guardian (and from the student if appropriate) prior to publication if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet. We may include student’s and parents’ contact details in a class list and school directory.

15. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose this information to third parties.