



Hughesdale HAPPENINGS

Every Child, Every Chance, Every Day

Principal's Report

Welcome to 2023 and the new school year. It was magnificent being able to welcome students back to school on Monday, and then on Tuesday I had the privilege of greeting our 2023 Prep/Foundation cohort for their first day of school which always provides me with immeasurable delight.

We have had one staffing change since my last Newsletter article. Please join me in welcoming Miss Chen Yao to Year 5A who is replacing Mr Bleeker.

Also joining us are a number of students new to our school in 2023. These students are in all year levels and I would like to share how beautifully our existing students respond. Their excitement about new friendships, the opportunity to nurture a peer while they settle in, and the warm manner in which they help new students learn the ropes is such a feature of our school. Please feel just as proud of them as I am.

We had a number of workmen on site over January, completing some scheduled maintenance tasks. This included replacing the fire doors in our Main Building, installing screens for a number of windows, rebuilding the stairs at the entry of each of our Portable classrooms and servicing the coolers/air conditioners throughout the school. Also working hard was our site supervisor Yogi, and his team who have nearly finished our bathroom renovations. Due to be completed within the next 10 days, we are really looking forward to having these amenities available for our students.

I was pleased that during the bathroom project a leak was detected within a wall cavity, explaining the smell we were trying to treat. It did cause a delay to the expected completion date, but it is wonderful to know that such an irritation (the smell of the bathrooms) has been resolved.

Thank you

In the rush at the end of 2022, we did forget to send out the list of additional items for students to bring to school in 2023. I thank the parents who alerted me to this, so that we could get this out to everyone last week.

For anyone who missed it, I thank you in advance if you could please send the following items to school with your child when convenient;

HOW TO CONTACT THE SCHOOL

SCHOOL 9570 4808 OSHC 0423 940 728

www.hughesdaleps.vic.edu.au email: hughesdale.ps@education.vic.gov.au



Week 1 Term 1 2023 Issue 1

Term 1

Friday 3rd February	• Senior School Assembly 3pm
Friday 10th February	• Scholastic Book Club Orders due • Junior School Assembly 3pm
Tuesday 14th February	• Smile Squad Dental Visit • Foundation BBQ
Thursday 16th February	• L4 Botanical Gardens Excursion
Friday 17th February	• Whole School Assembly 3pm
Wednesday 22nd February	• House Swimming Carnival
Friday 24th February	• Senior School Assembly 3pm
Monday 27th February	• Smile Squad Dental Visit
Wednesday 1st March	• School Photos
Thursday 2nd March	• L1 Como Excursion
Friday 3rd March	• L1 Como Excursion • Junior School Assembly 3pm
Monday 6th March	• District Swimming Carnival
Friday 10th March	• Whole School Assembly 3pm
Monday 13th March	• Public Holiday—No School

Past *Hughesdale Happenings* can be found on **COMPASS** in **Community** under **School Documentation**

Our family is there for your family



www.listedsold.com.au

Foundation; 2 boxes of tissues, 1 packet of wet wipes, headphones, an art smock and a library bag.

Year 1; a box of tissues, headphones and retained from last year a reader cover, an art smock and a library bag.

Year 2; 2 boxes of tissues, 1 packet of wet wipes, headphones, a roll of contact (clear) and retained from last year a reader cover, an art smock and a library bag.

Year 3; 2 boxes of tissues, 1 packet of wet wipes, headphones, and retained from last year an art smock and a library bag.

Year 4; 2 boxes of tissues, 1 packet of wet wipes, headphones, hand sanitiser and retained from last year an art smock.

Year 5; 2 boxes of tissues, 1 packet of wet wipes, headphones, a USB stick and retained from last year an art smock.

Year 6; 2 boxes of tissues, 1 packet of wet wipes, headphones, hand sanitiser, a USB stick and retained from last year an art smock.

First Parents & Friends Event

Thank you to Kirsten and Hollie for hosting our first event for the year. Traditionally named "Tea and Tears", it was such a special opportunity for the families of our Foundation students to gather and meet each other after dropping their children to school for their first day. I also thank Camp Australia (our Out Of School Hours Care provider - OSHC) for their catering and visit. May I encourage our families to keep an eye open for the P&F coffee mornings as an ideal way to meet other families, taking a pause amongst the general day-to-day rush life brings.



Salesian College

Y12

Achievement

I received the most heart warming email from Salesian College during January. They sent me a copy of their Newsletter that contained news of the remarkable success of past Hughesdale PS students Jake Johnston, Kevin Kang and Lachie Grewcock.

"Salesian College Chadstone congratulates 2022 Dux Jake Johnston. Jake is a past pupil of Hughesdale Primary School and achieved a study score of 47 in English and Further Mathematics, 46 in Mathematics Methods and 40 in Physics. Jake achieved an ATAR of 99.45, putting him in the top 0.55% of all Year 12 students in the state. Jake is set to study Engineering and Commerce at Monash University.

We also congratulate Hughesdale Primary past students Kevin Kang and Lachie Grewcock on achieving outstanding ATAR results of 99.2 and 93.4 respectively!"



Principal Awards

Thankyou James from 2B for sharing your writing about the season you most favour.

To our community - for preparing your children for a year packed with learning opportunities, we are delighted to have all students back!

Warmest Regards,

Lisa Gough

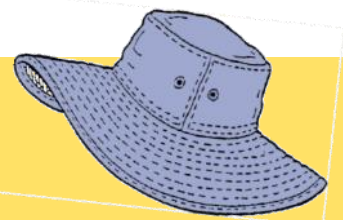
Principal

lisa.gough@education.vic.gov.au

UNIFORM REMINDERS

Lost property is located in the gym foyer but will return to the breezeway outside the student toilets in the main building once the renovations are complete.

- Label all new clothing, lunchboxes and drink bottles
- Re-label old clothing especially second hand items
- Regularly check in lost property for your child's lost clothing



Assistant Principal's Report

AMANDA SEACH

Welcome back to the school year for 2023. It was wonderful to have all the students back this week, it's a strange place without the kids! I hope you had a good summer break. I enjoyed time in Gippsland at my sister's family home, waking up to the moos of cows! We went to Lake Tyres and Cowwarr Weir and enjoyed lots of swimming, board games and books. It was lovely to be away from the city.

Curriculum Day

Last Friday all our staff returned, and we welcomed seven new members. We began the day with classroom preparation time. Our teachers take such pride in the learning spaces they create for your children and I'm sure you will agree they do a wonderful job. If your child's room appears somewhat 'bare' this is quite normal for the beginning of the year. As the class learns new things, they will begin to fill up the walls. We call these posters 'anchor charts' because the students can anchor their learning to them as they are created together with the teacher.

In our first learning session we were joined by Heidi Rogers, a psychotherapist with 20 years' experience in mental health counselling and trauma therapy. The focus of our sessions was '**Understanding Challenging Behaviours and Motivating Intrinsically.**' We were equipped with information about different parts of the brain and their functions such as the amygdala and cortex. Heidi shared traits we may notice in children with challenging behaviours, referred to as SPICY. At times these traits can be seen in any child, particularly when over stretched, tired or unsettled. You may relate to some of these attributes,

S

Shame feels intolerable (we learnt a lot about how shame can result in disconnection and isolation and that the antidote is connection and empathy)

P

Power seeking

i

Incessant, inflexible

C

Connection, need to feel connected and have reassurance

Y

Yes, prefer us to say yes to everything

We learnt strategies for handling SPICY situations with a focus on reducing or minimising shame. Key ingredients in all classrooms are understanding, warmth, compassion, positive encouragement, and sensitivity. The priority is the relationship and connection which aligns with our school values. We were given handy hints on what words can be used in tricky situations and a key take away phrase was "You're a good kid having a hard time."

Heidi also works with parents and individuals, you can read more on her website <https://www.heidirogers.com/> which also includes an extensive blog catalogue on an array of topics such as anger, anxiety, parenting, resilience, and sibling rivalry.

Our second session for the day was focussed on **Mathematics and analysing assessment data to identify student needs.** Two of the Department of Education Improvement Leaders, Nat and Lisa, joined us to unpack our PAT Maths assessment data. PAT stands for Progressive Achievement Test and is a reputable assessment produced by the Australian Council of Education and Research. Many schools across Australia use it to track student progress. We use the adaptive test at the end of each year which has questions that level up and down depending on the student's answers. In teaching teams for each level, we looked at the results and trends, what the new group of students do well and what they need more teaching time devoted to in the area of Mathematics.

Policies

You will find two policies in this newsletter,

- Personal Property and
- Photographing, Filming and Recording Students

You can also access all school policies via our website <https://www.hughesdaleps.vic.edu.au/>

Kind regards

Amanda Seach

amanda.seach@education.vic.gov.au

Assistant Principal's Report

AARON RICHARDS

It has been wonderful to welcome everyone back to school this week. I hope all of you were able to take a break over the new year. 2022 was certainly a big year for everyone. My family and I were able to get away to Paynesville in mid January. Catching a fish in front of my daughter was a highlight for me. I told her she must be my lucky charm and must come fishing with me all the time from now on. I am not overly confident this will be the case!

It has been extremely pleasing to walk into classrooms and see all the students settling in so well with their new teacher and their new classroom. It has also been wonderful to have so many students pop into the office to show us the magnificent work they have already created.

I would like to thank all the parents who have congratulated me on my appointment as Assistant Principal. The kind words have meant so much to me. I think everyone is slowly getting used to seeing me in more professional attire!

I started working at Hughesdale Primary midway through 2004. We had a school population of approximately 260 students in 14 classrooms. We had no gymnasium, no running track and the main building toilets that are currently under renovation, were not yet built! Due to the small population of the school, I was only employed for three days a week. I could see the school was on an upward trajectory and soon was employed full time, teaching both Physical Education and Digital Technologies.

It did not take long to feel part of the Hughesdale family. It became apparent to me fairly quickly that

there was no other school that I would rather teach at. To have the opportunity to step into an Assistant Principal role, at the school that has been a huge part of my life, is a dream come true. Whilst stepping away from the Physical Education program that I helped create was not easy, I could not be more excited to help lead the school into the future.

Smile Squad six month fluoride varnish visit

The Link Health and Community Smile Squad team are heading back to our school on Tuesday 14th February and Monday 27th February to complete six-monthly fluoride varnish applications for those students who have provided consent. Fluoride varnish applications help make sure students have the best chance of preventing tooth decay, so we're excited Smile Squad are coming back.

Consent for this fluoride varnish application was provided when students' initial consent forms were returned. However, if anyone has changed their mind and do not wish to receive a fluoride varnish application, they can contact Link Health and Community directly to let them know. Please contact the Smile Squad team via:

Mobile: 0419 249 158

Email: linksmilesquad@lchs.com.au

The Smile Squad team look forward to visiting soon.

Aaron Richards

aaron.richards@education.vic.gov.au

Online Lunch Orders

Important reminder :

- PLEASE UPDATE your child's 2023 class on the QKR app to ensure your child receives their lunch order.
- All lunch orders must be submitted on QKR no later than 9am.



Orders due by Friday 10th February

BOOK CLUB NEWS

EDITION 1 OUT NOW



Health and Wellbeing supports

If you or a loved one needs extra support, speak with your local doctor, a mental health professional, counsellor or psychologist. It can also be helpful to talk to someone who is independent but still understanding.

Phone Triple Zero (000) if you or someone you know is in immediate danger.

For more information and resources, visit:

LifeLine – phone [13 43 57](tel:134357)

Lifeline is a 24-hour telephone service that offers confidential support and advice to help you deal with stress and personal challenges.

Beyond Blue information line – phone [1300 224 636](tel:1300224636)

Beyond Blue has an information line that offers expert information on depression, how to recognise the signs of depression, how to get help, how to help someone else and how to stay well.

Mensline – phone [1300 789 978](tel:1300789978)

This is a telephone support, information and referral service helping men deal with their relationship problems.

Nurse-on-Call – phone [1300 606 024](tel:1300606024)

This is a 24-hour telephone service that allows people to discuss any health-related issues with a registered nurse for the cost of a local call.

DirectLine alcohol and drug counselling - phone [1800 88 236](tel:180088236)

Confidential drug and alcohol counselling and referral.

Parentline - phone [13 22 89](tel:132289)

Support for parents and carers.

Kids Helpline – phone [1800 551 800](tel:1800551800)

This is a 24-hour telephone service that provides a phone and online counselling service for young people aged 5–25.

Mental Health and Wellbeing Hubs - phone [1300 375 330](tel:1300375330)

Book an in-person or telehealth appointment for anyone who feels overwhelmed or needs support with mental health concerns.

Australian Psychological Society Referral Service - phone [1800 333 497](tel:1800333497)

1800 Respect – [1800 737 732](tel:1800737732) (24 hours a day, 7 days a week)

For people experiencing or at risk of experiencing sexual assault, domestic or family violence

Safe Steps Family Violence Response Centre – phone [1800 015 188](tel:1800015188)

This response centre provides confidential support and information for women and children living with family violence or for anyone who knows a person living with family violence.

Orange Door

Access services for adults, children and young people who are experiencing family violence

Men's Referral Service – [1300 766 491](tel:1300766491) (8am to 9pm, Monday to Friday; 9am to 5pm, Saturday and Sunday) It takes a lot of strength to acknowledge that things may not be right. This service specialises in effective evidence-informed engagement with men. The staff will work to develop safe and effective interventions for men who turn to violence.

Sexual Assault Crisis Line – [1800 806 292](tel:1800806292) (24 hours a day, 7 days a week)

For victims of sexual assault

Child Protection – [13 12 78](tel:131278) (5pm to 9am, Monday to Friday, and 24 hours on weekends and public holidays)

For children and young people whose safety is at risk.

EXTRA – CURRICULAR PROGRAMS 2023

We are pleased to share with our community the range of extra-curricular programs we continue to make available. We aim for all our students to have access to and appreciate the positive effects of participating in extra-curricular activities and so we remain dedicated to the provision of learning experiences that are of an exceptionally high quality. As a result, we proudly offer the following extra-curricular programs.

Activity	Contact	Days	Time	Location
Multi-Sports Program with Kelly Sports	Bookings 0413 930 218 blackburn@kellysports.com.au Prep to Year 4	Mondays	3.40 – 5.10	Soccer Pitch
Coding with CodeCamp	Bookings 1300 263 322 Year 2 to 6	Mondays	3.35 – 4.50	Main Building Library
Chess Club with Kids Unlimited	Bookings 1300 424 377	Wednesday	3.30 – 4.30	Main Building Classroom 7
Guitar Lessons with The Music School	Perry perryv@optusnet.com.au 0412365515	Wednesday	Lunchtime	Main building Library
Netball with Sporty Little Legends	Bookings Angela littlesportylegends@gmail.com 0418585227 Prep to Year 3	Friday	3.45 – 4.45	Gym
Soccer with Soccerwise	soccerwise.com.au Andrew or Samantha bookings@soccerwise.com.au 0419253837	Tuesdays & Fridays	3.30 – 4.30	Soccer Pitch
Basketball with Bentleigh Lakers	http://bentleighlakers.com.au/ Enquiries: registerforlakers@gmail.com	Monday to Thursday	As arranged	Gym

Meet the team

Hughesdale Primary School



NAVJOT SANDHU
Regular Coordinator



INDIRA NILANTHI.S
Regular Assistant

I have been working with Hughesdale primary school community for last 6 years, and I enjoy guiding children's growth by running fun - filled Before & After School care and Rocketeers' program. I am pleased to introduce **Indira Nilanthi as regular assistant**. Indira has 6-year experience with Camp Australia and joining our Hughesdale community this year. I do believe she can bring invaluable knowledge to our team.

Your OSHC.



Tailored Out of School Hours experiences.

Your OSHC by Camp Australia provides enriching experiences for children during term – before school, after school and on pupil free days.



ROCKETEERS

Extraordinary Holiday Adventures.

Rocketeers by Camp Australia takes children on extraordinary adventures during their school holidays.



Visits welcome!

Please feel free to stop by the program with your children to meet the team and see what happens in our great program each school day.



Register with Camp Australia

Once registered, you'll be able to easily make and manage your bookings online via your Parent Portal.

Visit our blog

New articles are added each week for parents and cover various topics to help families.

Prep Rest Day Care

For the first 4 Wednesdays of Term 1, 2023, the Prep children will not be at school.

Camp Australia provide the Before & After School care program at Hughesdale PS and we will be offering a full day of care for Prep children who require it.

To access this care, please register with us through our Website and book in for the Prep Full Day Care sessions on the dates below.



Date:

1st February, 8th February,
15th February, 22nd February



Time:

7:00am to 6:15pm



Location:

The OSHC room at
Hughesdale PS



Fees:

\$51.69 per child, per day.

To book and view your fees, visit www.campaustralia.com.au and find your school's page.

Or call our Customer Care Team on 1300 105 343.

To attend our program your child must be registered.



Child Care Subsidy (CCS)

The Child Care Subsidy can provide up to 85% off your fees. Your eligibility is determined by your family's annual adjusted taxable income, the type of childcare you use, and your activity level.

To find out if you're eligible, contact Centrelink on 13 61 50.

Your OSHC.

Tailored before and after school experiences that children love.

To book, visit www.campaustralia.com.au

by  Camp
Australia



**BOOK NOW!
LIMITED PLACES!**

is back at
Hughesdale Primary
in 2023!



**TUESDAYS
& FRIDAYS**
3.30pm to 4.30pm
Prep to Grade 6

Please note that children will be grouped according to age / ability / friends.

For **BOOKINGS** contact **SPORTWISE AUSTRALIA**
Phone: 9568 5455 Email: info@sportwise.com.au
Mobile: 0419 253 837 WEB: www.SportWise.com.au



**MULTI SPORT
FUN @
HUGHESDALE
PS**
TERM 1 2023



BOOK ONLINE NOW AT

KELLYSPORTS.COM.AU

INFORMATION
FOR PARENTS

MULTI SPORT FUN!

Programmes run weekly on one day a week for 1.5 hours.

This term we will focus on the following skills:

- ✓ Cricket
- ✓ Basketball
- ✓ Crazy Games
- ✓ Hockey
- ✓ 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. Children will do 2 weeks of each of the sports above.

Preps are collected from class and taken to the school soccer pitch. Grade 1-4 students meet at the soccer pitch when the bell goes at the end of the school day.

For Prep – Year 4 students.

PRICES - \$20/SESSION, PRO RATED. PAYMENT IS MADE FOR AN ENTIRE TERM OR TERM REMAINDER (IF ENROLMENT OCCURS AFTER PROGRAM STARTS). NO SINGLE CLASS BOOKING. REFER TO WEBSITE FOR UPDATED PRICE

Hughesdale Primary School – Mondays, 3:30pm - 5:10pm
Begins: 6/2/23
Concludes: 3/4/23

Website: kellysports.com.au/events
Contact: Cody Remington
Email: blackburn@kellysports.com.au
Phone: 0413 930 218
Facebook: #KellySportsblackburn



AllStars Karate • Kickboxing • Boxing • MMA
Martial Arts Academy
Children • Teens • Adults
4 Weeks Training + Uniform - \$39.99



Register Online Now



Ph: 9579 0800 E: info@allstarsdefence.com.au

Location: Virginia Park Business Estate, North Drive, 10/236-232 East Boundary Road, East Bentleigh

www.allstarsdefence.com.au



Hughesdale Netball Fun

Friday nights in the school gymnasium

Starting February 3, 3.45-4.45pm

Prep – Grade 3

\$120 for 8 week Program

<https://www.trybooking.com/CFHXP>

Contact Angela on 0418 585 227

Each session is conducted by a qualified netball coach and aims at teaching the correct skills and technique in a fun and safe environment. We look forward to meeting everyone again and seeing the smiles on faces with the fun of learning a great sport.

Hughesdale Primary School.



Hughesdale Primary School: Term 1, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		3:30-4:30pm Add Chess Wed, 3:30pm		

FOR ENROLMENTS AND TRIALS CONTACT US:
1300 424 377 | info@kidsunlimited.com.au | kidsunlimited.com.au

Guitar lessons at Hughesdale in 2023

The Music School
E-mail: perryv@optusnet.com.au
Mob: 0412-365515



Term 1

The Music School is again pleased to offer guitar lessons at Hughesdale Primary School for students in years 1–6. Please indicate if your child is a continuing student from last year, or a new student beginning lessons for the first time.

The cost is \$18.70 per lesson and is payable at the beginning of the term. (Students need their own acoustic guitar, e-mail us for a recommendation of a suitable model and size.)

Students are taught in groups. Term 1 lessons begin on Wed 8th Feb and are held during lunchtime. There are 9 lessons in Term 1 and the total cost per student is \$168.30. There is a discount for cash payments and the cost is then reduced to \$160 for this term.

As in previous years, fees paid late incur an administration fee of \$20.

Please Note: DO NOT make any payments, until you receive our invoice for the term – you will then have 14 days to settle the fees.

(Please fill in form and return to perryv@optusnet.com.au)

I would like my child to have guitar lessons at Hughesdale Primary School for Term 1, starting on Wed 8th Feb.

Student's full name: Grade:

Is your child a new student or continuing student from last year?

Parent's Name: Mobile No:

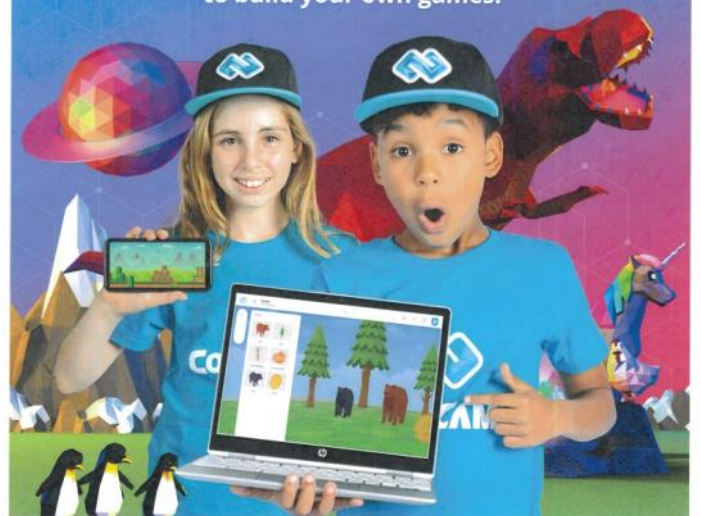
E-mail: (please print clearly)

(We accept cheques & cash. Online banking: BSB 033-040 / Acc. 13-2519 please include student's name in deposit details or we'll not know who it's from, and you may be accidentally charged twice.)



After-school has never been so much fun!



Get creative using design, code and logic to build your own games!



Book now at codecamp.com.au/hughesdale

Give us a call on 1300 263 322

Rated 4.9 on [PRODUCT REVIEW](https://www.productreview.com.au) with over 746 ★★★★★ reviews

	Hughesdale Primary School	
	Personal Property Policy	
Last Review Date: November 2021	Due for Next Review: November 2025	
Included on Website: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Authorised (Principal): 	Digitally signed by Lisa Gough Date: 2021.12.14 15:50:44 +11'00'

PURPOSE

To explain to our Hughesdale Primary School community our policy in relation to personal property and to ensure that special or valuable items of personal property are not brought to school.

SCOPE

This policy applies to all school activities, including camps and excursions.

POLICY

Hughesdale Primary School understands that staff and students may sometimes like to bring items of personal property to school. The Victorian Department of Education and Training does not have insurance for personal property of staff, students or visitors. Hughesdale Primary School does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities.

Damage to personal property brought to school is the responsibility of the owner of that property. Hughesdale Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- annual reminders through the school newsletter
- available publicly on our school's website
- made available upon request to the front office.

RELATED POLICIES AND RESOURCES



- [Claims for Property Damage and Medical Expenses Policy](#)

School policies:

- [Mobile Phone and Devices Policy](#)

POLICY REVIEW

Policy last reviewed	November 2021
Next scheduled review date	November 2025
Review cycle	This policy will be reviewed every 3 to 4 years.

	Hughesdale Primary School
	Photographing, Filming and Recording Students Policy
Last Review Date: December 2021	Due for Next Review: November 2024
Included on Website: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Authorised (Principal): 

PURPOSE

To explain to parents/carers how Hughesdale Primary School will collect, use and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.

SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings (images) of students.

POLICY

This policy outlines the practices that Hughesdale Primary School has in place for the collection, use and disclosure of images of students to ensure compliance with the *Privacy and Data Protection Act 2014* (Vic). It also explains the circumstances in which Hughesdale Primary School will seek parent/carer consent and how consent can be provided and/or withdrawn.

As a general rule, use relates to images which are shared and distributed only within the school for school purposes (i.e. ID photos, Compass), whilst disclosure is used for images which are shared and distributed outside of the school staff and are available to other students, parents/carers and the wider school community.

Hughesdale Primary School will ensure that parents/carers are notified upon enrolment and at the commencement of each school year of the ways in which our school may use images of students. There are many occasions during the school year where staff photograph, film or record students participating in school activities or events, for example classroom activities, sports events, concerts, excursions, camps etc. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents/carers and school community in newsletters.

Hughesdale Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Standards Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact the school office via email Hughesdale.ps@education.vic.gov.au or telephone 9570 4808.

In addition to the processes outlined below, parents/carers can contact the school office in writing by sending an email to Hughesdale.ps@education.vic.gov.au at any time to withdraw their consent for any future collection, use or disclosure of images of their child. However:

- if the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.
- There may be occasions when the school will record whole of school or large group events [and make those recordings available to the school community through DVD sales etc], such as graduations ceremonies, school productions or concerts and if your child participates, they may appear in these recordings which will be available to the whole school community.
- The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Official school photographs

Each year Hughesdale Primary School will arrange for a professional photographer to take official school photographs of students. This will generally involve both class photos and individual photos being taken.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards
- stored on CASES21 for educational and administrative purposes.

Hughesdale Primary School will notify parents/carers in advance of the official school photographs being taken to give them an opportunity to decide whether their child will be included in the official school photographs.

Parents/carers who choose to opt-out of having their child participate in official school photographs must contact the school office before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any parent or carer to purchase any photographs taken.

Images for use and disclosure within the school community and ordinary school communications

From time to time Hughesdale Primary School may photograph, film or record students to use within the school community, including:

- in the school's communication, learning and teaching tools (for example Google Classroom, See Saw or Compass that can only be accessed by students, parents or school staff with passwords.
- for display in school classrooms, on noticeboards etc
- to support student's health and wellbeing (eg photographs of pencil grip to assist in Occupational Therapy assessments)

A Consent Form and Collection Notice will be distributed to parents/carers upon enrolment.

Images to be used or disclosed outside the school community

External use or disclosure by the school

Photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website including in the school newsletter which is publicly available on the website

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers on enrolment and also at the beginning of each school year. We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

Media

The media, or the Department of Education and Training's media team, may seek to photograph, film or record students for a news story or school event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When our school receives such requests Hughesdale Primary School will:

- provide parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

Students will only be photographed, filmed or recorded by the media at school if express consent is provided for that specific media event. Neither the school nor the Department own or control any photographs, video or recordings of students taken by the media.

Other external collection, use or disclosure

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, Hughesdale Primary School will:

- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

School performances, sporting events and other school approved activities

Hughesdale School permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Example school requests that parents/carers, students and invited guests who photograph, film or record school activities only do so for their own personal use and do not publish the images in any form, including on social media, without the prior consent of persons whose children also appear in the images.

Neither the school nor the Department own or control any images of students taken by parents/carers, students or their invited guests at school activities.

Images to manage student behaviour or fulfil our school's legal obligations

On occasion it may be necessary for school staff to photograph, film or record students when necessary to:

- fulfil legal obligations, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to students staff and visitors (duty of care)
 - provide a safe and suitable workplace (occupational health and safety law)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Hughesdale Primary School does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Hughesdale Primary School photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is reasonable and appropriate in the circumstances.

Staff use of personal devices

School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload the images to the school database (staff drive) and delete the images from their device within a week of the images being captured.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Annual reminders in our school newsletters
- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department of Education's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2021
Next review	November 2024