

Wagga Wagga District NEWSLETTER



Tuesday, 27 February 2001

Dear Colleagues

District Office staff enjoyed the opportunity last week to welcome our new Principals to the district as part of an orientation program. The role of the District Office in supporting public school staff and programs to ensure the best educational outcomes for students was highlighted. Many schools are already organising programs to celebrate Public Education Day on 15 March and the DET is working hard with the Teachers' Federation to ensure a high profile launch of the day. It will be a wonderful opportunity to highlight the benefits of public education in developing an Australian society in which equity of opportunity is valued.

Regards

Colin Parker
District Superintendent, Wagga Wagga

From the CEO

Congratulations to all High Schools and Central Schools on their progress with their Annual School Reports. I appreciate the delays in getting Higher School Certificate data out to schools has not been helpful, however, it has been great working with such a professional team of Principals. Thank you.

It was a pleasure to meet the 'new' Principals at District office last week. Congratulations on your appointments and I look forward to visiting your schools in the future.

Remember the following dates:

- Friday 2 March –Annual School Report disc plus hardcopy to District Office
- Friday 2 March – Mailing address disc to me using OASIS guidelines that were sent to all school last week. If in doubt please let me know.
- Tuesday 20 March-District Principals meeting at Wagga

Peter Brabin
Chief Education Officer

.....

From the HSLO

I will be away during the following weeks completing training from 5 March to 9 March and then again from 19 to 23 March. If you have any queries or problems during that time please contact Rose Manousaridis. Also some information will be sent out this week on information for principals, executives and teachers in relation to attendance matters and the role of the HSLO.

Lyn Robinson
HSLO

Procedures for Reporting Risk of Harm to Children and Young People

A briefing session by state office concerning the current reporting arrangements to the DoCS Helpline was held last week. The following points were made:

1. Significant delays are being experienced by principals trying to make contact with case workers on the Helpline. Form A can be **faxed to 96337666**.
2. Reports need to relate to **current** concerns about the safety, welfare and well being of the child or young person.
3. In many cases, information received at intake is inadequate. It was suggested that all relevant details of the risk of harm issues and the reasons for concern be provided on an attached page(s).

.....

For the Guidance File

To ensure that Student Guidance Files are kept current, Principals are asked to ensure that a copy of the following correspondence should be passed to the school counsellor: letter of offer for placement in support class or support service; the access request form; letter of financial grant for integration support. This is of great assistance in cases of student mobility.

Kerrie Tweddle
Student Services & Equity Coordinator

.....

Wagga Wagga District Careers Website

Have you visited the Careers site under Consultants on our district web page?

<http://www.waggad.det.nsw.edu.au>

We have had very positive feedback from careers teachers as well as teachers who as parents have directed students to the amazing amount of information available. Go and browse and pass on the good news.

District email groups

Using School Webmail you can send an email to all principals or all schools in the district using centrally created email groups.

See the recently issued green booklet, **Guidelines for Using School Webmail**, for tips about how to use these groups.

The following two email groups are standard in the DET address book for the Wagga Wagga district:

[@DET-Wagga Wagga Generic Schools](#)

(contains all district School Webmail addresses)

[@DET-Wagga Wagga Principals](#)

(contains all district Principal Webmail addresses)

(Membership of these groups is managed by centrally)

I have requested the creation of the following email groups to further assist district email communication:

[@DET-Wagga Wagga Primary Principals](#)

(includes Willans Hill and Central principals, and REEC)

[@DET-Wagga Wagga Primary Generic Schools](#)

(includes Willans Hill and Central schools, and REEC)

[@DET-Wagga Wagga Secondary Generic Schools](#)

(includes Central and Special schools, and REEC)

[@DET-Wagga Wagga Secondary Principals](#)

(includes Central and Special principals, and REEC)

Membership of these groups is maintained by me. If membership is incorrect, let me know.

Matt Gown
Technology Adviser

Privacy Code of Practice

The Privacy and Personal Information Protection Act 1998 provides for the protection of **personal** information held by government agencies and imposes obligations on government agencies in the collection, storage, use and dissemination of personal information.

Personal information held by the Department of Education and Training includes information on **students, parents, employees, guardians, caregivers, clients, employers, business partners and associates.**

The Department's philosophy in relation to information on government school students is available on the Privacy section on the Administrative Services Directorate web site:

<http://detwww.det.nsw.edu.au/directorates/admiserv/welcome.htm>

The Administrative Services Directorate is responsible for the co-ordination of the implementation of government public administration policy and initiatives including information on Contracting Services; Copyright; Freedom of Information; Treasury Managed Fund; Records Management; Travel Guidelines and Correspondence and Briefing Guidelines.

Judy Grant
Office Manager

Creative Arts K-6

The new Creative Arts K-6 Syllabus has been distributed to all primary and central schools. Julie Webber, Creative Arts Consultant, is available to introduce the syllabus to staff, (ph: 6937 3802).

To support implementation of the syllabus, schools will be asked to nominate creative arts co-ordinators. The co-ordinators and their teams will be offered training to support syllabus implementation in their schools.

Julie Webber
Creative Arts Consultant

Upcoming Training and Development – staff welfare flavour

You will already have received a fax offering places in the Department's **Mediation: Process and Practice – skills and strategies for facilitating dispute resolution**. This three day course was last run in 1999 and those who attended found it valuable in dealing with disputes which arose in their schools. Please check the fax for more details. **March 26 – 28**

Col Kohlhagen, Brian Buckley, Kerrie Twedde and I are going to be trained next week in the Department's new procedures **Responding to Suggestions, Complaints and Allegations**. These new procedures will become effective 23 April 2001. There is mandatory training for all principals which will be held on Thursday **May 3** at the Wagga RSL Club.

The one-day **Occupational Health Safety and Injury Management – A Guide for the Principal or Manager** held at the end of 2000 will be run again for those principals who were unable to attend and for new principals who have not been trained.

This training comes with an excellent resource manual which will be an invaluable reference and which will be updated as required. I am intending to run this early in Term 2. **Watch this space!**

Also watch these columns for dates for the Term 2 four-day **OH&S Committee Training** course.

I look forward to seeing you at these courses. Should you have any enquiries about these training activities, please call me on 69373816.

Gaelle O'Neill
Staff Welfare Officer

.....

DET Directory Services (DDS)

The Administrative Services Directorate is responsible for the provision of Directory Services to the Department. The DET Directory Services was developed to address the business requirements of the NSW Department of Education and Training for an electronic directory service and to meet the strategies published in the NSW Government Information Management and Technology Blueprint.

The electronic directory covers all DET business units and will provide the following services:

- 'White Pages' - provides contact details of DET staff and business units;
- 'Blue' Pages' - a service to locate functions, programs and activities performed by Government Agencies;
- 'Green' Pages - a service to locate forms and documents related to functions, programs and other activities performed government agencies;
- 'Yellow Pages' - a service to locate products and services that have been requested and/or purchased by the government.

At this stage only the DET 'White' Pages is available to users.

The DET Directory Service will reduce the burden on telephone operators at all levels across DET by providing direct dial phone numbers for staff as well as reducing the time spent by staff trying to find the right person to contact by providing functional searching for all staff and business units.

Further information will be made available to principals at the next District Principals' Meeting.

I am the nominated administrator for the Wagga Wagga District and as such will be responsible for maintaining the contact or hierarchical information for all organisational units.

I have only just been given access rights so any updates will occur over the next few weeks.

In the meantime the DET Directory Services is available at:

<http://detwww.det.nsw.edu.au/directory.htm>

Judy Grant
Office Manager

.....