



MARONITE COLLEGE OF THE HOLY FAMILY NEWSLETTER

23-25 Alice Street, Harris Park, 2150

Tel: 9633 6600 Fax: 9689 1662

Term 1 – Week 1: Friday 1st February 2019

MESSAGE FROM THE PRINCIPAL – Sr Irene Boughosn

2019 promises to be a very interesting year. As I take on the role of Principal at Maronite College of the Holy Family, once again, I ask that we all work together as one family. We can only progress when the Sisters, staff, parents and students are united. As in the past, I am confident we will continue to support one another.

The school has come a long way since the first time I was Principal and I hope to continue the journey with you as MCHF moves from strength to strength. We will focus on academic excellence, spiritual fulfilment and holistic development of the student – creatively, physically and mentally.



The theme for 2019 is 'To Love,' which follows on from the 2018 theme, 'To Know,' taken from the College motto of to know, love and serve. May we understand the importance of 'To love' both God and neighbour. To love ourselves and to love others. In the end, only love matters.

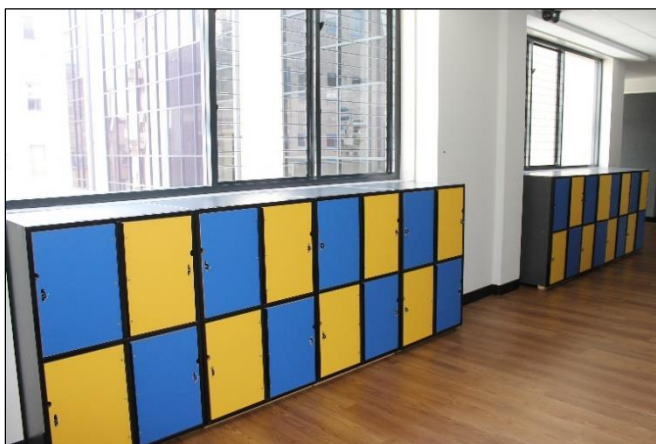
2019 will see the continuance of what was done previously and hopefully we can build on what we have and delve out to deeper waters to challenge ourselves in new ways. With enrolment numbers growing, we hope to continue to improve and expand our learning spaces and our playgrounds. We have started the year with new furniture in numerous classrooms to make learning more enjoyable and we hope that students will take their studies seriously. The role of parents is to encourage their child to do the best they can.

Staff are forever undertaking professional development in order to provide the best possible lessons for the students and are keen to bring out the best in their students. So let's embark on this academic year together, with God's blessings.

Sr Irene Boughosn
PRINCIPAL

DOING THE ROUNDS

Over \$90,000 has been spent on new furniture for our Primary and Secondary students and new lockers for the Secondary Department. Here are just a couple of photos of what has been delivered around the College...



We have purchased safe seating for our grass area. Take a look...



It was great to see the Primary staff from St Maroun's College come over to the Maronite College of the Holy Family and work together on programmes. Hopefully we will see more of this collaborative effort over the year...



**Our wonderful Staff from MCHF went over to St Maroun's College, during the holidays to help move furniture and clean up. A big "Thank you" to Mr Stillen, Mr Gharrach and Ms Zdrilic!
All MCHF and St Maroun's helpers were rewarded with a special lunch, hosted by the Sisters...**



Tuesday 29th January was a great day for our teachers as they joined the Staff at St Maroun's for professional development and a little bit of networking. Sharing Mass together was the focal point of the day...



CONGRATULATIONS

- ★ Congratulations to our HSC students for achieving excellent results last year! More to come after Honour Day, so stay tuned for more on this matter in our next newsletter!



- ★ We congratulate Elie Nol for being awarded the Western Sydney University Academic Access Scheme for 2019.

The Academy Access Award was created by Western Sydney University to honour students who have demonstrated exceptional academic achievements, strong leadership qualities and a commitment to make a positive impact in their school and local community during their Year 11 studies.

Elie has exhibited remarkable dedication to their studies and enthusiasm to better the environment which surrounds him.

PARENT CORNER

PLEASE NOTE...

The forms, attached to this newsletter, are to be completed and returned to the College by Monday 11th February. It is extremely important that these forms are completely filled out and returned. *Please only fill out the Family Details Update form if changes have been made in the past year.*



Changes to the Secondary Department Service Fees

Please note the collection procedure for the secondary department service fees has changed commencing this year with the introduction of a Secondary Levy. A letter has been sent home through students for a detailed explanation. This letter can also be accessed through the College App. For any more information regarding these changes, please contact Ms Salma Abou-Azar, in the Main Office.

MCHF Music Lessons

Private music lessons with Mr Wood will recommence from Week 2 this term. The cost of the lessons is \$20 per week. Payment must be made before the lesson begins. Please enquire at the main office if interested.

BYOD Link and Code –

<https://www.jbeducation.com.au/byod/>

School Code: MCHFBYOD2019

Access Free Microsoft Office suite, including Word, PowerPoint and Excel:

<https://portal.office.com>

Students require an Opal Pass to catch the bus:

<https://apps.transport.nsw.gov.au/ssts/updateDetails>

Canteen Online Ordering - lunch orders from the canteen can be made online at

www.QuickCliq.com.au

Events: <http://www.mchf.nsw.edu.au/events/>

To receive our newsletter via email, please email us - admin@mchf.nsw.edu.au

Website: <http://www.mchf.nsw.edu.au/>

Facebook: <https://www.facebook.com/mchfparramatta/>

Twitter: https://twitter.com/MCHF_Parramatta

ADVERTISEMENTS

If you would like to place an advertisement in our College Newsletter,
please contact **Georgette** -

Phone: 9633 6600 / Email: gbaini@mchf.nsw.edu.au

Price: \$100 per term or \$360 for the year

2019 MCHF FETE



Sunday 17th March 2019
from 10am–3pm

The day will include rides, games,
Chocolate Wheel, bargain
basement, entertainment, stalls,
activities plus much more! If you
would like to donate or sponsor,
please contact Mr Elie Asmar at the
College or email
easmar@mchf.nsw.edu.au



FEARLESS MARTIAL ARTS

**Kick start your confidence at Fearless
Martial Arts! High energy Taekwondo
classes for all ages and abilities.**

Earn your Black Belt and be a champion! 5/187
Fairfield Road Guildford West.

Call Master Chris Barnes on 0415 663 966 or
visit www.facebook.com/fmataekwondo



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31st January 2019

Information for Parents & Carers of Students at Risk of Anaphylaxis or Asthma

Dear Parents/Caregivers,

If your child has been identified as being at risk of a severe allergic reaction or asthma, please ensure you update the information you have provided to the College. While the main role of the College is to provide education, we want your child to be relaxed, safe and happy at school and for you to feel confident that your child is being looked after.

Please supply the following information to the College before **Monday 11th February 2019...**

- i) a current ASCIA Action Plan for Anaphylaxis or Asthma Action Plan which has been completed signed and dated by your child's doctor along with any other details your doctor believes are important in managing severe allergy or asthma at school and during activities conducted under the auspices of the College
- ii) any medication required by your child will require a written request to the Principal, including instructions for administration. You will need to provide the appropriately labelled medication(s) to the College (e.g. EpiPen®, Anapen®, antihistamine). Advise the College also if your child wears a medical identification bracelet or necklace
- iii) if your child is in Secondary and will be carrying his/her own adrenaline auto-injector You will need to complete the Request for students to carry his/her own EpiPen® or Anapen® form. (The College uses the form developed by Public Schools NSW).
- iv) If your child can carry their own asthma reliever medication, complete the form attached and return it to the College

Please do not hesitate to contact the College if you have any further queries.

Sr Irene Boughosn
PRINCIPAL

Information Collection Notice

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to pupils enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about pupils from time to time.
5. The College may disclose personal and sensitive information for educational, administrative and support purposes. This may include to: other schools and teachers at those schools; government departments (including for policy and funding purposes); Catholic Education Office, the Catholic Education Commission, the College's local diocese and the parish, other related church agencies/entities, and schools within other Dioceses; medical practitioners; people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, and counsellors; providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN); people providing administrative and financial services to the College; anyone you authorise the College to disclose information to; and anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The College may use online or 'cloud' service providers to store personal and sensitive information and to provide services to the College that involve the use of this information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. Personal and sensitive information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers. The 'cloud' provider used by the College has servers situated in Australia and are therefore governed by Australian Privacy Laws.
8. The College's Privacy Policy, accessible on the College's website, sets out how parents or pupils may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The College's Privacy Policy also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The College 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 College'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.
11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in College newsletters and magazines, on our intranet and on our website this may include photographs and videos of pupil activities such as sporting events, College camps and College excursions. The College will seek to obtain permissions [annually] from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
12. We may include pupils' and pupils' parents' contact details in a class list and College directory.
13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why.



Request for student to carry his/her own EpiPen[®], Anapen[®] or asthma reliever medication

This form is not a substitute for the ASCIA Action Plan for Anaphylaxis or the Asthma Action Plan signed by the student's doctor.

For some medications and some students it can be appropriate for them to carry their own medication to school and at school, for example, EpiPen[®] or Anapen[®] for anaphylaxis and asthma reliever medication for asthma.

For asthma and anaphylaxis it is important for students to have immediate access to their medication.

Please consider whether your child should carry their own EpiPen[®], Anapen[®] or asthma reliever medication to school and while they are at school.

On receiving this completed request form, the school will confirm the arrangements for how and where your child will carry their own medication.

You will still need to provide the school with at least one other EpiPen[®], Anapen[®] and/or asthma reliever medication for storage in a central location/s within the school and for access by staff in case of an emergency.

If you would like the school to consider your request for your child to carry their medication, please complete the following information and return to:

Name of contact person

Cheryl George

Name of principal

Sr Irene Boughosn

Date

31 / 1 / 2019
DD MM YYYY

Student details

First name

Last name

Date of birth

Class

Q1. My child has been diagnosed with (please select):

- ☐ Asthma
- ☐ Severe allergies (anaphylaxis)

Q2. I am requesting my child carry the following medication with them to school and at school (please select):

- ☐ EpiPen[®]
- ☐ Anapen[®]
- ☐ Asthma reliever medication

Write the name of the asthma reliever medication below

...continued overleaf

Q3. Describe where and how your child will carry this medication, for example, my child will carry it on their person in a medical pouch or bum bag.

Note: The exact location of the medication should be easily identifiable by school staff. Hazards such as identical school bags should be avoided.

Note:

- Your child's medication should be clearly labelled with their name.
- Where the EpiPen® or Anapen® is carried by your child they will need to carry with it a copy of their ASCIA Action Plan for Anaphylaxis: www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis
- For asthma reliever medication your child should carry with it a copy of their Asthma Action Plan: www.health.gov.au/internet/main/publishing.nsf/Content/asthma-plan

Parent/carer details

First name

Last name

Relationship to student

Street number/street name

Suburb

Postcode

Home phone number

Work phone number

Mobile phone number

Email

Parent/carer signature

Date

Privacy notice: the information requested on the form is essential for assisting the school to plan for the support of your child's health needs. It will be used by the NSW Department of Education and Communities for the development of arrangements with you to support your child's health needs. Provision of this information is voluntary. If you do not provide all or any of this information, the school's capacity to support your child's health needs could be impaired. This information will be stored securely. You may correct any personal information provided at any time by contacting the Principal.



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School Photography Guidelines: Information for Parents and Carers

We recognise that parents and carers enjoy photographing and recording the progress of their child at school and on school activities. We recognise that many of you like to share these personal memories online and on social media.

We ask for your cooperation and care concerning the use and distribution of photographs of other children at our College. Some families have very real legal and safety issues which could put a child at risk if an image is made public online. More generally, it is respectful of the privacy of other members of the College community to ask permission before posting an image online. Even if your social media settings are private, it is easy for images to become public, particularly if they are tagged or shared by others.

Best practice guidelines

When taking photographs or recordings at the College or at College events and your images include other identifiable persons please follow these best practice guidelines:

- Crop out other students or seek the permission of the student or (for students under 16) his or her parent/carer before posting online.
 - Do not tag or name the person without permission.
 - If a parent or carer requests that you do not circulate an image of their child to others, please comply with the request.
 - Please seek the permission of our staff to photograph or record their activities at the College.
- The College will periodically review these best practice guidelines.

Mandatory policies:

The College may from time to time determine that photography or recording at College events or on College grounds is restricted. Where restriction is notified, failure to comply may result in your exclusion from College premises or activities. There may also be consequences as set out in the enrolment agreement.

Under no circumstances may you photograph or record in private areas such as change-rooms, or in College offices or staffrooms, or at meetings, without express permission.

Queries and further resources

The following resources provide further information about safety online, privacy and avenues for complaints about privacy online. If you wish to discuss an issue further with the school, please contact the College administration at admin@mchf.nsw.edu.au

Office of the Children's eSafety Commissioner
<http://esafety.gov.au>

Office of the Australian Information Commissioner, FAQs about social media
<https://www.oaic.gov.au/individuals/faqs-for-individuals/social-media-ict-identity-security/social-media>

2019 PHOTOGRAPHY / VIDEO PERMISSION FORM

Dear Parent/Guardian,

At certain times throughout the year, our students may have the opportunity to be photographed/filmed for our school publications, such as the school's newsletter or external school websites and social media sites, or to promote the school in newspapers and other media. Maronite College of the Holy Family may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials. We would like your permission to use your child's photograph/video for the below purposes to which you would be agreeing to. Please complete the permission form below by ticking the boxes you provide consent to. Please return to the school by:

Monday 11th February 2019

Thank you for your continued support.

NOTE: Please confirm your consent to the uses described below by ticking the relevant box. If you do not wish your child's image to be used in the way described below you can leave the box blank.

I give my consent to the School using my child's photograph/video:

☐ on the MCHF website

☐ on MCHF social media sites

☐ in materials promoting MCHF, including advertising materials

☐ in newspapers and other media to promote MCHF activities

☐ I give consent to Maronite College of the Holy Family to use the photograph/video in material available free of charge to schools and education departments around Australia for promotional, marketing, media and educational purposes without acknowledgment, remuneration or compensation.

I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, it is my responsibility to notify the College. Failure to sign and return this note to admin will be taken as an indication that you agree that your child's photo can be used.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

I, (name of Parent/Guardian) _____ give consent/do not give consent
(please circle one)

Parent/Guardian signature: _____ Date: _____

Student's Name: _____ Year Level: _____

Student aged 15+ must also sign. Student's signature: _____ Date: / /

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

Sr Irene Boughosn
Principal



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Family Details Update Form – ELDEST child only

✍ Please print clearly – Please leave no field empty

Date: _____

Name of **Eldest** Child at the College: _____ Class: _____

Address 1: _____ Postcode: _____

Address 2 (if applicable): _____ Postcode: _____

Home Phone No: _____ (If applicable)

Father's Mobile: _____ *Father's* Work Number: _____

Language spoken at home: _____ Religion: _____

Father's Email address: _____

Mother's Mobile: _____ *Mother's* Work Number: _____

Language spoken at home: _____ Religion: _____

Mother's Email address: _____

In case parents/guardians cannot be reached...

Emergency Contact Name: _____

Emergency Contact Number: _____ Relation to Student: _____
(Aunt, uncle, brother, etc.)

Do any of your children have a medical condition? If so, please write child's name, condition, medication and dosage, and what to do if a crisis occurs...

Family Details

Family Name		Number of Children in the family	
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Father's Details

Father's Name		Father's Date of Birth	
Father's Age		Country of Birth	
Father's qualifications		Father's Current Employment Status (Job Role)	
Father's current employment status	Unemployed <input type="checkbox"/>	Permanent Part-Time Work <input type="checkbox"/>	Permanent Full-Time Work <input type="checkbox"/>
	Casual Employee <input type="checkbox"/>	Contract Work <input type="checkbox"/>	
Other: Please Specify			

Mother's Details

Mother's Name		Mother's Date of Birth	
Mother's Age		Country of Birth	
Mother's qualifications		Mother's Current Employment Status (Job Role)	
Mother's current employment status	Unemployed <input type="checkbox"/>	Permanent Part-Time Work <input type="checkbox"/>	Permanent Full-Time Work <input type="checkbox"/>
	Casual Employee <input type="checkbox"/>	Contract Work <input type="checkbox"/>	
Other: Please Specify			

Centrelink or Other

<i>Centrelink Funds (please state all assistance received from Centrelink e.g. Pension, Austudy, Single Parent allowance, etc</i>	
For Mother	
For Father	
<i>Other Assistance (Please list)</i>	
For Mother	
For Father	

Children

No of Children currently attending Maronite College of the Holy Family		No of Children currently attending another school	
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THIS SECTION IS STRICTLY CONFIDENTIAL

The College is to be notified if parents are separated or divorced as the office *must* know if a parent is not to be contacted in the case of an emergency. Please add necessary information below...



At Community Hubs, you are welcome.

What is a Community Hub?

"In the hub we are not alone. It's a place that connects people. The hub is like a second home and we get inspired by each other."

Your Community Hub focuses on:

- Education
- English
- Vocational Pathways
- Healthy Lifestyle

AFRAH HADDAD

Community Hub Leader

**Tuesday-Wednesday-Thursday
and Friday**

Mob: 0401451686

Email: ahaddad@mchf.nsw.edu.au



No Matter How You Feel - Get Up ,Dress Up,
Show Up And Never Give Up

Hub Activities

- Fitness Class
- Dancing Class
- Cooking Class
- English Conversation Group
- Parent Workshops



Company Name

2019 Timetable Term



Maronite College of the Holy Family

2019 Term One activities timetable

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<p><u>Fitness Class</u> Every Tuesday morning we have a fitness class. It is led by a qualified trainer from Parramatta Council.</p> <p>Time: 9:00am-10:00am</p> <p><u>Parent Workshops</u> The Hub will run a range of workshops for parents covering different topics. These occur every second Tuesday.</p> <p>Time: 10:30am-11:30am Start Date: TBA</p>	<p><u>English Conversation</u> This term the Hub is running an English conversation course.</p> <p>Time: TBA</p>	<p><u>Cooking Class</u> Come and join our cooking class to learn new recipes and cooking ideas. Classes run every Thursday during the term.</p> <p>Time: 1:30pm-3:00pm.</p>	<p><u>Dancing Class</u> This Term the Hub is running a dance class. The class begins in week 3 and will run for 6 weeks.</p> <p>Time: 9:15am-10:15am. Cost: \$5 per lesson. Full payment is required in advance by Week 2.</p>