



Elwood Primary School No 3942

Scott Street, Elwood 3184 Telephone 9531 2762

Fax 9531 5497

PROGRAM: INFORMATION TO OTHER SCHOOLS

POLICY NO: 14 August 2009

PURPOSE

1. To outline responsibilities of staff when requests for information come from other schools about students transferring from Elwood.

BROAD GUIDELINES

1. Elwood Primary School operates as a Government school within the Government School system.
2. The school provides information on student progress to all schools as part of its responsibility to existing and exiting students.
3. Information is provided in the context of Privacy legislation (refer to Elwood Primary School Policy No 34 – Privacy)

IMPLEMENTATION

1. Information provided about any individual student to any school, whether state or private, is in the form of:
 - copies of half yearly reports [all students, if requested]
 - completion of Year 6 transition forms
 - additional welfare information where appropriate, and as determined by the Student Welfare Co-ordinator.
2. DEECD processes/ protocols (see Circulars below) govern transfer of information in specific circumstances within Victoria
3. Interstate/ inter country transfer of information is handled on a case- by-case basis.

RESOURCES

1. Student reports, Year 6 transition forms as required by various schools.
2. DEECD Circular 328/2005 –Protocols for Transfer of Student Information
3. DEECD Edumail Reference No 4573 – Guidelines for the Management of Department Confidential Student Files.
4. Information Privacy Act 2000.
5. Health Records Act 2001

EVALUATION

In 2012