

# **Enrolment Information**

## **2024 - 25**

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# Our Prayer

Dear Lord

We are a family at Sacred Heart School

We thank you for all that we have: our friends,  
our teachers, our fantastic playground and  
environment.

We ask for your help with the way we treat each  
other, with the way we work, play and forgive  
one another.

We make this prayer through Jesus our role  
model.

Amen

**(Written by Sacred Heart Children)**

## **WELCOME**

We welcome you as a family to Sacred Heart Primary School and hope your years spent here will be happy ones.

Your child is important to you and to us, and we aim always to work cooperatively with you to help your child to grow, learn and develop as an individual, and as a member of our school and parish community.

We encourage you to participate in the life of our school to ensure that our school community continues to reflect Gospel values of truth, dignity, hope and peace.

We look forward to sharing the excitement of this adventure with you.

**Jack Lenaghan**  
Principal

**Michael O'Toole**  
Parish Priest

**OUR STAFF**

Fr. Michael O'Toole  
Mr Jack Lenaghan  
Mrs Jane Daffy

Parish Priest  
Principal  
Deputy Principal / Curriculum Leader

**Classroom Teachers**

Foundation:

Miss Sheridan Finn  
Mrs Sharyn Newton  
Miss Maggie Eldridge

Year 1:

Miss Lauren Campigli  
Mr Adam Garner  
Mrs Megan Doyle

Year 2:

Mrs Frances Miles  
Ms Raffelina Borgia  
Mr Paul Maddern

Year 3:

Miss Angela Hogben  
Mrs Katrina McGuane

Year 4:

Mrs Shantelle Finn  
Ms Deanne Cumming  
Ms Tammie Rooney

Year 5:

Mr Jayden Tebble  
Mrs Rebecca O'Shea  
Mr Jeremy Richardson

Year 6:

Mrs Lynne Garner  
Mrs Kate Tomkins  
Mr Thomas Rieniets

Indonesian Teacher  
Information Technology Leader  
Learning Diversity Leaders  
Librarian  
Literacy Leaders  
Numeracy Leaders  
Numeracy Support  
Physical Education Teacher / Leader  
Reading Recovery  
Religious Education Leader  
Science Teacher  
Auslan Teacher  
Performing Arts Teacher  
Wellbeing / Child Safety  
Support Teachers

Mrs Ros De Silva  
Mr Jeremy Richardson  
Mrs Jaclyn Davis & Mrs Lucy Moynihan  
Mrs Yolanda McVilly  
Mrs Lynne Garner & Mr Paul Maddern  
Mrs Kate Tomkins & Ms Lauren Campigli  
Mrs Simone Kerr  
Ms Nicole Lynch  
Mrs Sandra Ennor  
Ms Julie Leonard  
Ms Anthea Christoe  
Mrs Amy Angus  
Ms Alana Ingles  
Ms Julie Leonard  
Mrs Meredith Ryan & Ms Carolyn Fraser

Learning Support Officer  
Learning Support Officer  
Learning Support Officer  
Learning Support Officer  
Learning Support Officer

Mrs Kate Brewer  
Mrs Debra Buchanan  
Ms Anne Cunningham  
Mrs Lisa Egan  
Mrs Jo Hutchinson

Learning Support Officer (Auslan)	Miss Nicole Johnson
Learning Support Officer	Ms Frances McMillan
Learning Support Officer	Mrs Glenda Montano
Learning Support Officer	Mrs Lesley Pearce
Learning Support Officer	Miss Tayla Robertson
Learning Support Officer	Ms Michelle Wallis
Learning Support Officer / Admin Support	Mrs Amanda Woods
Administrative Officer	Mrs Rhonda Miraglia
Administrative Officer / Compliance	Mrs Richelle Seuren
Business Manager / Administration	Mrs Emmalie Cain
I.T. Administrator	Mr Trinh Tran
Maintenance Officer / Cleaner	Mr Paul Richardson

## **Broad Curriculum Aims**

The curriculum of our school aspires to mould individuals who can take responsibility for themselves and their choices, giving consideration to their own personal well being, and the rights and concerns of others and the environment.

We want our children to recognise that we all have gifts and talents which, with respect, acceptance and teamwork, enrich all of our communities.

We want our children to be confident individuals who value learning and knowledge and who are able to communicate effectively with the world around them.

We want our children to know that they are a wondrous creation of a loving God who continues to call them through the example of Jesus Christ.

## 2024 TERM DATES

Term 1	29 January - 28 March
<b>Easter</b>	<b>Friday 29 March - Monday 1 April</b>
Term 2	15 April - 28 June
Term 3	15 July - 20 September
Term 4	7 October - 20 December

## 2025 TERM DATES

Term 1	28 January - 4 April
<b>Easter</b>	<b>Friday 18 April - Monday 21 April</b>
Term 2	22 April - 4 July
Term 3	21 July - 19 September
Term 4	6 October - 19 December

## SCHOOL TIMES

9:00am - 11:00am	Class Time <i>(including fruit break at 10:00am)</i>
11:00am - 11:04am	Play Lunch <i>(eating time)</i>
11:04am - 11:28am	Morning Recess <i>(play)</i>
11:28am - 1:30pm	Class Time
1:30pm - 1:37pm	Lunch <i>(eating time)</i>
1:37pm - 2:17pm	Lunch Play
2:17pm - 3:15pm	Class Time
3:15pm	Dismissal

**Please note – We have a teacher on duty each day from 8:30am.**

**The school cannot take responsibility for the wellbeing of children before this time.**

## SCHOOL OFFICE / COMMUNICATION

Office Hours: 8:30am to 4:00pm

### **The School Newsletter**

The weekly school newsletter will be circulated to families each Tuesday via the email address used for your PAM (Parent Access Module) account. It is also accessible via the school's website [www.shcolac.catholic.edu.au](http://www.shcolac.catholic.edu.au) A 'Hard Copy' of the newsletter can be made available upon request at the office if having viewing difficulties.

The newsletter is a great way to stay up to date with what is happening at the school.

**PAM (Parent Access Module)** This web based module will allow you to complete much of the necessary paperwork associated with school *online*.

PAM will allow you to complete excursion permissions, notify us of your child's absences from school, keep important medical details about your child up to date and grant you access to your child's formal reports etc.

Access to this module will be provided prior to your child starting school. You will be advised by email how to set this module up.

### **GOVERNANCE**

Sacred Heart Primary School is an integral part of St Mary's Catholic Parish. The school is governed ultimately by the Diocesan Board of Catholic Education which is based in Ballarat. Our Parish Priest, Fr Michael, is a Pastoral leader in our school community and through his wisdom and support is an excellent support to our school.

Our school supports and promotes the principles and practice of our Australian democracy.

Our School Council plays an important part in informing policy direction and supporting the programs of our school. Please see "School Council" later in this booklet.

### **SACRED HEART SCHOOL MISSION STATEMENT**

***Sacred Heart School is committed to the enjoyment and adventure of learning.***

#### **Our commitment is demonstrated by:**

- Creating an open, safe and happy environment
- Providing a diverse and challenging curriculum that fosters growth in the student as a whole
- Catering for a range of learning styles and abilities
- Involving all as collaborative decision makers.

#### ***Our family community is inspired by the Gospel - it is enriched by:***

- Ensuring our school remains an integral and central part of the life of the Parish.
- The notion of family, as outlined in the Gospel.



- Offering the Good News of the Gospel to all in our community and striving to live by Jesus' new commandment to love one another.
- Encouraging each other to live in faith and hope.
- Strengthening the link between school, parish and family by celebrating in communal prayer and liturgy.
- Encouraging, enhancing and nurturing a sense of community and belonging, where new members are genuinely and joyously welcomed.
- Empowering children to be self-directed, responsible community members.
- Challenging injustice in our society

***We respect the dignity of all through acceptance, openness and trust***

**The individual will be nurtured by:**

- Recognising each child's uniqueness and potential.
- Catering for the whole child
- Enhancing the self-esteem of each person
- Encouraging honesty, responsibility and courage.
- Creating a climate in which we celebrate diversity.

## **PASTORAL CARE**

The care of the children in our community is vitally important to our staff, but it is a responsibility that we share with every child in our school as well.

The operation of our school is conducted within the parameters and guidelines of our Pastoral Care Policy.

This policy incorporates an Anti-Bullying Policy and a School Discipline Plan. Upon enrolment at our school all children AND PARENTS are expected to commit themselves to these plans and policies and support the school through this commitment. Our Code of Conduct must be signed by every student. This statement is then prominently displayed in every classroom. The Code of Conduct is printed at the rear of this book.

Our expectations regarding this commitment naturally increase with the different grade levels in our school. While signing a commitment might be a bit much to expect of our prep students, they will be introduced to its principles and ideals right from the beginning of their time with us and increasingly be expected to be accountable for their behaviour and treatment of others.

This commitment is renewed every year. Our school also has in place a program that teaches positive social and communication skills aimed at preventing problems in the classroom and schoolyard.

Our fundamental aim is to allow children to grow in their sense of self-discipline and in their ability to resolve problems independently. To this end the children are reminded of our three school rules: Respect yourself, Respect others and Respect our Environment.

Being a Catholic School, the person of Jesus Christ is used as our model for how we should treat others. Jesus left his followers the Commandment, "As I have loved you, so must you love one another, then everyone will know that you are my disciples." (John 13:34-35).

Thus, the children at our school are constantly reminded to treat others as they like to be treated themselves, to show themselves to be followers of Christ through their actions.

All children new to our school, including Foundation, are assigned a "buddy". In the case of Foundation students the child's buddy will be a senior student. It is the buddy's responsibility to assist their new friend to settle quickly and confidently into their new environment.

There are many positive outcomes of this program, especially an increased sense of responsibility and justice for our senior students.

### **WELL BEING LEADER**

Julie Leonard is our Wellbeing Leader. Part of her funding comes from the Federal Government's Chaplaincy program. Julie can work effectively with children and their families and is an important contact person within our school, particularly in matters concerning your child's welfare.

### **HOUSE TEAMS**

Upon enrolment children will be placed in a House Team. Children will be a member of this team for Sports Days and will wear a Sports Tee Shirt in their House colours.

### **CLASS AWARDS**

Every second Friday we conduct an assembly of our whole school. Parents and friends are always welcome to attend.

An important feature of these assemblies is our Class Awards. These awards are used to reinforce the behaviours and efforts that we want to instil in our students.

*Heavenly Father, you have given to men and women the awesome opportunity to participate in the creation of life, to nurture their children, to teach them the values and skills which they will need as responsible, creative adults.*

*Bless fathers and mothers as they take on the joys and sorrows of parenthood.*

*Enlighten them to communicate an awareness of those things that truly count.*

*Strengthen them when they falter.*

*Their love is something special.*

## **CURRICULUM AREAS**

The school curriculum is based on the Victorian Curriculum. It is organised, broadly, into the following areas.

### **RELIGIOUS EDUCATION PROGRAM**

The Religious Education Program is based on the core document “Awakenings” developed by the Religious Education Centre, Ballarat.

Our Religious Education Program aims to:

- Assist the children to recognise the presence of Jesus in their lives, through his life and the scriptures.
- Encourage the children to experience themselves as part of creation and to recognize all creation as a sign of God’s goodness;
- Provide a climate where the children’s faith can be nurtured in trust and freedom.
- Lead the children to know, to understand and to appreciate the spiritual and religious dimensions of life as expressed in the Catholic faith tradition;
- Assist the children to appreciate belonging to and celebrating with the local parish community.

### **ENGLISH**

The individual modes of English are: Reading, Writing, Speaking and Listening.

The purpose of our English program is to enable the children to:

- Become efficient users of the English language.
- Develop skills necessary to lead purposeful lives both now and in the future.
- Confidently express themselves in a variety of ways.
- Independently use their English skills to gain knowledge, social skills and values.

We strive to promote the children’s interest, achievements and enjoyment of English through stimulating language activities.

Comprehensive literacy testing is carried out at the beginning, middle and end of each year so teachers can successfully monitor children’s progress, report accurate information to parents and tailor our teaching to meet the needs of children.

### **MATHS**

The strands of our Maths program are number and algebra; measurement and geometry; and statistics and probability.

The Mathematics Program aims to enable all children to:

- Acquire mathematical skills and knowledge so that they can deal confidently, positively and competently with daily life
- Interpret and communicate mathematical ideas
- Recognise the fundamentals of mathematics in everyday life

- Understand the role of mathematics in social and technological change

As with English, our class teachers carefully monitor each child's individual knowledge, strengths and challenges in Maths throughout the year to enable us to meet the children's needs in this important area of the curriculum. Maths testing is carried out throughout the year, by the child's teacher to enable us to successfully monitor children's progress, report accurate information to parents and tailor our teaching to meet the needs of children.

### **HEALTH & PHYSICAL EDUCATION**

The purpose of our Health & Physical Education Program is to enable children to:

- Develop the knowledge and skills that promote fitness, effective relationships and participation in physical activities
- Develop the knowledge and safe practices to foster and protect the health of individuals and groups.
- Develop an understanding of the concept of fitness and health.
- Take an active part in creating environments that support health and participation in
- physical activity.
- To promote their own and others' worth, dignity and rights as individuals and as members of the group.

Our Physical Education Teacher takes each class for a 1 hour lesson per week, however this is often followed up by class teachers within normal class time.

Children should wear their correct Sports Uniform to school on the day of their Phys. Ed. Lesson.

### **HUMANITIES**

Humanities may be broken into 3 areas: Economics, Geography and History, however in Grades Foundation to 4, particularly, these subjects are incorporated into the general Humanities domain.

In Years Foundation to 4, students are introduced to history in local and familiar contexts such as the family and the local community as well as stories and key events which introduce them to events in the far past. In Years 5 & 6 students become more complex thinkers and begin to develop independent inquiry skills. They are introduced to events in Australia and their region and a broader sweep of human history.

Our school will do its best to teach our students about Australia's history before and after Colonisation, paying due respect to the original inhabitants of our land.

In Years Foundation to 4, students are introduced to geography through their own experiences to help them understand the world around them. Students develop their spatial awareness through a consideration of the local community, the different groups in society and their place in one or more groups. By seeing and hearing about other places outside their experience, their sense of curiosity and wonder leads them to consider how and why other places are different from their own. In Years 5 & 6 with

increasing cognitive development and experience, students begin to develop a breadth of understanding about natural processes and human activities beyond their immediate environment. They develop an expanded understanding of Australia and the region of which Australia is a part – the Asia-Pacific.

Students are introduced to economic knowledge and the nature of economic thinking by making observations about their world and their interactions with it. They explore how their needs (for example, food, clothing, shelter) and wants (for example, a skateboard, an electronic game) are met. They also identify resources (land, minerals, labour, machinery) used at home, at school and in the local community and describe how some of these resources are used to meet particular needs.

In Years 5 & 6 students develop further knowledge of economic concepts learned in Years Foundation to Year 4. The relevance of economics is illustrated and reinforced through examples drawn from personal, local and national experience.

## **SCIENCE**

Our school employs a specialist Science Teacher, who takes responsibility for planning teaching, assessing and reporting on this subject throughout the school.

All classes attend a one hour Science lesson each fortnight.

The purpose of our Science Program is to enable all children to:

- Develop an interest in the natural environment and to help them to become more aware of the role they play in helping to protect it.
- Develop confidence and competence in using appropriate resources.
- Develop co-operative skills which will enable them to solve scientific problems.
- Communicate scientific understanding using appropriate scientific language to a range of audiences.

## **DIGITAL TECHNOLOGIES**

The use of technologies at Sacred Heart School is to enhance the learning process in a supportive school environment. The school encourages students to become familiar with the use of various technologies including the Internet, to develop Information and Communication Technology skills.

It is important for students to develop the skills necessary to become responsible, reliable and respectful users of technologies.

The school aims to provide easy access to digital technologies so that each child may become conversant with technology in a variety of settings.

Children in Grade 3, 4, 5 & 6 are issued their “own” Chromebook Computer at the beginning of the year. Parents are asked to contribute a quarter of the amount each year towards the cost of these machines. The classrooms have a large TV screen fitted as a crucial teaching resource. This technology allows computers to be used seamlessly as resources in our classrooms to complement and enhance our curriculum.

Additionally every child, in all grades, will use Information and Communications Technologies to access information and as a teaching and learning tool in all areas of

the curriculum and as a contemporary means through which they might communicate what they have learnt. All children in Grades Foundation to 2 will have access to iPads and Chromebooks throughout the year.

### **THE ARTS**

The Arts Program includes dance, drama, media, music and visual arts.

Our school employs a specialist Performing Arts teacher. All classes attend a one hour class, once per fortnights.

Through our Arts Program we aim to assist the children to develop their intellectual, imaginative and expressive potential through the creation, performance and presentation of arts works.

Children may also like to learn a musical instrument. These lessons are a separate business arrangement that parents might enter with professional music teachers who visit our school.

### **SUPPORT PROGRAMS**

Sacred Heart School has also developed a variety of Support Programs to complement and assist with the implementation of our curriculum. The main ones are:

#### **LIBRARY RESOURCE CENTRE**

Our Library/Resource Centre has been established to provide an organised central resource where stimulating, current material is accessible to the whole school community. The primary aim is to offer quality services and support for all children through the effective utilisation of resources and programs that support staff with the implementation of the school's curriculum.

Each class from Grades Foundation to 4 has a time (one hour per week) for specific Literature and Information Skills classes. At other times the Library is available for children to browse, borrow and for research purposes.

#### **LANGUAGES OTHER THAN ENGLISH**

Children in Grades 5 & 6 study Indonesian for one hour per week, while children in Grades Foundation to 4 study Auslan.

#### **LEARNING DIVERSITY PROGRAM**

Our school recognises that all children are unique and that each child will have diverse learning needs. To this end we have established a Learning Diversity Program which aims to assist those children who are identified by parents, teachers and our Learning Diversity Leader as requiring additional assistance so that they may grow to their fullest potential.

A Learning Diversity Leader and Student Support Group assists the classroom teacher to develop an individual education plan to meet the needs of such children. This program is closely monitored by the Leader and support team who also provide a variety of strategies and support mechanisms to ensure that the needs of these children are met.

Parental permission is required before children can participate in any of the Intervention Programs offered that may be recommended by this Support Group.

### LITERACY SUPPORT

*Reading Recovery* is available for children in their second year of schooling who may require some extra support in developing their literacy skills. The classroom teacher, in conjunction with the Reading Recovery Teacher, identifies those children at the end of their first year of schooling and then discuss the Reading Recovery Program with the child's parents.

The aims and the procedure of the program are outlined and parents' support is also sought. Children in the program are provided with intensive instruction for half an hour each day on a one on one basis for up to twenty weeks. The success of this program is outstanding but it does require support from parents.

In addition to the above we offer Literacy Support Programs to accelerate the literacy skills of children from Grades 1 to 6. These may include "*Rainbow Reading*", *Toe by Toe*, *Minilit* and *Multilit* amongst others.

### NUMERACY SUPPORT

Our school also offers numeracy support for those children who have difficulty with Maths. A trained teacher works with groups of 3 or 4 children for three hours per week in order to help these children consolidate concepts and processes that have proven difficult for these children in the past. As with all of our support programs parents must give us their permission before any child can participate in this program.

## **ASSESSMENT AND REPORTING**

Our Assessment and Reporting Policy focuses on what children learn, on the way they learn and providing information to parents, students and teachers in a clear and concise manner.

Formal written reports are completed at the end of Term 2 and 4. These reports may be accessed via PAM. Written reports can be provided upon request.

Formal meetings between teachers and parents are offered twice each year – at the beginning of Term 1 and at the end Term 2. The latter takes the form of an 'Assessment Conversation' which involves the parents, teacher and the child discussing progress together. In addition to Parent/Teacher interviews, parents are invited to meet with their child's teacher at a mutually convenient time to discuss any area of concern as the need arises.

## **SACRAMENTAL EDUCATION**

Children of the Catholic faith are initiated into the Church through the Sacraments of Confirmation and Eucharist during their primary school years. They also participate in the Sacrament of Reconciliation.

The Sacramental Programs are parish based and co-ordinated by the Parish Sacramental Education Team. They involve home and community preparation and are complemented by the school's Religious Education Program. Non-Catholic children at the same grade level provide valuable support and input to the Sacramental preparation of their classmates.

## **SCHOOL NEEDS**

Each child will need the following items:

- School Uniform
- School bag
- Pencil case
- Lunch box
- Fabric library bag
- Drink container
- Art smock

School book orders are coordinated through the school and will be available from Blane's Newsagency, Murray Street, Colac before the start of Term 1. Parents need to pay for these items upon collection.

Booklists are completed and handed into the school office before the end of the school year.

We would appreciate it if you would cover any books that require covering.

**All equipment and school uniforms must be clearly marked with the child's name.**

Lost property is kept in a box at the end of the senior corridor. You are welcome to look there at any time if anything is missing.

## **SCHOOL UNIFORM**

### **GIRLS**

<b><u>Summer Uniform</u></b>	<b><u>Winter Uniform</u></b>
Maroon/white/blue dress with white collar Or Navy shorts and school Polo shirt Maroon windcheater, jacket or Rugby Top White socks Black shoes Maroon slouch hat	Navy Kilt or Navy Tracksuit pants Maroon polo shirt with long or short sleeves Maroon windcheater, jacket or Rugby Top Navy tights or white socks Black shoes Polar fleece vest (optional) Rain jacket (optional)



**BOYS**

<p><b><u>Summer Uniform</u></b>  Maroon polo shirt with long or short sleeves  Grey shorts  Rugby Top or Maroon windcheater  Grey socks  Black shoes/pull on boots  Maroon slouch hat</p>	<p><b><u>Winter Uniform</u></b>  Maroon polo shirt with long or short sleeves  Grey socks  Black shoes/pull on boots  Grey Trousers  Rugby Top or Maroon windcheater  Polar fleece vest (optional)  Rain jacket (optional)</p>
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**SPORTS UNIFORM****Boys and Girls**

<p><b><u>Summer</u></b>  Navy Sports Polo with House Colour stripe  Navy Shorts  Rugby Top or Maroon windcheater  Sneakers  White socks</p>	<p><b><u>Winter</u></b>  Navy Sports Polo with House Colour stripe  Navy Tracksuit Pants  Rugby Top or Maroon windcheater  Sneakers  White socks</p>
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Children will be permitted to wear the sports uniform to school on their designated Physical Education day and to all official school and inter-school sports days.

All the above clothing (except the footwear) can be ordered through the school. Other items which can be ordered include: school bags, library bags, swim bags and art smocks.

**SCHOOL UNIFORM SHOP**

A scheduled appointment can be made anytime on a Friday during Uniform shop hours, 10:00am - 12noon. If you are unable to attend on uniform day, our uniform officer will still be available to take your orders by phoning on a Friday during our Uniform shop hours. From there you will place your order and payment will be made at that time. All orders will be packed and sent home each Friday with your child.

Alternatively, you can download the order form from our website or your PAM account via 'knowledge bank'. Complete the form and send it with the correct money with your child or phone for payment on Friday.

## SCHOOL FEES

Our school is supported by Federal and State Government contributions, however this funding comes with the requirement of a local contribution. This local contribution is reached through school fees.

Our fee structure strives to help families budget for all costs associated with their child/ren's school year. Fees are reviewed annually, meaning there may be a slight increase each year. The decision to raise fees is not taken for granted or made without careful consideration of the resource needs of the school balanced against the capacity of families to contribute.

Below are our fees for 2024.

The Family fee amount equates to \$1470 for 2024. The fee comprises of a Base rate \$1200, a Capital levy \$160 and a Fundraising levy \$110.

In addition to the Family Fee there are other levies as set out below. These levies directly relate to your child/rens' year level.

2024 LEVIES	Foundation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Student Levy</b>	\$155	\$155	\$155	\$191	\$191	\$191	\$207
<b>Excursions inc Swimming Levy</b>	\$110	\$110	\$110	\$ 90	\$ 90	\$ 90	\$ 90
<b>Camp Levy</b>	-	-	-	\$120	\$240	\$300	\$420
<b>Hot Dog days</b>	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
<b>Chromebooks</b>	-	-	-	\$105	\$ 100	\$ 95	\$ 85
	<b>\$285</b>	<b>\$285</b>	<b>\$285</b>	<b>\$526</b>	<b>\$641</b>	<b>\$696</b>	<b>\$822</b>

### Example Calculation:

Year Level	Per Student		Student/s names
<b>Foundation</b>	<b>\$285</b>		
<b>Year 1</b>	<b>\$285</b>	<b>\$285.00</b>	Student A
<b>Year 2</b>	<b>\$285</b>		
<b>Year 3</b>	<b>\$526</b>		
<b>Year 4</b>	<b>\$641</b>		
<b>Year 5</b>	<b>\$696</b>	<b>\$696.00</b>	Student B
<b>Year 6</b>	<b>\$822</b>		

Family Fee		\$1470.00	
	<b>2024 TOTAL</b>	<b>\$2451.00</b>	

Fees need to be paid in full by October 24th each year. The school offers different payment options which are outlined below.

### Payment Options

- Direct Debit - Direct debits are ongoing and will only stop with a written request from the account holder. Either Fortnightly or Monthly instalments are available.
- Direct - Fees can be paid at the school office by EFTPOS or Cash. Also by Electronic Funds Transfer. Fees can be paid in instalments.
- Credit Card – Scheduled payments using a credit card.

Statements of accounts are emailed to fee payers at the start of each term.

### **FUNDING SUPPORT:**

#### **Family Fees Assistance(FFA) / Camps, Sports, Excursion Funding(CSEF)**

Families who hold a valid, means tested concession card may be eligible for discounts to their family's Tuition Fees. If you think you may be eligible please contact the office for further details.

### **TRAVEL ARRANGEMENTS**

Consistency and routine are the key terms to assist our staff in ensuring that your children arrive at and depart from school safely. It is desirable that children become accustomed to this routine quickly and confidently. One of the really important things that schools do is to help your child develop their independence. A really practical way of doing this is to ensure their travel to and from school is as consistent as possible, e.g. Children who catch the same bus home every day quickly learn this routine, they are confident about it and they quickly learn that they do not **need** a grown up (namely a teacher) to tell them what to do every afternoon – the definition of independence! Their self-confidence and self-reliance will grow. This, after all, is surely the goal of parenting?

Naturally, changes to routine will be necessary from time to time. If there is a change to your child's routine it is asked that you either phone the front office or send an email to: [endofday@shcolac.catholic.edu.au](mailto:endofday@shcolac.catholic.edu.au) (preferred option) before 3:00pm that day.

### **BUS TRAVEL**

There are two distinct types of bus travel that service our school:

#### **Town Buses**

Children can pay for travel each day or a termly or yearly pass at a discounted rate. Children are picked up and dropped off at the bus stop nearest their home. More information about bus routes is available from Christian's Bus lines - Ph: 52 312203

### **Country Buses**

Parents/carers are required to complete a “Permission to Travel” form. To be eligible for this free bus service children must live at least 4.8 kilometres from our school, by the shortest practical route, and be attending their nearest Catholic School. Families who choose to enrol children at Sacred Heart even if it is not their nearest Catholic school may still nominate this form of bus travel for their children, however, they will need to pay a fare and acceptance will depend upon availability of vacant seats.

Bus children are dropped off each morning at Trinity College and walk down to the supervised crossing in order to enter school. Mrs Daffy assembles all bus travellers every afternoon and escorts them across to the Trinity Bus Shelter to await their pick up after school.

### **Conveyance Allowance**

In some areas, families need to drive a significant distance to connect with the free school bus. If families live 4.8 kilometres or more from the nearest school bus stop, they may receive a conveyance allowance to assist with the travel costs of using their private car to transport children to the bus.

A private car conveyance allowance is not available if the journey could have been made using a free school bus.

A student living between 4.8 and 10 kilometres from the closest school bus stop is entitled to a Conveyance Allowance.

Application forms for the Conveyance Allowance are available at the school office and should be completed in the first two weeks of term 1.

### **CAR DROP OFF & PICK UP**

The roads around our school are very busy in the morning and even more so in the afternoon. Hart Street immediately in front of our school is a “5 Minute Drop Off & Pick Up Zone” which can ideally serve those parents who have Foundation students, who might still need to be walked into school. Families who have children in Foundation are encouraged to use this area immediately in front of the school to both drop off & collect their children.

Families who **do not** have a student in Foundation are encouraged to drop off their children in Hart Street, north of Pound Road.

Children can then safely walk down to one or both of the supervised crossings and enter school via our “Bus Gate”.

After school There are four main exit points for the children to leave the school by:

**1. BUS** - children meet with Mrs Daffy and other staff at the “Bus Gate”. They are then escorted across the ‘Bus Gate crossing’ to await their bus.

**2. PREP GATE** - Foundation children and their older siblings who are to be collected by car should meet at the "Prep Gate".

Please note the eastern side of Hart Street, immediately across from the school, is a **NO STANDING ZONE** from 3:00pm till 4:00pm Monday to Friday. It is unsafe and unlawful for parents to park on this side of Hart Street between 3:00pm & 4:00pm as it may encourage children to run across this very busy section of road.

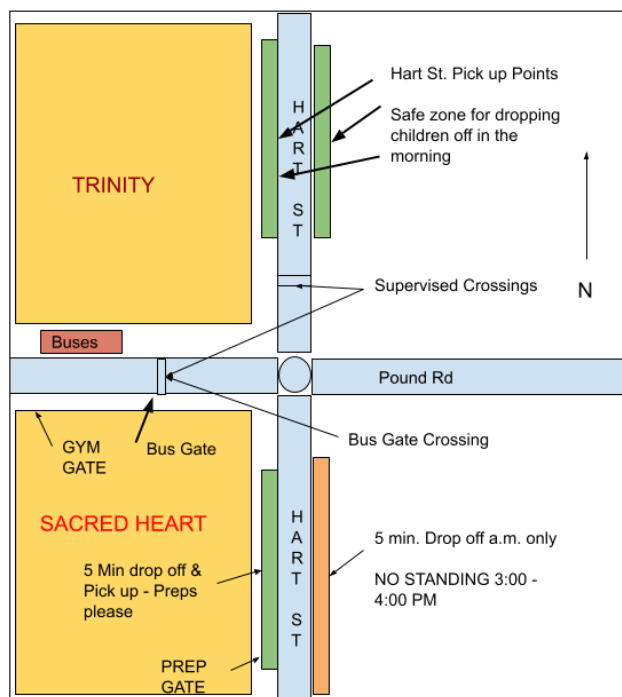
**3. CROSSING 1** - Children who have siblings at Trinity College are encouraged to meet one of our teachers in our courtyard to be escorted to "Crossing 1". Crossing 1 refers to Hart St, north of Pound Rd.

The children are walked to this area by a teacher. Some will cross Hart St and proceed to walk home while those meeting their parents may wait on either side of Hart St. Parents are welcome to use the Trinity College car park for collecting children.

**4. GYM GATE** - Children who do not have any siblings at Trinity College may like to meet one of our teachers at the Gym. Their parents will be parked along the Sacred Heart side of Pound Road. The teacher will escort the children to the footpath in this area for collection.

Consistency and predictability are the keys to a safe end of day routine. If children are collected from the same point every night they quickly learn independence in this matter – they know where to go and feel confident about what they are doing.

The following diagram explains these pick up points graphically. Parental cooperation with these procedures greatly assists us in keeping **all** of our children safe.



## EXCURSIONS

We will need your permission to take your children on excursions during school hours. Upon enrolment parents are asked to complete a permission form on PAM which covers excursions in the local area. Parents will always be informed of these excursions, usually through the newsletter, but where children will be travelling outside the Colac area a separate permission request will be required.

## ILLNESS AND ABSENCE

The school must be contacted if your child is absent from school for any reason. Parents may notify the school of this absence (before 10:00am each day) by using PAM in the first instance, however an email or phone call to the school office will also meet this requirement.

Emails should be directed to [office@shcolac.catholic.edu.au](mailto:office@shcolac.catholic.edu.au)

In the case of special circumstances such as an infectious disease, a death or serious illness in the family, a prolonged absence through serious illness or accident or an "in term" holiday, DIRECT contact with the school is appreciated so that we may offer our support where necessary.

## MEDICATION

Arising from the duty of care that we owe our students and in the interests of students being able to continue to attend classes there will be occasions when the administration of medication is necessary. Prescription medication being administered to students of Sacred Heart by staff members will be permitted within specific guidelines:

- No medication will be administered without the written permission of parents. Parents must complete a written form detailing dosage, timing etc. This form is available on our website or from the school office.
- All medicines must be kept in the office in clearly marked containers.
- Medication should only be given on doctor's advice.
- Where a child needs to be injected a parent or their representative must be present to dispense the injection.
- Any untoward effects of the drugs must be explained to the school by the parents.

Upon enrolment parents will be expected to complete the online medical details form on PAM. This form should highlight serious illnesses such as asthma, anaphylaxis, diabetes etc and the Medical Action Plan should be attached.

Parents are expected to review and update this form when necessary but at least annually.

This alert will be accessible to the school's staff and will be taken on camps and excursions where information of this nature is vital.

## **AMBULANCE**

If your child is involved in a serious accident at school and we cannot contact you, an ambulance may be required to transport your child to the doctor/hospital. Our school takes out a Basic Insurance Policy for every child which covers all school activities. Ambulance costs are part of this coverage. Teachers are not permitted to transport seriously injured children.

## **INFECTIOUS DISEASES**

A school is a COMMUNITY. Our community has members who are vulnerable to serious illness. Like all communities we relish the chance to come together and mingle when we can, however these occasions can mean an innocent child carries a deadly germ home to a vulnerable person in their wider family. Our community takes pride in the way we care for one another. It's exactly why you should choose Sacred Heart for your child. We ask that you consider those that need our support and care if and when the following illnesses occur in your family

### **DISEASE**

### **PATIENT WILL BE EXCLUDED FROM SCHOOL:**

Covid-19	For 5 days
Chicken Pox	Until 5 days from the appearance of spots
Diphtheria	Until medical certificate of recovery is produced
German Measles	Until 4 days from the appearance of spots
Head Lice	Until effectively treated

Impetigo (School sores)	Until sores are being treated and kept covered
Ineffective Hepatitis	Until medical certificate of recovery is produced or until hepatitis symptoms have subsided.
Influenza	Until all symptoms of disease have disappeared
Measles	Until 4 days from the appearance of rash
Meningococcal Infection	Until medical certificate of recovery is produced
Mumps	9 days after the onset of swelling
Ringworm	Until a medical certificate is produced stating that anti-scabietic treatment has been carried out
Streptococcal Infection	Until a medical certificate is produced or 24 hours after antibiotics have been given.
Whooping Cough	Until 5 days after starting antibiotics.

**Please notify the school should your child contract any of the above diseases. When your child is not well please keep him/her at home until he/she is sufficiently recovered to return to school.**

### **PARENTS & FRIENDS GROUP**

The Parents & Friends group is a sub committee of our School Council. Our aim is to provide fun activities and food days for the enjoyment of the children.

Our school has a "Freezer Bank Program". Parents supply a meal to a family in the school community who is experiencing difficulties e.g.. One parent is ill and there is no family help, a death in the family.

We have a fundraising levy which is included in the school fees. We aim to cover costs with the events we hold, but not raise additional money. If any money is made, it is donated to the school to use on a performance or activity for the children to enjoy.

At the beginning of the year notes are sent home seeking your assistance with the various projects we have planned. If you indicate that you are able to help or co-ordinate a project, the P & F Director from the School Council will contact you as the event approaches.

### **LUNCH ORDERS**

Our school has an agreement with 'Triggy's Corner Store' to provide 'canteen style' lunches on Fridays.

Students may order their lunch on Fridays by writing their name, class and order on a brown paper bag along with the correct money. The money needs to be secured within



the brown bag, either using an envelope, zip locked bag, plastic film or al-foil. The children's orders are placed in the classroom basket by 9:00am.

### **ICY POLES**

In terms 1 & 4 each year our senior students sell icy poles at the beginning of each lunch time. All monies raised go towards offsetting the cost of their Grade 6 camps.

### **SCHOOL COUNCIL**

Our school has a body of people who accept the responsibility of helping our school maintain high standards, both spiritually and scholastically. This body is called the School Council and consists of six elected people, plus representatives from the staff, Parents and Friends Association, plus the Principal, Business Manager and Parish Priest.

Elected members come to the Board after being nominated by people in the school community. Once elected, they serve a two year term and are eligible for renomination for a further term, if they so wish. The Board meets at least twice per term.

The main concerns of the Board are:

- Policy making
- Finance
- Staffing
- Pastoral Care and Community
- Resourcing the school

The current Board members are:

Jack Lenaghan	Principal
Olivia Dooley	Chairperson
Sean McGuane	Deputy Chairperson
Jeremy Richardson	Secretary
Anna Melville	Parents & Friends
Jeremy Richardson	Staff Representative
Fr. Michael O'Toole	Parish Priest
Emmalie Cain	Business Manager
Lauren Welsh	Parent Representative
Hayley Foster	Parent Representative
Tanya Hickey	Parent Representative

*All Council members trust that you and your child/ren can find all that you need in our 'school family'.*

*We welcome you to Sacred Heart School.*

### **ANNUAL EVENTS**

#### **SCHOOL PHOTOGRAPHS**

Photographs are taken each year. Children are photographed as a group, individually and in family groups. All details are sent home prior to the day and parents decide what they wish to order.

#### SACRED HEART FEAST DAY

The feast of the Sacred Heart falls in June and our school has a day of celebration. All children attend Mass and participate in fun activities for the rest of the day.

#### PARISH SACRAMENTAL PROGRAM

Early in the year a general meeting for all parents who wish to have their son/daughter involved in a sacrament will be scheduled. This meeting will be advertised in the Sunday Parish Newsletter and the weekly school newsletter.

#### CATHOLIC EDUCATION WEEK

Promotion of our school in the local community usually occurs in May. During this week we are involved in a liturgy and activities with the other catholic schools in our area. Families are invited to take advantage of the variety of opportunities to join us in celebration during this week.

#### ALL SAINTS DAY

Each year, on or around All Saints Day, our school holds a special Memorial Service to remember and celebrate the lives of community members who have died.

As a community we feel strongly that we need to support each other through times of hardship and tragedy. This annual service is one practical way of us doing just this.

#### MISSION FETE

Around All Saints Day (Nov. 1) the students of our school organise a Fete to raise money for those less fortunate than themselves. Children need to bring some pocket money to school on this day and they may be required to help out by contributing food and or goods to their class efforts towards this cause.

#### BOOK WEEK PARADE

Every year our school celebrates Children's Book Week with a "Dress Up" parade and a variety of activities based around reading and the children's books that have been shortlisted for awards.

Sacred Heart is subject to the principles and practice of our Australian democracy including a commitment to: Elected government, The rule of law, Equal rights for all before the law, Freedom of religion, Freedom of speech and association & values of openness and tolerance.

#### NAIDOC WEEK

Our school endeavours to promote the reconciliation of the original inhabitants of Australia with those of us who have migrated to Australia at a later date.

## HARMONY WEEK

Our school recognises that Australia is a thriving Multi cultural society and will work to promote understanding, harmony and friendship between all children and cultures.

## **GRIEVANCES**

At times there may be a grievance and/or concern about the school. Any concern should be addressed to the staff of the school as soon as possible.

**This is the correct and appropriate process especially where your concern may be with the behaviour of another student towards your own child at school.**

Our teachers and Principal take all concerns seriously and are in the unique position of being able to listen objectively to both sides of the story. (There are ALWAYS two sides to every story). Rest assured we will endeavour to respond to the aggrieved expediently and explain clearly what action has been taken.

The school will always deal with grievances and/or concerns that have been communicated to the principal and the staff by the concerned party.

The following procedures are set out to ensure that a fair and just system is available for all parties.

- Concerns regarding a student or inquiries about classroom operations are directed to the class teacher in the first instance.
- All grievances/concerns regarding the school teachers, teaching methods, resources, uniforms or any other matters are directed to the principal in the first instance.

- Where appropriate the principal will direct the complaint to the teacher concerned.
- The classroom teacher and the parent (and where appropriate the principal) will meet to discuss the complaint where all relevant information is shared. On most occasions the problem is resolved at this level.
- Where no suitable agreement is made the following steps are taken.
- The parent approaches the Parish Priest who will act as an arbitrator in seeking a suitable resolution.
- Where the parent is not satisfied, he/she has the right of appeal to the Catholic Education Office where further negotiations will take place.
- The role of the School Board is not to arbitrate over questions or grievances.
- Recommendations, suggestions and questions, within the guidelines of the Constitution may be directed in writing to the School Council. These must arrive seven days in advance of the next meeting in order to be placed on the agenda, otherwise they will be tabled at the next meeting.

### **SACRED HEART CODE OF CONDUCT**

At Sacred Heart School we firmly believe that both children and teachers do best in an environment where they feel respected, valued and safe.

We think school should be fun for both children and teachers, but that we have work to do at school too!

We understand that all of us make mistakes from time to time, and that at these times we can learn a great deal, given support and encouragement from the other members of our school community.

**“Love one another.  
As I have loved you, so you must love one another.  
If you have love for one another,  
then everyone will know that you are my disciples.”  
*John 13: 34-35***

Each of us then gives a commitment to live by Jesus’ new commandment, we commit ourselves to treating all other members of our community with the respect, friendship and dignity which we would expect for ourselves.

Our signatures below are taken as our promise to uphold  
this commitment.

### **PREPARATION FOR STARTING SCHOOL (A FEW IDEAS)**

At Sacred Heart, our community recognises that there are only TWO reasons to come to school:

“TO HAVE FUN AND LEARN STUFF”

Let’s begin with the “Having Fun” bit;

**Be positive about school** - Our school is a safe place, the people who work here enjoy working with children and are trained to do so.

We will always do our best to ensure the safety, well being and development of all of our students.

To assist your child to make a successful and enjoyable transition into life at school try telling your child and yourself the following:

“School is a fun and safe place where there are lots of exciting things to learn and lots of friends to make” (Repeat as necessary) – Remember we all went to school, your children can too!

**Children will make mistakes and sometimes do the wrong thing at school - Don’t Panic we’ve seen it all before!**

We all learn by making mistakes. Kids are no different. Our school endeavours to provide an environment where children can safely make mistakes and learn from them. These mistakes will be made in the academic, sporting, artistic, SOCIAL, and behavioural spheres. As the “Wise Elders” (Parents and Teachers) of our community we need to let our children make these mistakes and face the consequences of them so that they learn from them.

If, on the other hand, parents try to “smooth over” every mistake or manage every detail and interaction that their children have, they are learning to be ANXIOUS. The secret message to the child is that they can’t be trusted to handle these situations, that this is all too hard for them. Really we probably want to

teach our children that we have confidence in them, that we think they are growing nicely into an independent, clever and resilient young person whom we are very proud of - aren't we?

And "Learning Stuff"? What can I do between now and the beginning of the school year?

**Talk to your children** It is only a pretty short time that our kids want us to talk WITH them, remember your teenage years? Turn the devices off and include your children in conversations. Listen to them. Encourage their efforts at complex sentences and more difficult words.

**Oral language is the foundation for learning to read and write.**

Tell them jokes and stories, tease them, and let them tease you. Encourage their imaginary stories, explain how and why when you can and teach them to listen till the end of your explanation.

**Read with them.** None of us are born with the innate knowledge that squiggles on a page can represent language and a story, that in English we read from left to right and from top to bottom or even how to open a book. Again our kids don't want us to do this stuff with them for very long in terms of years so enjoy it! Read read read.

**What about Maths?** Encourage their interest in counting, numbers etc through songs, games, birthdays, sharing lollies, a pizza, their toys etc

Teach your children card games like "Fish" or "Snap" or dice games where identifying numbers and the corresponding counting is built into a fun game like "Snakes and Ladders" - As a bonus - a chance to learn how to win and LOSE gracefully!

School should be a lot of fun - we look forward to working with your family to make it so.

Jack Lenaghan  
Principal