PARENT HANDBOOK

Principal: Mrs Suellen Garey
Parish Priest: Fr George Koldziej

Cnr Waratah & Keenan Streets
MONA VALE NSW 2103
Phone: +61 2 9999 3264 Fax: +61 2 9979 8603
Email: shmv@dbb.catholic.edu.au
### SCHOOL INFORMATION

<table>
<thead>
<tr>
<th>Name of school</th>
<th>Sacred Heart Catholic Primary School</th>
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<table>
<thead>
<tr>
<th>School Address:</th>
<th>Cnr Keenan St &amp; Waratah St, Mona Vale NSW 2103</th>
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<table>
<thead>
<tr>
<th>Phone No:</th>
<th>9999 3264</th>
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<tbody>
<tr>
<td>Fax No:</td>
<td>9979 8603</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:shmv@dbb.catholic.edu.au">shmv@dbb.catholic.edu.au</a></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Website:</th>
<th><a href="http://www.shmvdbb.catholic.edu.au">http://www.shmvdbb.catholic.edu.au</a></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Principal</th>
<th>Mrs Suellen Garey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Principal</td>
<td>Mrs Jayne Wheen</td>
</tr>
<tr>
<td>RE Coordinator</td>
<td>Mrs Chris McBryde</td>
</tr>
<tr>
<td>School Office</td>
<td>Mrs Carol Bartlett, Mrs Kerrie Andrews</td>
</tr>
</tbody>
</table>

### PARISH INFORMATION

<table>
<thead>
<tr>
<th>Parish Priest</th>
<th>Fr George Kolodziej SDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Priest</td>
<td>Fr Robert Mastemak SDS</td>
</tr>
<tr>
<td>Parish Office</td>
<td>9997 7311</td>
</tr>
</tbody>
</table>

### SACRED HEART SCHOOL STAFF - 2015

<table>
<thead>
<tr>
<th>School Principal</th>
<th>Mrs Suellen Garey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Principal</td>
<td>Mrs Jayne Wheen</td>
</tr>
<tr>
<td>Religious Education Coordinator</td>
<td>Mrs Chris McBryde</td>
</tr>
<tr>
<td>Senior Administration Officer</td>
<td>Mrs Carol Bartlett</td>
</tr>
<tr>
<td>Administration Assistant</td>
<td>Mrs Kerrie Andrews</td>
</tr>
<tr>
<td>Kindergarten Teachers</td>
<td>Miss Brooke Perry &amp; Mrs Martha Butler, Miss Jemma Euers</td>
</tr>
<tr>
<td>Year 1 Teachers</td>
<td>Miss Elle Fisk, Mrs Louise De</td>
</tr>
<tr>
<td>Year 2 Teachers</td>
<td>Mr Stephen Behan, Mrs Suzy Driscoll &amp; Mrs Alison Thornton</td>
</tr>
<tr>
<td>Year 3 Teachers</td>
<td>Mrs Sarah Russell, Miss Jessica Carroll</td>
</tr>
<tr>
<td>Year 4 Teachers</td>
<td>Mrs Chris McBryde &amp; Mrs Janelle Pitcher, Mrs Caroline McNally</td>
</tr>
<tr>
<td>Year 5 Teachers</td>
<td>Mrs Bernadette Sheehan, Mrs Fiona Ngamu</td>
</tr>
<tr>
<td>Year 6 Teachers</td>
<td>Mrs Liz Williams &amp; Ms Susan Rudd, Mr Daniel Felsman</td>
</tr>
<tr>
<td>Learning Support Teacher</td>
<td>Mrs Emma Woodward</td>
</tr>
<tr>
<td>Learning Support Assistants</td>
<td>Mrs Catherine Doyle, Mrs Jane Lhuedde</td>
</tr>
<tr>
<td>Literacy Support Teacher</td>
<td>Mrs Jayne Wheen</td>
</tr>
<tr>
<td>Teacher Librarian</td>
<td>Mrs Melonie Harrison</td>
</tr>
<tr>
<td>Creative Arts</td>
<td>Ms Susan Rudd</td>
</tr>
<tr>
<td>Physical Education Teacher</td>
<td>Mrs Michele Kerr / Mrs Rachael Wiggins</td>
</tr>
<tr>
<td>Teachers Assistants</td>
<td>Mrs Sharon Lai, Mrs Anita Wainwright, Mrs Rebecca Capell</td>
</tr>
<tr>
<td>School’s CSO Consultant</td>
<td>Miss Anne Duncan</td>
</tr>
</tbody>
</table>
AFTER 7 YEARS OF SCHOOLING AT SACRED HEART WE WOULD HOPE THAT STUDENTS:

- Have developed a relationship with God
- Have developed Catholic values on which to base their decisions
- Love learning and want to learn throughout their lives
- Can communicate effectively through talking, listening, reading and writing
- Solve problems using mathematical and scientific techniques
- Can work co-operatively with others
- Have experienced the joys of friendship and know what it takes to be a good friend
- Are responsible for their actions
- Realise that we have a responsibility for others in our community and our world
- Embrace the values of respect and compassion

Our School Motto is Living, Loving and Learning.
It is underpinned by the Benedictine Rule of Community, Compassion and Balance.
## A-Z at SACRED HEART

### ABSENCE FROM SCHOOL / APPLICATION FOR LEAVE

#### LATE ARRIVAL

When a child is going to arrive after 8.45am, a **Late Arrival PARTIAL ABSENCE FORM** to be completed by parent/carer. Late children should be brought to the school office by their parent/carer to have their Late Arrival form completed. LINK TO [School Administration Notes](#) on school website.

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>Class</th>
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</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Reason (check one)</td>
<td></td>
</tr>
<tr>
<td>Traffic (a)</td>
<td></td>
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<tr>
<td>Medical/Dental App't (b)</td>
<td></td>
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<tr>
<td>Other (please describe)</td>
<td></td>
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<tr>
<td>Parent/guardian name (please print)</td>
<td></td>
</tr>
<tr>
<td>Parent/guardian signature</td>
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</tbody>
</table>

**Student must present this slip to the Class Teacher on arrival to class.**

#### EARLY DEPARTURES

When a child is required to be dismissed before 2.50pm, or a child is to be absent for a period of time between 8.45am & 2.50pm on a school day, an **Early Departure ABSENCE FORM** to be completed by parent/carer. Student Sign Out Book to be signed at office by parent/carer. School office staff will phone the child’s classroom and your child will meet you at the office. LINK TO [School Administration Notes](#) on school website.

<table>
<thead>
<tr>
<th>Student's Name</th>
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</thead>
<tbody>
<tr>
<td>Date</td>
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<tr>
<td>Other (please describe)</td>
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<tr>
<td>Parent/guardian signature</td>
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</tbody>
</table>

**Student must present this slip to the Class Teacher.**

#### FULL DAY ABSENCE (1-9 days)

When a child is absent from school (1-9 days inclusive), a **Full Day/s ABSENCE FORM** to be completed by parent/carer. LINK TO [School Administration Notes](#) on school website.

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Dates of Leave</td>
<td></td>
</tr>
<tr>
<td>Reason for Leave (check one)</td>
<td></td>
</tr>
<tr>
<td>Other (please describe)</td>
<td></td>
</tr>
<tr>
<td>Parent/guardian name (please print)</td>
<td></td>
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<tr>
<td>Parent/guardian signature</td>
<td></td>
</tr>
</tbody>
</table>

**Student must present this slip to the Class Teacher.**

#### FULL DAY ABSENCE (10+ days)

When a child is absent from school for 10+ days, a **Form A1 Application for Extended Leave** form is to be completed by parent/carer and submitted to the school office. LINK TO [School Administration Notes](#) on school website.

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>Class</th>
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</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Dates of Leave</td>
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<tr>
<td>Reason for Leave (check one)</td>
<td></td>
</tr>
<tr>
<td>Other (please describe)</td>
<td></td>
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<tr>
<td>Parent/guardian name (please print)</td>
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<tr>
<td>Parent/guardian signature</td>
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</tbody>
</table>

**Student must present this slip to the Class Teacher.**

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ACCIDENTS, INJURIES and SICKNESS

Children occasionally have minor injuries at school.

All staff are well prepared for first aid and emergency care. Should an emergency arise with your child/children, all efforts will be made to contact the parents, carer or emergency contact listed; and emergency measures will be undertaken by the Principal or Assistant Principal.

Any serious accident or injury is immediately treated and parents/carers are contacted.

It is the parent or carer’s responsibility to notify the school of changes to HOME / WORK / EMERGENCY CONTACT PHONE NUMBERS

Is it IMPORTANT that the emergency contact be someone OTHER than the parent e.g. a grandparent, neighbour or close friend of the family. Parents will always be the first point of contact should an emergency arise, however, if we are unable to contact parents we will then use the nominated emergency contact provided.

If a child is sick at school, the teacher will contact the School Office to inform the Secretary that the child is being brought to the Sick Bay.

If your child needs to be sent home, the Secretary will then contact a parent and make the necessary arrangements.

A child who is not healthy, cannot concentrate on schoolwork. If you child is unwell, please keep him/her at home until completely well. Some common childhood diseases, which will keep them at home, are:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Excluded for 5-7 days after spots appear</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Excluded until discharge from eyes has stopped</td>
</tr>
<tr>
<td>German Measles</td>
<td>Excluded for 4 days from appearance of rash</td>
</tr>
<tr>
<td>Headlice</td>
<td>May attend as long as head lice management is ongoing</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>Re-admitted to school with a medical certificate</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Re-admitted to school if the sores are completely covered by a clean dressing and antibiotic treatment has commenced</td>
</tr>
<tr>
<td>Measles</td>
<td>Excluded for 4 days from appearance of rash</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Excluded until all evidence has disappeared or medical certificate is produced</td>
</tr>
</tbody>
</table>

More information is available on the [NSW Department of Health website](https://www.health.nsw.gov.au)

AFTER SCHOOL CARE – CATHOLIC CARE

After School Care is provided by Catholic Care. Children attending Mona Vale After School Care meet inside Room 1 with Catholic Care Staff.

ANAPHYLAXIS POLICY

Sacred Heart is a “Nut Awareness Zone”.

These foods are not to be brought to school. Easter eggs, Christmas and other party treats are not to be brought to school or distributed to other children. Some of our students are allergic to Nuts, Eggs, Dairy and Tics.
ANTI BULLYING POLICY

Sacred Heart Catholic Primary School Mona Vale, is committed to providing a safe and caring environment, which fosters respect for others and does not tolerate bullying.

<table>
<thead>
<tr>
<th>Our definition of bullying</th>
<th>Bullying is defined as repeatedly hurting another person who is less powerful – either physically or psychologically.</th>
</tr>
</thead>
</table>
| Strategies we will use to deal with bullying | At Sacred Heart we will:  
  - Teach explicitly, annually, about bullying – what it is, how it affects us and what we can do about it  
  - Teach our children the skills which will build their self-esteem and empower them to take responsibility for themselves and give them the opportunity to practise these skills.  
  - Teach our children the importance of the “by-stander” in breaking the cycle of bullying.  
  - Regularly survey the students about their wellbeing. |

We have formulated a policy which clearly states what actions we will take to deal with bullying behaviour.

Link to Sacred Heart Bullying Policy

APP

An information and fact sheet on our school APP can be found on our website here.


APPPOINTMENTS WITH TEACHERS

We ask that general appointments with teachers are made outside of school hours so minimal disruption occurs in the learning environment.

ASSEMBLIES

These are held weekly on a Friday in the playground at 8.45am. Awards are given at this assembly.

AWARDS

CLASS AWARDS and PRINCIPAL’S AWARDS are presented at Friday morning assembly. These are awarded at teacher’s and Specialist teachers’ discretion.

PBL AWARDS (green and gold) are presented each week at the Monday assembly to students who follow school rules. PBL awards are achieved by earning PBL token, which must be signed by the teacher and stuck in the student’s Award Book.

10 tokens = Green
50 tokens = Gold
BEHAVIOUR MANAGEMENT POLICY

When dealing with behaviour management, the dignity of the child is always preserved in line with Gospel Values. In order to develop self-discipline in children there must be a respect for the rights of others. All children have the right to learn and all teachers have the right to teach. At Sacred Heart a high standard of conduct is expected.

OUR AIM It is the responsibility of the school to provide a comfortable and secure environment where individuals feel safe, valued and respected.

At Sacred Heart we aim to develop the child in an atmosphere where Catholic attitudes and values are nurtured, the rights of all individuals are protected and respected, and children are encouraged to take responsibility for their own behaviour.

Integral to our policy, is a commitment to consistent and fair practices that are positive, professional and ethical.

No form of Corporal Punishment is allowed at Sacred Heart. Corporal punishment by any school person or non-school person is not permitted. Corporal punishment is defined as the application of force in order to punish or correct a student.

THEREFORE STUDENTS HAVE A RIGHT

- To be proud of their school
- To be respected and treated with dignity
- For their personal property to be respected
- To a pleasant and safe place in which to work and play

Link to Catholic Schools Office – Diocese of Broken Bay DSS Pastoral Care Policy

Link to Catholic Care’s website and enrolment forms can be found here.

BOOK CLUB

At the beginning of each term pupils receive a Scholastic Book Club brochure which lists books that may be ordered through the school if desired. These purchases are optional.

BIRTHDAYS

If you wish to send something to school to celebrate your child’s birthday, please consider sending cup cakes or similar that can be easily distributed. We do not encourage ice blocks as we are unable to place them in a freezer.

BUDDY SYSTEM

Students starting Kindergarten are teamed with a Year 6 buddy. Each buddy takes special care of their Kindy student for the first year of school. There are opportunities for the buddies to work together in computer time, paired writing and reading.
Children who catch the bus are expected to abide by school rules whilst on the bus. Bus monitors assist in this process. Students must also follow the STA and Forest Coach Lines bus rules.

**GOVERNMENT BUS** - Students who are catching government buses home line up on the school oval in their bus lines. They are escorted to their bus when it pulls up outside the school.

**FOREST COACH LINES BUS** - Students who are catching Forest Coach Lines buses home line up on the school oval in their bus line. They are escorted to the bus stop outside Mona Vale Public School and wait with a teacher until their bus arrives.

If your child intends to travel to school by bus, you must collect the application form from the school office. All children in Kindergarten to Year 2 inclusive may travel for free regardless of distance.

Children in Years 3 to 6 travel free if they live in a radius of 1.6km measured from the centre of the school or 2.3kms or more by the most direct practical walking route from the nearest school gate.

Information on bus numbers and routes can be found on the Sydney Buses website [here](#). Select Sacred Heart from the drop down menu and navigate.

**LOST BUS PASS** - If a bus pass is lost or damaged, a replacement pass can be purchased by parents. A form can be obtained from the school office. Once completed by parents, school will then forward this form together with your payment to the State Transit Authority and a new bus pass will be issued.

**CALENDAR**

A CALENDAR of significant dates and events such as class masses, P&F functions, open class days and special events is located on the SCHOOL WEBSITE under NEWS AND EVENTS, SIGNIFICANT DATES [here](#).

**CANTEEN**

It is necessary for parents to ensure enough food is provided for your child’s daily needs. The Canteen is open every Monday, Thursday and Friday for recess and lunch. On occasions ‘Special Lunches’ will be available for purchase.

The CANTEEN MENU is located on the school website on the Canteen page [here](#).


Link for information on [how to register School 24](#).

**CHILD PROTECTION**

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.

4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

Refer Appendix 1 – Child Protection Parent Information Sheet

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**CHILD SAFETY**

We place significant emphasis upon the safety and care of our children. Staff are very aware of the need for safety and readily supervise all activities from 8.15am to 3.20pm.

Safety programmes are often presented to heighten the child’s awareness.

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**CLASS PARENTS**

Each class has one or two class parents. Their role is to act as a liaison between the school, the P&F and the students’ parents.

Class parents are responsible for:

- Distributing class information as required
- Organising class social events
- Communicating regularly with the class teacher
- Attending P&F meetings once a term

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**COMMUNICATION**

At Sacred Heart we provide many opportunities for parents to communicate with teachers. Good communication between home and school is the key to positive relationships. Parents are encouraged to speak to their child’s teacher whenever they have a concern.

- Early in Term One there will be an Information Evening for Parents.
- A ‘Getting to know your child’ questionnaire will be sent home at the start of Term 1. This questionnaire will encourage parents to share more personal information about their child eg: sport/hobbies, subject area interests, individual concerns – helping teachers to have a deeper relationship with the children in their class.
- Teachers will also offer a Parent Interview for parents needing to share unknown information about their child.
- At the beginning of every term, each year group will send home a Curriculum Note communicating specific learning intentions for all KLAs. Important information such as class Sport, Creative Arts and Library specialist sessions will also be specified.
- Parents will be offered specific KLA learning sessions – For example: Literacy in the Early Years and Mathematics in Stage 3. These sessions will be run by the Principal, Assistant Principal and teachers within the school with special interest in a given KLA.

**Formal Reporting**

Each year there will be two written reports. The first will be in Term 2 and the second in Term 4. Reports are emailed to parents. An interview will be offered at the end of each reporting period.

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**School Newsletter and Notes**

The school newsletter is emailed to parents and available on the school website to advise of activities and functions held in the school throughout the
year and is updated weekly. All other school letters/notes will be emailed to parents.

Link to school newsletter on website  Link to school website

Please check your email regularly for letters/notes etc that are sent home from the school office. Permission and Information Notes are also available on the school website, under News and Events – Permission and Information Notes

Parent Information Evenings

Early in Term 1 teachers hold a Parent Information Night.

This night is to give parents the opportunity to meet with the class teacher and for the class teacher to give parents an overview of the year’s work.

A parent or teacher may request an interview at any time during the year, if a problem or concern arises.

Reporting to Parents

Reporting at Sacred Heart takes the form of:

TERM 2 Semester 1 Report and Parent & Teacher Meeting
TERM 4 Yearly Report

Parent Volunteer Information

A Working with Children Check form is to be completed by any parent wishing to volunteer at Sacred Heart. Please bring the completed form along with ID to the school office to sight.

COMPLAINTS

We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you or your child has a complaint about a student other than your own child you should raise it with your child’s class teacher.
- If you or your child has a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the principal.
- If you or your child has a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Child Protection).

See Child Protection Parent Information Sheet (Appendix [insert #]).

COUNSELLING SERVICE

Sacred Heart has a student counselling service provided by the Catholic Schools Office based on referral by the Principal with parental consent. Families wanting to access the Counsellor for their child should contact the class teacher or Principal.

Please note, this service is not for cognitive assessments.

CURRICULUM

Underpinning all Key Learning Areas, is that knowledge, skills, values and appropriate attitudes are taught. We aim to prepare our children for the 21st Century.

Emphasis is placed on skills and, in Catholic Schools, on values and attitudes. We recognise that today’s children will need to be life-long learners.
**CURRICULUM - CREATIVE ARTS**

The aim is to develop a lifelong commitment to participate in each of these art forms. The four strands are:

- Visual Arts
- Music
- Drama
- Dance

Students are encouraged to appreciate the role of the arts in re-affirming, building and challenging society and culture. Sacred Heart employs a specialist Creative Arts teacher to assist with the music strand of the KLA. Each class has a music lesson once a week.

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**CURRICULUM - ENGLISH**

English consists of the following strands:

| Reading | In this strand, pupils learn to interpret literary and factual texts. We now place greater emphasis on ‘Text Types’ in all strands of English.  
Examples: 
Narrative (Story)  
Information Report (facts and information about a topic)  
Recounts (retell) |
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Writing (includes spelling)</td>
<td>Children learn to write and produce a variety of texts thereby achieving the ability to use such processes as drafting, revising, conferring, editing, proofreading and publishing</td>
</tr>
<tr>
<td>Talking and Listening</td>
<td>Pupils learn to communicate and interact effectively for a variety of purposes and in various situations with different audiences such as friends, small groups and a whole class.</td>
</tr>
<tr>
<td>Grammar (not a strand)</td>
<td>Grammar is a method of describing how a language makes meanings clear within a culture. It is best taught in the context of the strands outlined above.</td>
</tr>
</tbody>
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**CURRICULUM - HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE)**

The aim of HSIE is to develop values and attitudes, knowledge, skills and understanding in students that:

- Enhance their sense of personal, community, national and global identity
- Enable students to participate effectively in maintaining and improving the quality of their society and environment.

The HSIE syllabus allows for easy integration with Religious Education at Sacred Heart as it places special emphasis on values and attitudes.

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**CURRICULUM - INFORMATION TECHNOLOGY**

Each classroom has state of the art technology to enhance student learning. Teachers follow the school’s technology scope and sequence to sequentially develop all student’s technological skills and proficiency from Kindergarten to Year 6.

At the beginning of the year, each class participates in cyber safety lessons. Sacred Heart has a clear policy on cyber bullying.

Parents and students at the beginning of each year are asked to sign an internet user agreement.
Technology is integrated into all Curriculum Areas. Classes have access to computers in their classrooms, in the Library Resource Area and a bank of laptops are available for student use. All classes have interactive whiteboards.

Students have access to Interactive Whiteboards, desktop computers and laptop computers in each classroom, as well as in the library. A secure filter is provided for internet access and students use a combination of programmes and internet sites to complement their learning. Many class teachers create a class blog that can be accessed in class or at home and can contain homework tasks, extra resources, forums and a variety of other learning resources.

### CURRICULUM - MATHEMATICS

Outcomes for Mathematics are organised in five content strands in which students develop knowledge, skills and understanding in:

- Number
- Pattern and Algebra
- Data
- Measurement
- Space and Geometry

and one process strand:

- Working Mathematically

Values and attitudes operate across all strands and are not attached to special outcomes. Maths is a creative activity. An investigative approach is employed and an extensive variety of concrete materials are used to ensure concepts are understood. In addition, technology, including computers and calculators, are used to assist pupils. We follow the NSW Syllabus.

### CURRICULUM - PERSONAL DEVELOPMENT, HEALTH & PHYSICAL EDUCATION (PDHPE)

The aim of this syllabus is to develop in each student:

- Self-esteem, social responsibility and well-being
- Movement skills and personal fitness
- The ability to make informed health and lifestyle decisions

Each class has at least one PE lesson each week.

The children are involved in a programme that progressively develops their skills in a variety of modified games. All children are allocated to a Sport Colour House for their time at Sacred Heart.

Two Sports Carnivals are held annually – Swimming in the first term and Athletics in the second term. Our children are eligible to be selected for state level sport competition for the Diocese of Broken Bay Sport Council.

### CURRICULUM - RELIGIOUS EDUCATION

The Religious Education curriculum acknowledges and supports the parents in their role as the children’s first educators in faith. As Religious Education is the basis for our existence as a separate school system it is one of our Key Learning Areas. It is a subject which encompasses planned lessons, prayer and liturgical celebrations, community activities and is evident in the whole school atmosphere and interaction. Through the curriculum the children are invited to participate in this faith relationship by learning about the history and traditions of the Catholic Church and the Scriptures.
Children receive the Sacrament of Reconciliation in Year 2 and First Holy Communion in Year 3. The Sacrament of Confirmation can be received by children from the age of 7 years. These Sacramental programmes are family based and supported by Parish and school co-ordinators.

**CURRICULUM - SCIENCE AND TECHNOLOGY**

The aim of Science and Technology is to develop in students – competence, confidence and responsibility in their interaction with science and technology thus leading to:
- An enriched view of themselves, society, the environment and the future
- An enthusiasm for further learning of science and technology

The content strands of Science and Technology are:
- Built Environments
- Information and Communication
- Living Things
- Physical Phenomena
- Products and Service
- The Earth and its Surroundings

The Syllabus requires students to learn about and engage in:
- The process of Investigating
- The process of Designing and Making
- The uses of technology

**CUSTODY AND ACCESS ARRANGEMENTS**

In order to protect the rights of the child and the custodial parent in the event of a marriage separation or divorce, it is vital that the school has on file a copy of the custody and access award made by the court.

**EARLY PICK UP**

If it is necessary for you or a nominated adult to pick up your child during school hours, you must report to the school office. The child will be contacted via the intercom and will meet you in the office area. An EARLY DEPARTURE PARTIAL ABSENCE form is to be completed giving the reason for the early departure so that the necessary information may be recorded in the class roll.

EARLY DEPARTURE PARTIAL ABSENCE forms are located: On the school website under: News & Events / school administration notes and are also available at school office.

**ELECTRONIC GAMES**

Electronic games are not allowed at school. Bringing electronic games to school also increases the risk of breakage and loss.

**ENROLMENT – SECONDARY SCHOOL**

Enrolment in Catholic secondary schools following completion of Year 6 is not automatic. Parents are advised to make application to the school of their choice well in advance, for some schools this is two or three years prior to enrolment.

**EXCURSIONS**

These are planned as integral parts of the children’s learning and are not social outings. Children are expected to attend. The cost for excursions is generally included in the School Based Administrative Fee.
EXPECTATIONS OF TEACHERS, STUDENTS AND PARENTS

TEACHERS

- Understand the ethos of Catholic Schooling.
- Believe in each child and the importance of developing the whole child.
- Recognise the different rates of learning, different abilities, uniqueness and gifts.
- Know their children.
- Plan programs which follow current syllabuses in Key Learning Aras and meet students’ needs.
- Assess pupil progress and evaluate teaching practices in light of pupil progress.
- Plan for further learning.
- Provide opportunities for ALL children to be motivated, enthusiastic, independent learners through structural and organisational strategies that clarify meaning and purpose for their students and by providing a range of open-ended activities and optional tasks for fast finishers.
- Use resources well – within and outside the classroom.
- Carry out open dialogue with parents/caregivers.

STUDENTS

- Attend regularly and give of their best at all times.
- Participate fully in the life of the school.
- Provide support to their peers and to the younger students.
- Adhere to school policies eg discipline/homework/internet use.
- Care for the resources of the school within and outside the classroom.
- Show respect for all school staff.
- Wear the full school uniform at all times.
- Uphold our school rules to the best of their ability.

PARENTS

- Demonstrate a high level of trust.
- Stay informed by reading the weekly newsletter and responding as appropriate.
- Make appropriate contact with class teachers regarding any concerns they have.
- Support their child with Positive Behaviours for Learning and support the PBL policy.
- Assist in class when requested by teachers, after any necessary training.
- Assist extra curricula activities eg excursions, sports carnivals.
- Financial support – firstly by paying fees when due and secondly through P&F fundraisers.
EXTRA CURRICULAR ACTIVITIES

Sacred Heart offers the following Extra Curricular activities for interested students.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Band</strong> (External Provider)</td>
<td>Our school has a Concert and Training Band. Any child who is just starting an instrument will join the Training Band. Year 3 students will usually remain in the training band for the entire year. Older students will be moved into the Concert Band as soon as the Band Director feels they have reached the required standard. The bands usually rehearse at separate times but there will be some overlap. This way the members of the concert band can act as mentors for the Training Band. Payment for band lessons is not included in the school fees and is an extra cost. Music instruments are provided and costs are included with the band fees.</td>
</tr>
<tr>
<td><strong>Instrument Lessons</strong> (External Provider)</td>
<td>Some external private music tutors are available at school during lunch time and after school hours.</td>
</tr>
<tr>
<td><strong>Drama</strong> (External Provider)</td>
<td>Light heart Theatrics – infants and primary is an after school activity.</td>
</tr>
<tr>
<td><strong>Choir</strong></td>
<td>The School Choir performs on numerous occasions throughout the school year at a variety of events at the school and in the community. The choir practices on Friday at lunchtime. Children from Kindergarten to Year 6 are able to join the choir.</td>
</tr>
<tr>
<td><strong>Public Speaking</strong></td>
<td>Each year the senior students enter in public speaking competitions such as Peninsula of Catholic Primary Schools Public Speaking Competition. All students Kindergarten to Year 6 also enter the Sacred Heart Public Speaking Competition.</td>
</tr>
<tr>
<td><strong>Debating</strong></td>
<td>Each year the school enters a Year 5 and 6 debating team in the Peninsula Catholic Primary Schools Debating Competition.</td>
</tr>
</tbody>
</table>

FAITH AND RELIGIOUS EDUCATION

**FAMILY MASSES** are celebrated for each grade in the Sacred Heart Church once a year on a Saturday at 5pm or Sunday at 6pm. All families are encouraged to attend all of their grade mass.

**CLASS MASSES** are held each Wednesday at 9.15am. Parents are notified in advance of these events and are encouraged to attend.

**WHOLE SCHOOL MASSES AND LITURGIES** are held throughout the year celebrating specific events on the school and Church’s calendar.

FEES

**Payment of fees** - The school accounts are payable at the time of receiving the invoice in full or in 3 instalments (dates set by Catholic Schools Office). Payment can be made by cheque, Visa Card, Mastercard, BPay or cash. All accounts are 30 days only (except if arrangements are made with the Principal for time payment). The School Admin can organise a time payment form that is signed by parents and then authorised by the Principal.
GIFTED AND TALENTED

Children who are identified as Gifted and Talented are catered for at Sacred Heart Mona Vale. Students who are high achievers have opportunities for extension through participation in:

- University of NSW Competitions
- Chess
- Musical
- Extra sporting program
- Maths Olympiad
- Debating and Public Speaking
- G.A.T.E.W.A.Y.S
- Individual projects
- Writing club

HISTORY OF SACRED HEART

Sacred Heart Catholic School is a K-6 co-educational Catholic primary school located within the Diocese of Broken Bay on Sydney’s Northern Beaches in the suburb of Mona Vale.

Students are primarily drawn from neighbouring areas of Mona Vale, Warriewood and Ingleside.

In 1960 Father John Keenan was appointed parish priest at Mona Vale. Father’s priority was the purchase of a presbytery and land for a school. He bought the current school site for 62 thousand pounds and built the school shortly afterward.

The school opened in 1965 with three classrooms, a staff room, small canteen and toilets. The Good Samaritan Sisters were given the privilege of staffing the school.

Sacred Heart commenced with 36 pupils in Kindergarten and 1st class, with Sister Mary Alphonsis and Sister Mary Rose as our first teachers.

The involvement of the Good Samaritan Sisters in the commencement and development of Sacred Heart Primary School has been invaluable. The Sisters have been traditionally recognised as community builders and evidence of their input can be seen in our strong school community today.
HOMEWORK

Homework tasks at SHMV:
- gives the student the chance to consolidate what they have learnt at school
- allows for the fact that children learn and work at different rates and have different needs
- increases children’s confidence and enjoyment in learning
- gives parents opportunities to encourage, express approval and, in general, relate positively to their children
- develops productive long-term habits of learning and planning

<table>
<thead>
<tr>
<th>HOMEWORK - OUR POLICY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AIM</strong></td>
</tr>
</tbody>
</table>
| **STRATEGIES** | • Homework will include areas such as reading, mathematics, spelling and other key learning areas as appropriate  
• In Kindergarten, homework will be informal and may include activities such as home reading, finding pictures, cutting out etc  
• Each class teacher will explain their homework system to parents and carers at the parent information evening at the beginning of each year  
• Homework will usually be given on four nights of the week or on a weekly basis  
• Sacred Heart’s homework policy is to set homework with the amount increasing as the student progresses from Kindergarten to Year 6  
• Suggested time frames:  
  Kindergarten – 10 mins reading  
  Year 1 – 10 minutes  
  Year 2 - 15 minutes  
  Year 3 - 30 minutes  
  Year 4 - 30 minutes  
  Year 5 - 30-40 minutes  
  Year 6 - 45-60 minutes  
  These times include reading and are estimates only |

<table>
<thead>
<tr>
<th>HOMEWORK RESPONSIBILITIES</th>
</tr>
</thead>
</table>
| **The role of the TEACHER** | • Inform parents regarding the type of homework  
• Assign tasks within the competence of the children  
• Check written work  
• Communicate with parents about areas of homework concern |
| **The role of the STUDENT** | • Be responsible for their own work  
• Complete assigned tasks on time and to the best of their ability  
• Speak to the teacher about any problems they have with their homework  
• Children should only spend suggested time on homework |
| **PARENTS and CARER can help by** | • Checking that homework is completed and presented neatly  
• Communicating with the classroom teacher about any problem their child may be having  
• Assisting children with homework, whilst allowing children the freedom to do the work themselves  
• Knowing that homework is not always of a written kind and it is expected that all types of homework are completed as requested  
• Activities may include family discussion, using recipes, research from the local library, gathering objects, interviewing or surveying people, listening to the radio, estimating a shopping list or watching a news programme.  
Homework is designed to consolidate, revise and reinforce the work being done at school. |

Link to Sacred Heart Homework Policy
# HOURS - OUR SCHOOL DAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45am – 2.50pm</td>
<td>School hours</td>
</tr>
<tr>
<td>8.45am</td>
<td>Morning bell</td>
</tr>
<tr>
<td>11.00am – 11.20am</td>
<td>Recess</td>
</tr>
<tr>
<td>12.40pm – 1.30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>2.50pm</td>
<td>Dismissal (Afternoon supervision officially finishes at 3.20pm)</td>
</tr>
</tbody>
</table>

## ICAS COMPETITIONS

Each year, we provide an opportunity for the children in Years 3 to Year 6 to participate in the ICAS Mathematics and English Competitions. These are not basic skill tests but competitions set by the University of New South Wales. Children also have the opportunity to enter writing, poetry, art and various other competitions.

## IMMUNISATION

It is now a requirement that all children starting school must be fully immunised. The school is required, on entry of children into Kindergarten, to ensure children have received Triple Antigen (Measles, Mumps, Rubella), Polio and Tetanus immunisation. The Certificate of Immunisation is required at the time of enrolment. Please contact your family doctor should you have any concerns regarding immunisation.

In the event that there is an exemption from Immunisation, a **Conscientious Objector Certificate** is to be provided to the school.

## KISS & DROP - DROPPING OFF AND PICKING UP CHILDREN

There is no parking in the school grounds. Parents are encouraged to use Woolworths parking.

In the morning there is a ‘Kiss and Drop’ zone outside the school on Keenan Street.

In the afternoon there is limited parking outside the school in Keenan Street and the ‘Kiss and Ride’ zone will operate as a drive through pick up only. The parking zones around the school are strictly enforced by Pittwater Council Rangers. Please abide by the signage as the fines are very expensive. A 40 km School Zone operates outside the school before and after school and an RTA Crossing Supervisor ‘mans’ the crossing.

**BEFORE SCHOOL** - children should make their way to their classrooms, place their bags outside the classroom and play in the supervised areas. Parents may accompany their children and stay in the grounds until the bell rings. Any child arriving after assembly has finished must go the office for a LATE ARRIVAL PARTIAL ABSENCE FORM to take home to be completed by the parent/carer.

**AFTER SCHOOL** - parents who are picking up children are asked to wait for children in the playground.

**KISS & DROP** and **KISS & RIDE** drivers are not permitted to get out of the car. Please ensure that bags etc are in car as the driver is not to get out of the car to go to the boot.

Afternoon Kiss & Ride: A sign with your child’s surname should be displayed on the dashboard of your car.

*All signs around the Kiss and Ride area must be obeyed, e.g. “No Stopping”, “Bus Stop”. Penalty and demit offences apply.*
LEARNING SUPPORT

Children with Learning Support Needs are well catered for at Sacred Heart through specialised programmes provided for children experiencing learning difficulties.

We have a dedicated Learning Support teacher as well as learning support assistants.

LIBRARY

The children are encouraged to borrow books from the school library but they must have a library bag. A library bag is available to purchase from the Uniform Shop.

All named items will be returned to students and other items will be cleared at the end of each month with any unmarked uniform items taken to the uniform shop for re-sale.

LOGO

LOST PROPERTY

Your child’s name should be sewn or marked on ALL PROPERTY. Raincoats can be labelled with a permanent market. Drink bottles, lunch boxes, school bags, even shoes and joggers, should be labelled to prevent loss.

A lost property basket is located outside the Uniform Shop. Parents and children are most welcome to look for lost articles there.

MEDICAL REPORTS

Parents are asked to inform and supply the school of any relevant medical reports on their child. A copy of reports such as, audiograms, speech therapy, occupational therapy, educational and psychological assessments should be given to the class teacher. These reports provide valuable information which teachers implement to enhance student learning.
MOBILE PHONE POLICY

- At Sacred Heart if you deem it absolutely necessary for your child to have a mobile phone it must be SWITCHED OFF during school hours, including recess and lunchtime.
- They must not be used to make calls, send text messages, surf the internet, take photos or for any other application at school.
- Mobile Phones must be kept in the children’s bags at all times during the day.
- Mobile phones must be clearly labelled with the child’s name.
- The school accepts no responsibility for the loss, theft or damage of any mobile phone whilst on the school premises.
- If parents need to contact students urgently, they are asked to contact the School Office so that the important message can be passed on by a member of staff in an appropriate manner. Similarly, if a student needs to make an urgent phone call during the day, the student should request to do so at the school office.
- If a student uses a mobile phone during school hours, the phone will be confiscated and kept in the school office.
- The school will issue the student with a receipt when a phone is confiscated. The student must sign a receipt acknowledging return of the phone by school personnel.

MORNING TEA AND LUNCH

Please supply a nutritious morning tea/lunch each day.

Suggestions: One sandwich for lunch, fruit or cheese or biscuits for morning tea should be sufficient.

No glass bottles or cans are permitted. Poppers or plastic drink bottles only.

Please mark all containers that your child brings to school, with full name – not just initials.

Children unable to eat their lunch, are encouraged to take it home to show parents or carers.

Rubbish reduction is the aim of the school.

OFFICE HOURS

The school office is open 8.30am–3.30pm Monday to Friday.

OPEN DAY

Open Day is for all prospective parents who are considering Sacred Heart Catholic Primary School for their child. It is generally for parents of children who will be entering Kindergarten the following year, however all are welcome. It is an opportunity for prospective parents to meet the principal, walk through the classrooms, speak to staff and students. Open Day is usually held in Term 1 or 2 and will be advertised on our school website. Alternatively, phone the school office in February each year for the Open Day date.

OUTCOMES

The NSW Board of Studies designs a syllabus for each KLA based on ‘Outcomes’. Syllabus Outcome Statements define the specific intended results expected from the teaching of each subject. They provide clear pictures of the knowledge, skills, values and attitudes expected to be attained by most students at the end of a stage.

An example of an outcome taken from the English Syllabus which pertains to Early Stage One Writing (Kindergarten) is: "Begins to use letters to represent known words when spelling."
PARENTS DURING SCHOOL HOURS  Parents who are at the school after the morning bell must report to the office. If you assisting in the classroom or canteen, a VISITOR BADGE must be worn and the VISITORS BOOK signed on arrival and again on departure.

PARENTS ARE NOT TO GO TO THE CLASSROOM DURING SCHOOL HOURS  If a child has forgotten an item or lunch etc. it is to be left at the office and staff will ensure it is given to the child.

PARENT INVOLVEMENT  Parent involvement is vitally important to the life of our school. We view it as building a partnership between parents, students and teachers in supporting faith and academic development of all students. Parents may support the school and class programs through assisting with excursions, learning support, computers, reading groups, canteen, being a class parent coordinator or through P&F activities. It is important that all parent helpers/volunteers are aware that they are subject to child protection legislation.

This means all volunteers must:

- Complete a Working with Children VOLUNTEER/STUDENT DECLARATION
- Sign in at the front office, be inducted a get a VISITOR BADGE from the office as per school procedure
- Not engage in any in appropriate behaviour towards any children. In particular, although volunteers are technically not employed by the school, they are considered to be ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated (see Child Protection).

PARENT EDUCATION  At Sacred Heart we believe Parent Education is essential in a strong home/school partnership. Several times throughout the year Parent Education sessions are conducted in key learning areas and areas of interest to parents. All parents are encouraged to attend.

DIOCESAN PARENT COUNCIL OF BROKEN BAY DIOCESE  The Diocesan Parent Council (DCP) is the official parent body recognised by the Bishop and the Catholic Schools Office to represent the parents of all children attending Catholic schools in the three regions of the Diocese. The Diocesan Parent Council has significant access to and involvement in mainstream education issues as well as input into policy and financial decisions. Membership of the Executive Committee of the Broken Bay Parent Council comes from representatives of the Parents and Friends Associations of the Catholic Schools in the Broken Bay Diocese.

The main aim of the Diocesan Parent Council is to:

- Strengthen the participation of all parents in our Catholic schools by providing input into the diocesan level committees.
- Actively encourage the flow of information from parents and to provide a voice for parent issues.
- Promote the parent/parish/schools partnership via projects that embrace parents, children, the school church and the community.
- Promote the Catholic school parents’ views to the Bishop, the schools board, the Catholic Schools Office and the school administrators.
- Promote Catholic education in Catholic schools, by taking an active role in partnership with others to secure appropriate funding for Catholic Schools Council Funding.

For further information, please contact the Parent Liaison Officer at the Catholic Schools Office either via phone on 9847 0000 or via the Diocese website.
PARENT HELPERS / VOLUNTEERS

The participation, involvement and help of parents, close relative and other volunteers are welcome and appreciated for various activities both in school and on excursions.

It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current requirements are for the working with children
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated (see Child Protection).

People with no relationship to the children enrolled at the school are required to obtain a Working With Children check from the Roads & Maritime Services. This will then be forwarded to the Catholic Schools Office for verification.

PEDESTRIAN CROSSING

The Keenan Street pedestrian crossing is supervised before and after school by a RMS Volunteer. Parents and students must follow the crossing supervisors direction.

PETS

No animals are permitted on the school grounds without prior permission of the School Principal.

PHOTOGRAPHS

School photographs are taken annually. Students are photographed in the class groups, leadership groups, individually, and at parental request, with brothers and sisters.

During the year there will a number of times when your child’s photograph may be taken for inclusion in class displays, on the school’s website page, in the Newsletter or in local papers such as the Manly Daily. You will be asked to sign a permission note which is given out at the beginning of each year to students.

PRAYER

Heavenly Father, I give to you today
All that I think and do and say.
Fill us O Lord with your love and goodness and help us to be friends.
Holy Spirit you live in me,
Show me what to do, and give me the strength to do it.
Sacred Heart of Jesus have mercy on us.

PRIVACY POLICY

The school abides by the Privacy Act 1988. Information collected by the school is used only for school purposes, and stored in a secure location.

Personal Information School Collect

Schools will generally collect personal information held about an individual by way of forms filled out by parents or pupils, face-to-face meetings and interviews and telephone calls.
Personal Information provided by other people
In some circumstances a school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Use of Personal Information
A school will use personal information it collects for the primary purpose of education, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected or which have been consented to.

Pupils and Parents
A School’s primary purpose for the collection of information is to enable it to provide schooling for the pupil. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at the school.

The purposes for which a school uses personal information of pupils and parents include:
- To keep parents informed about matters related to their child’s schooling, through correspondence, newsletter and magazines.
- Day to day administration
- Looking after pupil’s educational, social, spiritual and medical wellbeing
- Seeing donations and marketing for the school
- To satisfy the Diocese’s and the school’s legal obligations to allow the school to discharge its duty of care.

In some cases where a school requests personal information about a pupil or parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of a pupil.

(Extract Diocese of Broken Bay Privacy Policy for Diocesan System Schools, February 2002)

PROFESSIONAL DEVELOPMENT FOR STAFF

As professionals in the education field, teachers need to constantly update their professional learning. Much of this occurs out of school hours, during staff meetings, in-service courses, university courses and professional conferences. However, there are times when professional development is necessary during school time. When this occurs a relief teacher is employed to follow the normal class program left by the class teacher.

PUNCTUALITY

Punctuality is important for the children to settle at school and be welcomed. **All children need to be at school for the beginning of the school day at 8:45am. Late arrivals must report to the school office to be signed in.** A coloured slip is then to be handed to the classroom teacher and is a record of late attendance.

PUPIL FREE DAYS

There are 5 Staff Development Days per year and 1 Assessment Day. The first day of Term 1 is a Staff Development Day, and the others will occur during the year. These are pupil-free days and parents are given advance notification through the school newsletter and school website.

SACRAMENTAL PROGRAMS

All sacramental programs are parish based at the request of the Bishop of Broken Bay. The doctrine of the sacrament is taught as part of the whole school Religious Education program. Children are prepared for the Sacrament by their parents, with the assistance of the Parish Sacramental Team. Children are eligible to make the following Sacraments in these grades:
- Confirmation Year 2
- Reconciliation Year 3
- First Eucharist Year 3
SCHOOL FEES

The Catholic Schools Office reviews and determines school fees annually. Accounts are sent in Terms 1, 2 and 3. These accounts should be finalised by the end of each of those terms. Current school fee schedules can be obtained from the school office.

In case of financial difficulty, parents are asked to speak with the Principal to work out a satisfactory arrangement. When fees are outstanding for no apparent reason, they are automatically sent to the Catholic Schools Office for debt collection.

SCHOOL IMPROVEMENT PLAN 2015

Our 2015 School Improvement Plan is currently being reviewed.

SCHOOL RULES

At Sacred Heart we have 3 major school rules:

- Care for Self
- Care for Others
- Care for the Environment

Expectations of Behaviour are:

Rules and Expectations are taught explicitly throughout the year.
SPECIALIST TEACHERS

**Library** - Each class will have a weekly library lesson with a qualified Teacher Librarian and have the opportunity to borrow from a wide selection of fiction and non-fiction books. The Teacher Librarian also co-ordinates the Premier’s Reading Challenge.

**PE** - There is a specialist Physical Education Teacher who teaches the students for 40 minutes each week. In addition to this the classroom teacher takes the students for physical education activities to ensure that the students receive the mandatory 2 hours physical activity per week.

**Creative Arts** - As part of the Creative Arts program all classes have Visual Arts lessons once a week with a specialist teacher 4 terms per year.

STAGES

The stages in Primary School are:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Year(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Stage One</td>
<td>Year 1 and Year 2</td>
</tr>
<tr>
<td>Stage Two</td>
<td>Year 3 and Year 4</td>
</tr>
<tr>
<td>Stage Three</td>
<td>Year 5 and Year 6</td>
</tr>
</tbody>
</table>

STUDENT LEADERSHIP

We believe that our school has a responsibility to develop the leadership skills of all our students.

At Sacred Heart, students are expected to lead by example and model the values of our school.

Many opportunities are provided to encourage student leadership. The Student Representative Council are an active committee of students from Years Kindergarten to Year 6.

Leaders are commissioned from the senior classes and leadership roles include School Captains and Vice Captains, Colour House Captains and Liturgy Team. Year 6 are involved in the Buddy Program for Kindergarten, library monitoring, technology and SRC.

SUN SMART POLICY

Our school has a “Sun Smart” Policy which endorses the use of hats and sunscreen. Children are to wear their hat every day of the year. Parents are encouraged to put sunscreen on their children.

Children without hats are required to play in the shade.

SUPERVISION

Children are supervised closely during the school day.

Morning supervision commences at 8.15am and we encourage you to send your child after this time. **There is no supervision provided on the playground until 8.15am.**

Children who arrive early to school need to sit on the seats located on basketball court.

In the afternoon, official supervision finishes at 3.20pm. If a child is not collected by 3.20pm, children will be returned to the school office and parents are then contacted.
TECHNOLOGY

A strong emphasis will be placed on technology at Sacred Heart and its value, as a learning tool will be utilised. Technology is used to enhance the learning process in all Key Learning Areas and to facilitate integration across the KLA spectrum. Students engage in learning through the use of Interactive Whiteboards, iPads, iPod, laptops and tablets.

The HUB (formerly P&F)

The Hub is a social, educational, welcoming and fundraising body within the school. Through their activities, the parents help to build our community. Every parent is welcome and encouraged to be an active member of the Sacred Heart Hub.

TRAVEL ARRANGEMENTS

We ask that families avoid changes in travel routines as much as possible. This minimises disruptions in lessons, class routine and in general enhances the child’s sense of security. Children need to have a clear understanding of all travel arrangements. Make sure you child knows their routine each day.

Emergencies are always the exception. When catching the bus for the first time, notify the class teacher who will ensure the child knows the correct procedures.

UNIFORMS

SCHOOL UNIFORM POLICY - All children at Sacred Heart are expected to be dressed in the correct school uniform. Summer uniforms are worn in Term 1 and Term 4. Winter uniforms are worn in Term 2 and Term 3. Parents will be advised in extreme out of season weather which uniform may be worn.

DRESS EXPECTATIONS - Always tidy, shoes cleaned at least once weekly and ties on properly. Black school shoes for our everyday uniform and white sandshoes for Sports Day.

HAIR - Girls: long hair should be tied back. Scrunchies or hair ribbons must be in the school colours. Boys: neat, not too long, no chemical colouring or extreme hairstyles eg Mohawk, rats tail.

JEWELLERY - Girls only are permitted to wear sleepers or stud earrings to school. No nail polish, bracelets, rings, necklaces etc.

HATS - All children must wear the school hat for outdoor play.

BAGS - Green backpack with school logo is compulsory, and is available in two sizes from the school Uniform Shop.

SECOND HAND UNIFORMS - The Uniform Shop supplies second hand uniforms.
**UNIFORMS**

The complete school uniform may be purchased from the School Uniform Shop

Order Forms for the Uniform Shop are available on the school website - Link to [ORDER FORM](#)

**Uniform Shop opening times:**
Monday 8.30am-9.00am, Wednesday 2.30pm-3.00pm, Friday 8.30am-9.00am

**Shoes are available at discount for Sacred Heart students at:**
Mona Vale Village Shoe Repairs  T: 9997 5328  [www.monavaleshoes.com](http://www.monavaleshoes.com)

<table>
<thead>
<tr>
<th>GIRLS Summer - Term 1 and Term 4</th>
<th>BOYS Summer - Term 1 and Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Dress</td>
<td>Short sleeve shirt</td>
</tr>
<tr>
<td>White socks</td>
<td>Shorts - green</td>
</tr>
<tr>
<td>Black school shoes</td>
<td>White socks</td>
</tr>
<tr>
<td></td>
<td>Black school shoes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GIRLS Winter - Term 2 and Term 3</th>
<th>BOYS Winter - Term 2 and Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Tunic</td>
<td>Trousers - green</td>
</tr>
<tr>
<td>Long sleeve white shirt</td>
<td>Long sleeve white shirt</td>
</tr>
<tr>
<td>Knee high socks – green</td>
<td>White socks</td>
</tr>
<tr>
<td>Black school shoes</td>
<td>Black school shoes</td>
</tr>
</tbody>
</table>

**SPORTS Uniform for BOYS and GIRLS**

- Polo Shirt – white short sleeve
- Shorts – green  / Skort –green, *option for girls*
- Polar fleece zipper jacket
- White socks
- White sandshoes

**COLOUR HOUSE shirts** can be purchased at the Uniform Shop

<table>
<thead>
<tr>
<th>SCHOOL BAG</th>
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<tbody>
<tr>
<td>School bag with school logo is available for purchase at the Uniform Shop</td>
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</table>
WEBEITE and APP

Please visit our website for additional information about our school:  www.dbb.org.au/schools/shmv

WHS – WORK HEALTH AND SAFETY

The school implements the CSO Work Health management systems.
APPENDIX 1: CHILD PROTECTION INFORMATION

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:
1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

Maintaining Professionalism
All staff are expected to act professionally and in accordance with the school’s expectations regarding staff conduct toward children. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff have a duty of care to:
• Ensure no child is exposed to foreseeable risk of harm
• Take action to minimise risk
• Supervise actively and
• If we see others acting inappropriately with children, report concerns to the Principal or seek further advice

School staff also understand that they are in a position of trust, authority and influence in relation to children and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently.

Staff strive to:
• Demonstrate appropriate relationships with children that cannot be misinterpreted as overly personal or intimate;
• Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
• Minimise physical contact with children unless it is necessary to exercise appropriate duty of care;
• Follow the school’s policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

Addressing complaints of inappropriate behaviour by staff

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour by staff towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Ombudsman Act 1974. The NSW Ombudsman is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that ‘staff’ includes volunteer helpers as well as paid staff.

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSO’s Child Protection Team.
All complaints are investigated and resolved through a fair and confidential process which involves listening to ‘both sides of the story’ and giving all involved an opportunity to be heard. If the concerns involve alleged criminal behaviour they will be reported to the Police and the CSO will wait for the outcome of the Police investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal from duties or termination of employment.

If harm has occurred to a child, counselling or other support will be offered to the child.

**Screening of those working in schools**

Working With Children Checks are undertaken by staff working in our school. External tutors and coaches working with students in dance, music, sport, art etc are also expected to obtain a check which is verified prior to engagement.

The purpose of the check is to exclude people from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from working in a child-related role.

The participation of parents and close relatives of students at the school as volunteers is welcome and appreciated for various activities both in school and on excursions. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current legal requirements are for working with children.
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated.

Volunteers who are not the parent or a close relative of a child at the school will be expected to undertake a Working With Children Check.

- A ‘parent of a child’ includes a carer or person who has legal responsibility for a child.
- A ‘close relative’ includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew. In the case of Aboriginal and Torres Strait Islander, a close relative includes people who are part of the extended family or kin of the child according to the indigenous kinship system.

Similarly, any volunteer working in a high risk role will be required to undertake a Working With Children Check. High risk roles are those where volunteers are working with particularly vulnerable children:

- Providing personal care with intimate contact to children with disabilities
- Providing mentoring services


If you would like further information regarding any of the above please speak to your Principal first or feel free to contact the CSO Child Protection Team on:

**Phone: 9847 0618 or Office Fax: 9847 0611**
**Responding to risk of harm**

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child is at risk of ‘significant harm’ from abuse or neglect, then a report must be made to the Community Services Child Protection Helpline (CP Helpline).

School staff are expected to inform the Principal if they are concerned that a child may be at risk. It is the role of the Principal (or delegate) to make the report to the CP Helpline.

In making a report the Principal will consider all of the information and seek appropriate advice from the CSO’s child protection team (CP team). Any information about a child at risk is kept confidentially by the Principal.

In situations where a child is considered to be at risk the school will work with the child and family to assist them as much as possible.

If you have concerns about a child who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.