



2022

PARENT HANDBOOK



Principal: Mr Jamie Wahab
Parish Priest: Fr Richard SDS

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

SCHOOL INFORMATION

Name of school	Sacred Heart Catholic Primary School
School Address:	Cnr Keenan St & Waratah St, Mona Vale NSW 2103
Phone No:	9999 3264
Email:	shmv@dbb.catholic.edu.au
Website:	http://www.shmvdbb.catholic.edu.au
Principal	Mr Jamie Wahab
Assistant Principal	Mrs Monique Johnston
RE Coordinator	Mrs Skye Nolan-Brown
Coordinator	Mrs Suzy Driscoll
School Office	Mrs Carol Bartlett, Mrs Karen Calleia

PARISH INFORMATION

Parish Priest	Fr Richard SDS
Assistant Priest	Fr Ziggy SDS
Parish Office	9997 7311

STAFFING 2021

School Principal	Mr Jamie Wahab
Assistant Principal	Mrs Monique Johnston
Religious Education Coordinator	Mrs Skye Nolan-Brown
Coordinator	Mrs Suzy Driscoll
Senior Administration Officer	Mrs Carol Bartlett
Administration Assistant	Mrs Karen Calleia
Kindergarten Teachers	Miss Brooke Perry and Miss Taylor Helm
Year 1 Teachers	Mrs Sarah Russell and Mrs Jemma Satchell/Mrs Janelle Pitcher
Year 2 Teachers	Mrs Louise De/Mrs Martha Butler and Miss Lauren Baxter
Year 3 Teachers	Mrs Chris McBryde/Mrs Zorana Osborn and Miss Tash Whittaker
Year 4 Teachers	Mrs Suzy Driscoll/Mrs Melonie Harrison and Mrs Alison Thornton
Year 5 Teachers	Mrs Siobhan Butler/Mrs Sue Neasmith and Mrs Trish Gibson
Year 6 Teachers	Mrs Skye Nolan-Brown/Mrs Michele Kerr and Miss Madi Paul
Coordinator Release Teachers	REC Mrs Michele Kerr (Year 5 Blue) Co Ord Mrs Melonie Harrison (Year 4 Green)
Learning Support Teachers	Mrs Michaela Browne, Mrs Leanne Wood
Learning Support Assistants	Mrs Catherine Doyle
Diverse Learning Coordinator	Mrs Monique Johnston
Teacher Librarian	Mrs Melonie Harrison
Creative Arts	Ms Edwina Ovens/Mrs Stephanie Munro
Physical Education Teacher	Mrs Lisa Catto
Teachers Assistants	Mrs Anita Wainwright Mrs Jane Lhuede
Canteen Coordinators	Mrs Kay Neale

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, compassion, justice and service

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

Daily attendance at school is most important.

When a child is absent from school, parents are required to enter the absence on Compass. This is a legal requirement after any absence. Parents will be notified if their child has been marked absent and they have yet to enter it on Compass. Parents will be sent a reminder by the Assistant Principal, via Compass, within 7 days of the absence to enter it on Compass. It is a legal requirement that all absences are explained within 7 days of the date of absence.

If the child will be away for an extended period for reasons other than illness the parents should inform the Principal in writing before the period of leave. Family vacations where possible should **not** be taken in school time as this disrupts learning.

LATE ARRIVAL	When a child is late, they must be brought to the school office by their parent/carer. The parent/caregiver will complete information electronically via the COMPASS Kiosk at the Office, explaining why they are late. If the parent is not present, a school office staff member will enter the late arrival – unexplained via COMPASS, or if the adult is not the parent, and permission has been given by the parent/caregiver, a school office staff member will enter the late arrival details via COMPASS. School office staff will send the student to their classroom with a late arrival card, which notifies teachers that they have been signed in late at the office. The office will process all partial absences.
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, the parent/caregiver will complete information electronically via the COMPASS Kiosk at the Office. If the parent is not present or the adult is not the parent, and permission has been given by the parent/caregiver, a school office staff member will enter the departure details via COMPASS. School office staff will phone the child's classroom and your child will meet you at the office. The office will process all partial absences.
FULL DAY ABSENCE (1-9 days)	When a child is absent from school (1-9 days inclusive), a FULL ABSENCE and given reason needs to be completed by parent/carer via the COMPASS app. Each parent will be notified of their child/ren absence at 9.20am that morning. If no electronic reason is given, the parent/carer of the student will receive an 'Unexplained Absence' reminder through Compass. This is the responsibility of the Assistant Principal. If no reason has been given after 7 days, the student will be marked absent- Unexplained on Compass. If parents/carers send in a reason after 7 days this can be entered as an attendance chronicle (5a).
FULL DAY ABSENCE (10 + days)	When a child is absent from school for 10+ days, a <u>Form A1 Application for Extended Leave form is to be completed by parent/carer</u> and submitted to the school office prior to the leave being taken.

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.

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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 Admin Officer that the child is being brought to the Sick Bay.

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

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

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

More information is available on the NSW Department of Health website.

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 distributed to children by parents or 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.

Our definition of bullying	Bullying is defined as repeatedly hurting another person who is less powerful – either physically or psychologically.
Strategies we will use to deal with bullying	At Sacred Heart we will: <ul style="list-style-type: none">• 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 Anti Bullying Policy](#)

APPOINTMENTS 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 Monday afternoon at 2:10pm in the playground. Awards are given at this assembly.

AWARDS

Two merit awards (only) for **individual students** are given by each class teacher at every Monday assembly. Students are recognised for efforts in all areas of their education – academic, physical, social, spiritual and emotional. Teachers should keep records of awards given. One child from each class is given a Principals Award each term. They can be given multiple times.

MERIT AWARDS are presented at Friday morning assembly. These are awarded at teachers, and Specialist teachers’ discretion.

PRINCIPAL AWARDS this award recognizes a student who has consistently tried with great effort to work towards their personal best in all areas of school life. They are a resilient learner who approaches life with a positive mindset. They try their best throughout each day and have displayed personal growth. This award is selected per grade per term by the class teacher.

SACRED HEART AWARDS is awarded to a student with outstanding qualities and behaviours. They demonstrate the values of Service, Justice, Compassion and Respect, endeavouring to live as Jesus did.

BEFORE AND AFTER SCHOOL CARE – CATHOLIC CARE

Before and After School Care is provided by Catholic Care (children attending Mona Vale Before and After School Care meet inside Room 1 with Catholic Care Staff).

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](#).

BEHAVIOUR – Student Management Plan

The Student Management Plan ensures that we have consistency of practice when dealing with behaviour across all areas of the school. Every class has a positive rewards system and as a school we will focus on developing and maintaining positive behaviours. However, we all make mistakes and as part of developing our social and emotional behaviours, we need to understand that there are always consequences to the choices that we make. Furthermore, we need to ensure that every student feels safe and secure at school and therefore we are transparent in terms of how this is achieved. The Student Management Plan gives opportunity for our students to learn; how have their choices impacted others, how have we been true to our own personal values and our school values and how do we move on from here.

The Student Management Plan is displayed in every classroom.













Sacred Heart Catholic Primary School, Mona Vale

Student Management Plan



'To know Christ, to love learning and to be the very best we can be'

Level	Behaviour	Range of Consequences	
	<ul style="list-style-type: none"> Students are following our school values (Respect, Compassion, Justice, Service) and are being safe, responsible, respectful and engaged learners. 		<ul style="list-style-type: none"> Students are recognised and rewarded for being the best they can be.
	<ul style="list-style-type: none"> Not wearing a hat on the playground Littering Unsafe play Calling out in class Inappropriate language Distracting others from their learning Being out of bounds 		<ul style="list-style-type: none"> Reminder of rules Warning Non-verbal reminder Discussion between teacher and child Time out Act of community service Behaviour recorded on tracker
	<ul style="list-style-type: none"> Consistently repeating above offences Misuse of school property including technology Speaking disrespectfully to or about others Not following instructions given by a teacher Leaving the classroom without permission Deliberately breaking the "Hands Off" rule or physically hurting another student 		<ul style="list-style-type: none"> Act of community service Time out as determined by teacher Loss of play time Parents notified Behaviour recorded on Compass Reflection sheet completed where appropriate
	<ul style="list-style-type: none"> Consistently repeating above offences Deliberately damaging school property or the property of others Swearing at a teacher or another student Theft Ongoing teasing, excluding or bullying, including cyberbullying 		<ul style="list-style-type: none"> Time spent in the office reflecting Reflection sheet completed where appropriate Parents notified Interview with school, parents and student Behaviour recorded on Compass Detention / and or internal suspension External intervention
	Serious offences including but not limited to: <ul style="list-style-type: none"> Consistently repeating above offences Possession of dangerous item Harassment towards another student, staff member or parent 		<ul style="list-style-type: none"> Immediate removal from classrooms or playground Immediate contact with parent for interview Suspension - internal or external Enrolment review External intervention

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 cupcakes or similar that can be easily distributed.

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.

BUS – SYDNEY BUSES / FOREST COACH LINES

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 complete an online application for an Opal card. 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.

Opal Cards – School Student Transport Scheme (SSTS) Website [here](#)

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](#), and also on Compass.

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](#).

Lunch orders must be ordered online via Qkr.

Link for information on Qkr can be found on our website [here](#).

CHILD PROTECTION – see SAFEGUARDING

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.

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

Class Parents are required to attend an Information Session and must complete and return a Class Parent Confidentiality and Communication Agreement.

Class parents are volunteers at our school please refer to “Volunteer” guidelines in this handbook.

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.

- A ‘Getting to know your child’ meeting occurs in Week 3 of Term 1. This is a parent led meeting that provides an opportunity for parents to share information about their child with the teacher. A questionnaire will be sent home to support parents with this meeting. 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 confidential 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.

Email is our preferred channel of communication. Staff members may be contacted by email however it is essential that parents understand that due to the nature of their work parents should not expect an immediate response. A response will be made within 72 hours.

Email address for teachers: firstname.surname@dbb.catholic.edu.au

Please do not email through change of going home plans or any matter that needs immediate attention regarding your child, these matters need to be sent to the office. The school administration is open from 8.30am-3.30pm during term time.

For urgent matters phone or visit the school office. Please note it is very difficult to ensure that students receive last minute change of home arrangements if phoned through after 2pm.

Teachers are interested in meeting with parents to discuss their child’s progress or behaviour. Appointments are necessary so that teachers can give the necessary time to parents for discussion. Appointments can be made directly with teachers via email.

Appointments with the Principal or assistant Principal can be arranged via telephone with the school office.

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.

<p>School Newsletter and Notes</p>	<p>The Weekly News on a Page, including SHOWS, our Weekly Video Broadcast, is sent home each week to parents via Compass. All other school letters/notes will be emailed to parents via Compass.</p> <p>Link to school newsletter Website: www.shmvdbb.catholic.edu.au</p> <p>Please check your email regularly for letters/notes etc that are sent home from the school office. Permission and Information Notes will be sent via Compass.</p>
<p>Reporting to Parents</p>	<p>Reporting at Sacred Heart takes the form of:</p> <p>TERM 2 Semester 1 Report and Parent & Teacher Meeting</p> <p>TERM 4 Yearly Report.</p>
<p>Parent Volunteer Information</p>	<p>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.</p>

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, the assistant principal 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 also Appendix 2: MAINTAINING PROFESSIONALISM

Please refer to the Diocesan Complaints Policy and Procedures available on the CSO website at: <https://curianet.dbb.org.au/CatholicSchoolsoffice/dssresources/Pages/default.aspx>.

See Child Protection Parent Information Sheet (Appendix 1)

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 creative arts lesson once a week.

CURRICULUM - ENGLISH

Content covered in Kindergarten to Year 6 includes:

- Speaking and listening
- Writing and representing
- Handwriting and Using Digital Technology
- Reading and Viewing and Spelling
- Grammar, Punctuation and Vocabulary
- Thinking imaginatively and creatively
- Expressing themselves
- Reflecting on Learning

CURRICULUM - HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE)

The HSIE key learning area (KLA) includes the *History K–10 Syllabus* and the *Geography K–10 Syllabus*, Content

History	Geography
ES1 Personal and family Histories	ES1 Places
S1 The Past and Present	S1 People and Places
S2 Australian History, Community and Remembrance, First Contact	S2 People, Places and Environments
S3 Australian History Colonial and National	S3 People, Places and Environments of the World

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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.

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 iPads and computers in their classrooms, in the Library Resource Area and a bank of laptops are available for student use. All classes have interactive whiteboards.

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

Content covered in Kindergarten to Year 6 comes from the following 3 strands and 16 sub-strands

- Number and Algebra
- Measurement and Geometry
- Statistics and Probability

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

Personal Development, Health and Physical Education (**PDHPE**) develops the knowledge, skills and attitudes students need to lead healthy, active and fulfilling lives. Students learn about the importance of good food and regular exercise and develop positive attitudes towards a healthy lifestyle. Students learn how bodies grow and change over time. They learn skills to play individual and team sports, and the values of sportsmanship and teamwork.

Each class has at least one PE lesson each week.

All children are allocated to a Sport Colour House for their time at Sacred Heart.

Keenan = Green Gilroy = Blue Polding = Yellow Crawford = Red

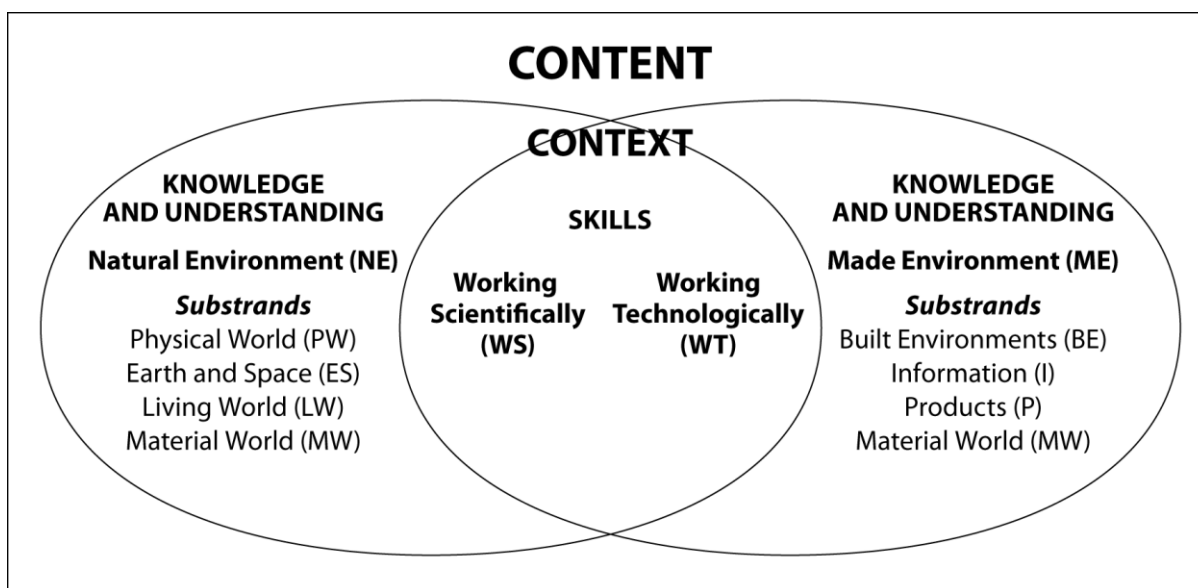
Two Sports Carnivals are held annually – Swimming in the first term and Athletics in the second term. Our children are eligible to be selected for state level sport competition for the Diocese of Broken Bay Sport Council.

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 3 and First Holy Communion in Year 4. 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



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. The child is to be signed out through the Compass Kiosk, located at the front desk, giving the reason for the early departure so that the necessary information may be recorded in the class roll.

EARLY DEPARTURE PARTIAL ABSENCE: Partial absences must be processed via the [admin compass portal](#).

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. 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 Areas 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.

Band (External Provider)	We are excited to re-launch our School Band Program with the help of Evergreen Music (mid Term-2). Music is a personal and emotional experience that gives children valuable social skills as integral members of our music ensembles. From Year 3, students are welcome to join our Junior and Senior Music Ensembles. Ensemble members will develop musical ability, performance techniques and confidence performing in public events like school events. It is an expectation that all ensemble members receive private tuition for their instrument. No music experience is necessary to join our Ensembles. Payment for participation in the ensembles is not included in the school fees and is an extra cost.
Instrument Lessons (External Provider)	Some external private music tutors are available at school during lunch time and after school hours.
Choir	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 Thursday at lunchtime. Children from Kindergarten to Year 6 are able to join the choir.
Public Speaking	Each year the senior students enter in public speaking competitions such as Northern Beaches Catholic Primary Schools Public Speaking Competition. All students Kindergarten to Year 6 also enter the Sacred Heart Public Speaking Competition.
Debating	Each year the school enters a Year 5 and 6 debating team in the Northern Beaches Catholic Primary Schools Debating Competition.

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 9.30am. 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

Accounts are emailed to families by the Catholic Schools Office at the beginning of Term 1 followed by monthly statements from the school office.

Our preferred method of payment is by BPAY. Fees can also be paid by Qkr, Cash, EFTPOS, Credit Card (Visa & MasterCard).

RECEIPTS WILL NOT BE GIVEN UNLESS PAYMENT IS MADE BY CASH.

Payment of fees is a condition of enrolment of your child/children in the school.

If more than one account is to be issued per family, ie split billing, written approval of all parties involved must be obtained – please contact the school office for details.

The Fees Liaison Team has been established at the Catholic Schools Office and follows up all families with overdue accounts.

These families are contacted by a team member to discuss payment arrangements. Families who wish to discuss their situation can contact the team as below.

Fees Liaison Team: tel: 9847 0728

Email: schoolfees@dbb.org.au

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GIFTED AND TALENTED

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

- ICAS 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

HOMEWORK - OUR POLICY	
AIM	To provide a positive link between home and school, to begin and develop a pattern of good study skills and to provide revision and consolidation of concepts
STRATEGIES	<ul style="list-style-type: none"> • 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

HOMEWORK RESPONSIBILITIES	
The role of the TEACHER	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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](#)

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HOURS - OUR SCHOOL DAY

School hours	8.45am – 2.50pm	Playground supervision from 8.15am
Morning bell	8.45am	
Recess	10.45am – 11.15am	
Lunch	1.10pm – 1.50pm	
Dismissal	2.50pm	(Afternoon supervision officially finishes at 3.15pm)

ICAS COMPETITIONS

Each year, we provide an opportunity for the children in Years 3 to Year 6 to participate in the ICAS Mathematics, English, Writing, Spelling, Science and Digital Technologies 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 be signed in by a parent/carer via the Compass Kiosk at the office (partial absences cannot be entered via the parent portal). An unaccompanied child must obtain a LATE ARRIVAL PARTIAL ABSENCE FORM from the office 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.

Morning Kiss & Drop: Please ensure that bags etc are in the 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. They must have a library bag. A library bag is available to purchase from the Uniform Supplier, Cowan and Lewis.

LOGO



LOST PROPERTY

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

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 second-hand uniform shop for re-sale.

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.

MISSION STATEMENT – CATHOLIC SCHOOLS BROKEN BAY



VISION
Authentic, professional Catholic education, delivered with care and compassion.

PURPOSE
Inspiring hearts and minds to know Christ, to love learning, to use their talents to be the very best they can be.

STRATEGIC STATEMENT

Under the leadership of the Bishop we are committed to maintaining focus on our purpose, to collaborating in the mission, to applying evidence based practice in all our endeavours and to delivering the vision as we strive to be at least as good as the very best.

STRATEGIC THEMES & PRIORITIES

1. EVANGELISATION & CATECHESIS

- Mission Formation
- Quality Religious Education
- Communication & Engagement with Parish School Communities
- Assessment of effectiveness/opportunity for improvement

2. STUDENT ACHIEVEMENT

- Academic growth and achievement
- Success for our students in all aspects of learning
- Innovative and evidence-informed practice to improve outcomes for all

STRATEGIC ENABLERS & PRIORITIES

3. GOVERNANCE

- An aligned and balanced business model will inform policy and practice
- Our decision-making processes will support our strategic priorities
- Our staff will be supported to know understand and practice good governance

4. CAPABILITY & ENABLEMENT OF OUR PEOPLE

- Capable, faith filled leaders
- Student centred leadership
- Attract, develop and retain high performing personnel
- Performance growth and coaching Culture
- Enablement of others: unleashing potential (staff, students, parents)

5. FINANCIAL VIABILITY

- Fees/Pricing
- Budgets and Resourcing
- Short and Long Term Financial Planning
- Grow Enrollments

6. INFRASTRUCTURE & FACILITIES

- ICT Infrastructure to support learning
- Capital Works Major and Minor
- Repairs and Maintenance
- Whole of System Budgeting

MEASURES

Measures of effectiveness indicating continuous improvement

VALUES



FAITH



JOY



WITNESS

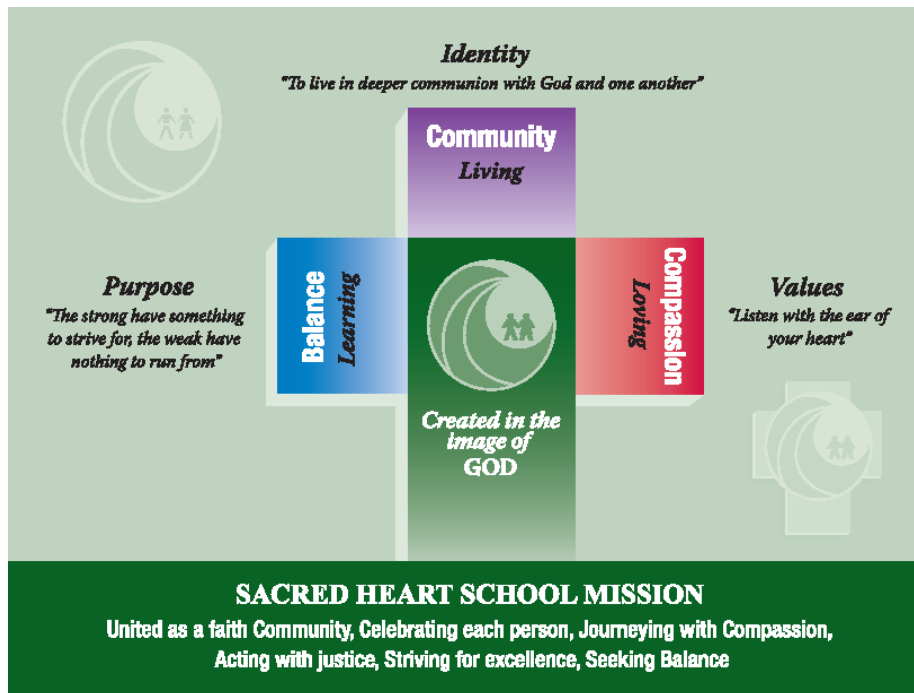


COMPASSION



COURAGE

MISSION STATEMENT - SACRED HEART SCHOOL



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, FRUIT BREAK AND LUNCH

Please supply a nutritious morning tea/lunch each day. Children also have "fruit break" at 10.00am 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 8.15am–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 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

PARENTS DURING SCHOOL HOURS: Parents who are at the school after the morning bell must report to the office. If you assist in the classroom or canteen, Visitors are required to sign in on arrival and out on departure via the Compass Kiosk located at the school office and a VISITOR BADGE must be worn.

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 and get a VISITOR BADGE from the office as per school procedure
- 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).

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/school's 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 visitor's 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 Service NSW. 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 Service NSW School Crossing Supervisor. Parents and students must follow the crossing supervisor's 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 be 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.

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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 casual 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 3
- Reconciliation Year 4
- First Eucharist Year 4

SAFEGUARDING

Each school forms part of the Diocesan Safeguarding Structure and underpins the Diocesan Safeguarding Commitment to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

We believe it is the responsibility of all to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will strive to:

1. Utilise best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the *National Catholic Safeguarding Standards and NSW Child Safe Standards*.
2. Maintain professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Follow an established process to address concerns or complaints of inappropriate behaviour towards children or young people. This upholds our legal obligation under the *Children's Guardian Act 2019*.
4. Ensure that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under *Child Protection (Working with Children) Act 2012*.
5. Promote the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the *NSW Children and Young Person (care and protection) Act 1998*

See also Appendix 1: SAFEGUARDING INFORMATION

PARENT HELPERS / VOLUNTEERS AND CONTRACTORS

The participation, involvement and help of parents, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. The school may utilise contractors for varying activities.

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

- Sign on at the front office, receive an induction pack and get a visitors' badge from the office as per school procedure.
- Check with the school what the current requirements are for working with children in their volunteer role.
- Follow our commitment to safeguarding and not engage in any inappropriate behaviour towards any children. 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 a child or young person is subject to investigation.

See also Appendix 2: WORKING WITH CHILDREN CHECKS

RESPONDING TO CONCERNS

We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible following the below pathways:

- If you have a concern or complaint about a student other than your own child you should raise it with the year coordinator.
- If your child has a concern or complaint about another student they should raise the issue with the relevant teacher, KLA coordinator or assistant principal.
- If you or your child have a concern or complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher, KLA coordinator or assistant principal.
- If you or your child have a complaint about the inappropriate behaviour of an adult towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained.

See also Appendix 3: MAINTAINING PROFESSIONALISM

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 an arrangement. When fees are outstanding **for no apparent reason**, they are automatically sent to the Catholic Schools Office for debt collection.

SCHOOL RULES

Rules and Expectations are taught explicitly throughout the year.

Respect, Compassion, Justice and Service for self, others and the environment.

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 every class 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:

Early Stage	Kindergarten	(ES 1)
Stage One	Year 1 and Year 2	(S 2)
Stage Two	Year 3 and Year 4	(S 3)
Stage Three	Year 5 and Year 6	(S 4)

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 increasingly 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

Children arrive and depart from school by the following means;

- Walk to school – Children and parents are to use the footpaths and school crossings appropriately
- Riding their bikes to and from school – Children must wear a helmet and follow the road rules when riding their bike to school. Once they have arrived at school they are to dismount from their bikes and walk their bikes into the bike parking area at the front of the school, near the kiss n ride seats. In the afternoon children are to walk their bikes out of the school and ensure they are clear of the heavy pedestrian traffic before mounting their bike and riding home.
- Kiss n Ride – see procedures listed above
- Bus – children are supervised on the playground at the Keenan St Bus Stop in the afternoon. The teacher on duty ensures that all children catch the correct bus. Another teacher walks those students to Mona Vale Public School that need to catch the early Elanora Heights bus.

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 assist the child with the procedure.

UNIFORMS

Sacred Heart school uniforms are supplied by Cowan and Lewis and can be purchased online [here](#), or in person at their store in Turramurra.

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 winter 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 (green/white).

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.

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

GIRLS Summer - Term 1 and Term 4	BOYS Summer - Term 1 and Term 4
Summer Dress White socks Black school shoes	Short sleeve shirt Shorts - green White socks Black school shoes
GIRLS Winter - Term 2 and Term 3	BOYS Winter - Term 2 and Term 3
Winter Tunic Long sleeve white shirt Knee high socks – green Black school shoes	Trousers - green Long sleeve white shirt White socks Black school shoes

SPORTS Uniform for BOYS and GIRLS
Polo Shirt – white short-sleeve Shorts – green / Skort –green, <i>option for girls</i> Polar fleece zipper jacket White socks White sandshoes
SCHOOL BAG
School bag with school logo





Volunteers/Parent Helpers

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 and sign a volunteers declaration guide
<https://curianet.dbb.org.au/CatholicSchooloffice/dssresources/Pages/default.aspx>.
- 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).

See also Appendix 3: WORKING WITH CHILDREN CHECKS

It is expected that teachers and volunteers have a prearranged time for help and do not just “drop in” to the class. Volunteers are not to take responsibility for an entire class or to be left in a classroom by themselves with students. They should receive appropriate induction regarding what is expected of them in their management of students. No volunteer is permitted to chastise any student they are working with. Any problems are to be referred to the teacher.

WEBSITE

Please visit our website for additional information about our school: <http://www.shmvdbb.catholic.edu.au>

WHS – WORK HEALTH AND SAFETY

The school implements the CSO Work Health management systems.

APPENDIX 1:

SAFEGUARDING INFORMATION

We are committed to providing safe communities for students at our school to grow and learn as outlined in our [Diocesan Commitment to Safeguarding](#). We recognise the rights of children as outlined in the [Diocesan Framework on the Rights of the Child](#) and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

All staff are expected to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

The [NSW Child Safe Standards \(NSWCSS\)](#) [National Catholic Safeguarding Standards \(NCSS\)](#) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to safeguarding.

Responding to Risk of Significant Harm

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline) on 132 111. School staff and Principals are supported by CSBB Safeguarding Office as required and all records are stored confidentially.

We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

If you have concerns about a child or young person who you consider may be at risk, we encourage you to discuss your concerns with the Principal as soon as possible and maintain confidentiality.

APPENDIX 2:

WORKING WITH CHILDREN CHECKS

Working With Children Checks are required by staff, and certain volunteers and contractors in our school.

The purpose of the check is to exclude people from working with children and young people 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 child-related employment.

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation.

CSBB Safeguarding Office supports our school to fulfil obligations under Child Protection (Working With Children) Act 2012. Further information on the Working With Children Check can be found on the website for the [Office of the Children's Guardian](#). Further information can be found in the [SAFEGUARDING & CHILD PROTECTION](#)

APPENDIX 3:

MAINTAINING PROFESSIONALISM

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided.

We understand that staff, volunteers and contractors have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm;
- Take action to minimise risk;
- Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors strive to:

- Demonstrate appropriate relationships with children and young people 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 and young people 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 of adults towards children and young people

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors 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 Children's Guardian Act 2019*. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors.

If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB'S Safeguarding Office.

All complaints are taken seriously and follow a fair and confidential process which involves listening to all parties and giving opportunity for response. If the concerns involve alleged criminal behaviour they will be reported to the police and CSBB will wait for the outcome of the police investigation before continuing its own investigation. More information can be found in [SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: ADDRESSING ALLEGATIONS OF INAPPROPRIATE BEHAVIOUR BY EMPLOYEES TOWARDS CHILDREN \(January 2021\).](#)

