
Sacred Heart Catholic Primary School, Mona Vale

Parent Information Handbook



Dear Parents and Carers

Welcome to the Sacred Heart Catholic Primary School Parent Handbook

We are pleased to present the Sacred Heart Catholic Primary School Parent Handbook, designed to provide families with essential information about the daily operations, key procedures, and important aspects of life at our school. This handbook covers a wide range of topics to help you navigate school routines and engage with our vibrant community.

As a living document, the Handbook will continue to evolve in response to the needs of our community. We welcome your feedback on what you find helpful, what could be made clearer, and any areas where further information may be beneficial. Your insights are invaluable as we strive to regularly review and update this resource.

It is our hope that this Handbook will serve as a practical guide, helping all parents understand the procedures that shape our school environment. Together, we can focus our collective energy on nurturing, supporting, and growing the strong, supportive community at Sacred Heart.

Louise O'Brien
Principal

February 2026

School Philosophy

At Sacred Heart, Mona Vale, we are dedicated to achieving excellence in education, ensuring the success of each student through a focus on academic rigour and a knowledge-rich curriculum. Our passionate educators are committed to inspiring a love of learning, deeply rooted in the values of our Catholic faith. Guided by the teachings of Christ, they equip students with the knowledge and skills needed for high school and beyond, while nurturing their spiritual, emotional, and social growth.

In a supportive and inclusive environment, we recognise that each child is uniquely gifted by God. Our holistic approach blends rigorous academic instruction with a focus on character formation, encouraging students to grow in wisdom, compassion, and integrity. At Sacred Heart, we don't just prepare students for the future—we grow learners who change the world. We empower them to live out Gospel values of love, compassion, service, justice and respect, inspiring them to make a positive, lasting impact on the world around them.

Research shows a strong link between academic success, literacy, and mental health. As students achieve academically, their confidence and self-esteem grow, creating a foundation for positive mental wellbeing. A strong literacy foundation, in particular, equips students to communicate effectively and make informed decisions, opening doors to future opportunities.

As Principal of Sacred Heart, I am filled with excitement and optimism for the journey ahead. Together, we will continue to nurture not only the academic growth of our students but their personal and spiritual development, helping them thrive and become the compassionate leaders and change-makers of tomorrow.

Our Vision

At Sacred Heart, we grow learners who change the world.

Our Mission

Authentic professional Catholic Education, delivered with care and compassion.

Our Purpose

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

Our School Values

Respect 'Love one another as I have loved you' John 13:34

Respect is foundational to our school community and mirrors the love that God shows for each person. In our Catholic tradition, every individual is made in the image and likeness of God, and therefore, deserving of dignity and respect. We teach our students to honour themselves, their peers, and the broader community by practising kindness, humility, and patience. Through respect, we reflect the love of Christ, who treated all people with care and compassion, and we aim to create an environment where all feel valued and accepted as children of God.

Service, "Whoever wants to be first must be the servant of all" (Mark 10:44)

Service is an essential part of our Catholic mission, inspired by Christ's example of selfless love and sacrifice. At Sacred Heart, we encourage children to look beyond themselves and serve others - whether through small acts of kindness or larger community projects. Service teaches children that their actions can make a difference in the lives of others, reflecting the love of Christ in both their words and deeds, and contributing to a society built on love, generosity, and selflessness.

Justice 'What does the LORD require of you but to act justly, to love mercy, and to walk humbly with your God' Micah 6:8

In our Catholic faith, justice is more than fairness; it is the pursuit of God's will on earth, standing up for the dignity of every human person, and ensuring that all are treated with equality and respect. The teachings of Jesus, particularly his concern for the poor, the marginalised, and the oppressed, guide our commitment to justice. At Sacred Heart, we help students understand that they have a responsibility to act justly, to protect the vulnerable, and to challenge inequality. By embracing justice, we align ourselves with God's vision for a world of peace, equality, and reconciliation. This can also be seen in our commitment to social justice initiatives each term.

Compassion 'So whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets.' Matthew 7:12

Compassion, rooted in the heart of Christ, calls us to love and care for ourselves, others, and the world that God has entrusted to us. Jesus demonstrated profound compassion for all, healing the sick, comforting the sorrowful, and forgiving those who wronged him. At Sacred Heart, we teach students to follow this example by showing empathy and kindness to others, taking responsibility for their own well-being, and caring for the environment as God's creation. Compassion leads our children to reflect the loving heart of Christ in all that they do, caring for themselves, one another, and the world as expressions of God's love.

These values—respect, service, justice, and compassion—are not just moral principles but expressions of our Catholic faith. They guide our school community in living out the teachings of Jesus Christ and in creating an environment where God's love is reflected in both action and spirit. Through these values, we prepare our students to be active, compassionate members of the Church and the world, sharing the love of Christ with all whom they meet.

A-Z at SACRED HEART

ABSENCE FROM SCHOOL / ATTENDANCE/APPLICATION FOR LEAVE

The attendance Policy for all Catholic Schools in Broken Bay can be found [here](#)

Education in NSW is compulsory. All students from six years of age and under the minimum school leaving age of 17 are legally required to attend school. Students of school age (6 to minimum school leaving age) who are residents in New South Wales are required to be in fulltime attendance at a government or registered non-government school unless they are receiving approved home schooling, attending shared school settings or are granted an exemption from attendance.

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 enter the late arrival electronically via the COMPASS Kiosk at the Office, explaining why they are late. 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 enter this information electronically via the COMPASS Kiosk at the Office. If 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.

FULL DAY ABSENCE (10 + days)	When a child is absent from school for 10+ days, an <u>Extended Leave Form</u> is to be completed by parent/carer and submitted to the school office prior to the leave being taken. This form is a request that has to be approved by the Principal.
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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 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 – A SERIOUS HEALTH ISSUE

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. Sacred Heart has several children at the school with anaphylaxis.

Anaphylactic shock is a medical emergency that requires immediate treatment with adrenalin to prevent permanent injury or loss of life. There is perhaps no cause of sudden death as distressing as that due to anaphylaxis.

This allergic reaction can produce such severe swelling of the air passages that suffocation and death may occur within minutes. Food allergy, insect stings and medication can cause severe anaphylaxis. People with allergies, asthma and eczema may be at increased risk of having an anaphylactic reaction. Peanuts, nuts, seeds (sesame), eggs, milk, soy, latex and shellfish are the foods that commonly trigger anaphylaxis. Even trace levels of these foods can cause anaphylactic reactions. Avoidance of a specific allergen is the cornerstone of management in preventing anaphylaxis.

The items below are well known triggers of anaphylaxis for children:

- EGGS – raw and cooked
- NUTS- all varieties
- FISH - raw & shellfish
- SEEDS- sesame

In light of the above, parents are asked not to send any of the above foods or items to school with your child, nor provide such foods at school events. The school does not allow peanut butter, nutella or other nut products or foods containing any advertised nut derivatives. Parents are asked to not send their children with peanut butter or nutella sandwiches etc. Children are discouraged from sharing food/lunches to assist children and families who live with, and manage, this serious condition.

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 intentional, repeated and unreasonable behaviour that is harmful. It involves the misuse of power by an individual or group towards one or more persons. It occurs when an individual or group deliberately targets, upsets or hurts another person, their property, their reputation, or social acceptance on more than one occasion.
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.

The Policy on Prevention and Management of Student Bullying for Catholic Schools Broken Bay can be found [here](#).

APPOINTMENTS WITH TEACHERS

Parents are asked to book general appointments with teachers outside of school hours to discuss their child's progress. We ask that appointments be scheduled in advance and only when necessary. Please be mindful that teachers manage large classes, and if every parent requested regular meetings, it could become overwhelming. We appreciate your understanding and cooperation in helping us maintain a balanced and effective schedule for all families.

ASSEMBLIES

These are held weekly on a Friday afternoon at 2:20pm in the playground and are led by our student leaders. Awards are given at this assembly, including weekly and school sport or academic awards. Outstanding achievements (state/national) outside of school are also recognised. Please inform the office of any external outstanding achievements.

AWARDS

Two merit awards (only) for **individual students** are given by each class teacher (and specialist teacher on occasion) at every Friday assembly. Students are recognised for efforts in all areas of their education – academic, physical, social, spiritual and emotional.

PRINCIPAL AWARD this award recognises 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 class per term by the class teacher.

SACRED HEART AWARD 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. This award is selected per class per term by the class teacher.

BEFORE AND AFTER SCHOOL CARE – CATHOLIC CARE

Before and After School Care is provided by Catholic Care (children attending Sacred Heart Before and After School Care meet inside Room 1 with Catholic Care Staff). Catholic Care is a separate organisation to the school and students need to be enrolled through Catholic Care. Contact details: P: [0408 435 494](tel:0408435494) E: oshc.monavale@catholiccaredbb.org.au

BEHAVIOUR MANAGEMENT POLICY

At Sacred Heart, we believe that behaviour management is not just about rules and consequences, but about fostering a culture of respect, responsibility, and self-discipline. Inspired by principles outlined by educational thinkers like Tom Bennett, we approach behaviour as an essential part of learning, focusing on creating a safe and supportive environment where all children can thrive. Clear expectations are set using consistent and fair consequences, not as punishments, but as guideposts to help children understand the impact of their choices. Our emphasis is on teaching children to be safe, respectful learners, how to make positive decisions, to communicate respectfully, and to be accountable for their actions. We recognise that every child is unique, and we strive to support them in developing the emotional and social skills they need to succeed both in school and beyond.

We ask that parents partner with us in reinforcing these values at home, understanding that a consistent, calm, and positive approach to behaviour will benefit everyone in the school community. Together, we aim to cultivate an atmosphere where learning is the priority, and every child feels valued and understood.

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.

The Policy on Pastoral Care and Student Wellbeing for Catholic Schools Broken Bay can be found [here](#).

The Policy on Behaviour Support for Catholic Schools Broken Bay can be found [here](#).

BEHAVIOUR – STUDENT MANAGEMENT PLAN

Our Student Management Plan is designed to support children in making positive choices by clearly outlining a progression of consequences that correspond to the choices they make. The plan starts with minor issues, such as forgetting to wear a hat, and escalates through more serious behaviours, such as disrespectful language or physical harm. Each step is aimed at teaching responsibility and encouraging students to reflect on their actions. The consequences become more serious as the choices do, ensuring that students understand the link between their behaviour and the impact it has on others. This approach helps them to recognise the importance of self-control, empathy, and respect for others, while offering consistent support to guide them back on track when needed. We believe in using this structure as an opportunity for learning and growth, helping children to develop the skills they need to make better decisions in the future.

The Student Management Plan is displayed in every classroom.

 Sacred Heart Catholic Primary School, Mona Vale Student Management Plan <i>'To know Christ, to love learning and to be the very best we can be'</i> 			
Level	Behaviour		Range of Consequences
	Students are following our school values (Respect, Compassion, Justice, Service) and are being safe, responsible, respectful and engaged learners.		Students are recognised and rewarded for being the best they can be.
	- 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		- Reminder of rules - Warning - Non-verbal reminder - Discussion between teacher and child - Time out - Act of community service - Behaviour recorded on tracker
	- 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		- 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
	- 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		- 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: - Consistently repeating above offences - Possession of dangerous item - Harassment towards another student, staff member or parent		- 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. If you are supplying ice blocks, these can be purchased from the canteen in advance for Mondays, Thursday or Fridays. Please also bear in mind that there may be students with allergies, both dietary and medical. Please check with the school.

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 various activities throughout each.

BUSES

Please see 'Dismissal and Arrival'.

Information on bus numbers and routes can be found on the Transport NSW website [here](#).

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

CALENDAR

A CALENDAR of significant dates and events such as Staff Development Days, Masses, class Masses, P&F functions and special events is located on the SCHOOL WEBSITE under PARENT INFORMATION, SIGNIFICANT DATES [here](#), and also on Compass. You will also receive a termly overview at the start of the year with key dates for school events, masses and Hub events.

CANTEEN

It is necessary for parents to ensure enough food is provided for your child's daily needs. Healthy lunchbox ideas can be found [here](#). The Canteen is open every Monday, Thursday and Friday for recess and lunch. On occasion, '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 prior to 8.30am on the day of order.

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

CARNIVALS

See Sport

CHILD PROTECTION AND SAFETY

See Safeguarding

CLASS PARENT REPRESENTATIVES

Each grade has two class parent representatives. The Parent Engagement Coordinator (PEC), employed by the school, coordinates the class parent reps.

The class parent representative role is to:

- Liaise with the Parent Engagement Coordinator who takes responsibility for all Parent Representatives on behalf of the school
- Communicate with grade parents on school diary events and communication, directing all parents to compass
- Organise social events and catch-ups for specific grades
- Welcome new families on grades
- Attend Hub meetings (one each term)
- Support the school and where there are challenges, seek resolutions rather than complaints
- Ensure all school matters are directed straight to school rather than through parent representatives
- The parent representative position does not act as a spokesperson for issues that may exist individually or collectively; these should be raised directly with the school by each parent who has any concerns

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 when 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 MS Form will be emailed home to support parents with this meeting. This Form will encourage parents to share more personal information about their child e.g.: sport/hobbies, subject area interests, individual concerns – helping teachers to have a deeper relationship with the students in their class.

- Teachers will also offer a Parent Interview halfway through the year for parents and teachers to discuss students' progress and wellbeing.
- 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 detailed in these letters.
- From time to time, 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 each KLA.

Email is our preferred channel of communication. Emails can be sent to shmv@dbb.org.au marked for the attention of your child's teacher. 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 (3 workdays).

Change of going home plans or any matter that needs immediate attention regarding your child need to be sent to the office. The school administration is open from 8.15am-3.30pm during term time.

Parents are asked to book general appointments with teachers outside of school hours to discuss their child's progress. We ask that appointments be scheduled in advance and only when necessary. Please be mindful that teachers manage large classes, and if every parent requested regular meetings, it could become overwhelming. We appreciate your understanding and cooperation in helping us maintain a balanced and effective schedule for all families.

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.

Appointments with the Principal or Assistant Principal can be arranged via telephone/email with the school office. In most matters, it is best to contact the classroom teacher unless the matter is of a particular sensitive or personal matter.

Formal Reporting

Each year there will be two written school 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.

School Newsletter and Notes	The Fortnightly Newsletter is sent home each week to parents via Compass. All other school letters/notes will be emailed to parents via Compass.
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	Please check your email regularly for letters/notes etc that are sent home from the school office. All <u>Permission and Information Notes</u> will be sent via Compass.
Reporting to Parents	Reporting at Sacred Heart takes the form of: TERM 2 Semester 1 Report and Parent & Teacher Meeting TERM 4 Semester 2 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, 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 Safeguarding).

The Policy on Complaint Management and Resolution Process for Catholic Schools Broken Bay can be found [here](#).

COUNSELLING SERVICE

Sacred Heart has a student counselling service provided by the Catholic Schools Broken Bay 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. This counselling service is a short-term arrangement, i.e. 6 weeks. Parents are recommended to seek external support for instances where long-term counselling is required.

Please note, this service is not for cognitive assessments.

CURRICULUM

An explanation of what is meant by Curriculum can be found [here](#) (you are encouraged to watch the very short video on the page).

Each term, each grade sends home a Grade Overview (see 'Grade Overview') that explains what your child will be taught.

CUSTODY AND ACCESS ARRANGEMENTS

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 Parenting Orders/Plan made by the court. It is important that parents are aware it is not the responsibility of the school to ensure that Parenting Orders/Plans are adhered to; if there is a breach, parents should immediately seek their own legal advice.

DISMISSAL AND ARRIVAL PROCEDURES

Please read the following procedures for:

Kiss and Ride	Students Walking To and From School
Catching the Bus	Bikes and Scooters
Parent Drop Off, Pick Up and Parking	

Procedure for Kiss and Ride

Afternoon Routine

- Please do not park in Kiss and Ride before 3pm as the children do not assemble in this area until then.
- There is a large fine for staying longer than 3 minutes. The school is not responsible for any fines incurred by parents.
- Any child using Kiss and Ride must line up with teachers at the correct time. They are not able to meet you at Kiss and Ride prior to this.
- Enter the Kiss and Ride zone from Waratah Street – left turn only. Vehicles making a right hand turn from Waratah Street may not join the queue.
- Queue safely and legally until your car reaches the footpath between the school driveway and the beginning of Kiss and Ride.
- Please have your sign visible as many cars are heavily tinted and teachers have trouble identifying you.
- The school driveway cannot be used to do a three-point or U Turn.
- Parents are asked to remain in the driver's seat.
- Students must wait at the gate for the teacher on duty to walk them to the car. They cannot go to cars by themselves.
- Students may only enter the car from the footpath side.
- No staff or children are allowed to go on the road e.g. to access the boot or driver's side of the car. This is a WHS requirement of the school.

- When leaving, parents need to use their indicator and look for buses before pulling out into traffic.
- Please be respectful of other drivers, staff and volunteers if you use this service.
- If you do not have a “Family Name” sign, please ask the office who will provide you with one.

Morning Routine

- Enter the Kiss and Ride from Waratah Street – left turn only. Vehicles making a right hand turn from Waratah Street are not permitted to join the queue.
- The school driveway cannot be used to do a three-point or U Turn.
- Remain in the queue and keep children in the car until your car reaches the footpath between the school driveway and the beginning of Kiss and Ride.
- Please don’t drop children off in Waratah Street or before the school driveway as it is dangerous for children to walk across a driveway that is in constant use by delivery vans and staff arriving at school at that time.
- When students exit the car, parents are asked to remain in the driver’s seat.
- Students may only alight on the footpath side. Do not use Kiss and Ride if this is not possible.
- Parents are normally on duty to open car doors and help children move to the pedestrian gate.
- When leaving, parents need to use their indicator and look for buses before pulling out into traffic.
- Please be respectful of other drivers and parent volunteers if you use this service.

Procedure for Catching the Bus

Please ensure that you have completed the Compass permission form if your child is catching the bus to and from school.

Students who catch the bus are expected to abide by school rules whilst on the bus. Students must also follow the bus company’s bus rules. *A student’s right to catch the bus home can be removed by the school Principal if there is a pattern of poor behaviour.*

Students must ‘tap on’ upon entering the bus. Failure to do this could result in the discontinuation of the service (as data is collected based on Opal card usage).

If your child intends to travel to and from school by bus, you must complete an online application for an Opal card.

All students in Kindergarten to Year 2 inclusive may travel for free regardless of distance. Students 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, Opal cards and routes can be found on the Transport NSW website.

Sacred Heart Bus Stop

Students who are catching buses home from the Sacred Heart bus stop line up on the school oval in their bus lines. They are escorted to their bus when it pulls up outside the school.

Mona Vale Public Bus Stop

Students who are catching buses home from the Mona Vale Public School bus-stop will 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.

Procedure for Parent Drop Off, Pick Up and Parking

- Please remember that dogs are not permitted on school grounds.
- There is no parking in the school grounds or staff carpark at any time.
- Parents are encouraged to use Woolworths parking or surrounding streets.
- 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 there is an RTA Crossing Supervisor at the crossing. If you drop your child off on the Woolworths side, please ensure your child stops and waits for the RTA crossing supervisor's instructions.

Before School

Teacher supervision starts at 8.15am. Any student arriving before 8.15am should be enrolled in before school care.

- Students place their bags outside the classroom and play in the supervised area on the basketball court. Parents are asked to allow their children to do this independently. No parents should be upstairs for safety reasons.
- Parents must ensure that any toddlers on school grounds are closely supervised. The same expectations apply to toddlers regarding school rules, e.g. not playing on play equipment, running or playing in out of bounds areas.
- Parents are asked to say goodbye to their child/children before the first bell rings at 8.40am and move away from the line up area.
- Parents are asked to allow teachers to operate their duty of care to the entire class and refrain from engaging in conversations from 8.40am onwards. Any important messages can be passed on to the school office.
- Parents are also asked to leave the school grounds after the 8.40am bell to allow students to move quietly and calmly to their classrooms.
- Any student **arriving after 8:45am must be signed in by a parent/carers** via the Compass Kiosk at the office (partial absences cannot be entered via the parent portal). Students must not enter the school unaccompanied after 8:45am.

After School

- Parents who are picking up students are asked to wait in the playground.
- Please keep walkways clear.
- Parents must ensure that any toddlers on school grounds are closely supervised. The same expectations apply to toddlers regarding school rules, e.g. not playing on play equipment, running or playing in out of bounds areas.

- It is extremely important that parents follow all directions from the RTA crossing supervisor. The supervisor is there for the safety of everyone.
- Please ensure you hold the hand of toddlers and young children when they cross the road and that older children are walking calmly beside you. Please do not cross the road until you have been instructed to do so by the RTA crossing supervisor.
- Please do not block the pathway or access to the pedestrian crossing to allow other parents and students to cross the road safely.

Procedure for Students Walking To and From School

- Please ensure that you have completed the Compass permission form if your child is walking to and from school.
- Permission will not be granted for children to be picked up at any other location apart from the school, e.g. Church, Woolworths loading dock, Woolworths carpark, corner of Keenan & Waratah Streets.
- Students must walk straight to school or straight home from school without stopping at local shops. Parents are reminded that the school maintains a share of the duty of care whilst students walk to and from school.
- Please ensure your child is crossing the road using the pedestrian crossings when walking to and from school.

Procedure for Bikes and Scooters

- Please ensure that you have completed the Compass permission form if your child is riding to and from school.
- Students must ride straight to school or straight home from school without stopping at local shops. Parents are reminded that the school maintains a share of the duty of care whilst students ride to and from school.
- Please ensure your child is crossing the road using the pedestrian crossings when riding to and from school. They must walk beside their bike/scooter when using a crossing.
- All students must wear a helmet when riding to and from school.
- Bikes must be stored in the bike racks. The school is not responsible for any stolen bikes or scooters.
- E-bikes are not permitted on school grounds.

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.

EARLY DEPARTURE PARTIAL ABSENCE: Partial absences must be processed via the admin Compass portal.

ELECTRONIC GAMES

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

ENROLMENT – SECONDARY SCHOOL

Our two Catholic Systemic Schools on the Northern Beaches are Mater Maria, Warriewood (main feeder school) and St Paul's, Manly; both are co-educational schools. Enrolment Priority into Catholic Systemic Schools is as follows:

Secondary Schools:

1. Baptised Catholic children who have attended a CSBB primary school for at least the previous 3 years and have completed the appropriate sacramental programs.
2. Siblings of children who are already enrolled in the school.
3. Baptised Catholic and other children who have attended a CSBB primary school for more than 3 years.
4. Baptised Catholic children from non-CSBB schools.
5. Children from other Christian traditions, other faith traditions or nonchurched backgrounds.

NB: Where there are no vacancies at a particular school, parents/carers will be supported by CSBB for enrolment at another CSBB school.

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.

The Policy on Enrolment Principles for Diocesan Systemic Schools for Catholic Schools Broken Bay can be found [here](#).

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 Fee.

EXPECTATIONS OF TEACHERS, STUDENTS AND PARENTS

Teachers

- **Embody the Ethos of Catholic Education:** Teachers are committed to upholding the Catholic values that guide our school's mission, integrating faith and learning in all aspects of education.
- **Believe in Every Child:** Teachers acknowledge the intrinsic worth and potential of each child, understanding that all students have unique gifts to share with the world.

- **Recognise Individual Differences:** Teachers appreciate the varied rates of learning, abilities, and personal gifts of each student, tailoring their approaches to meet diverse needs.
- **Know Their Students:** Teachers take the time to understand each child, not just as a student, but as a whole person, ensuring that emotional, spiritual, and academic needs are met.
- **Plan Meaningful Programs:** Teachers plan and deliver lessons based on current syllabuses, ensuring they are relevant, engaging, and differentiated to meet the diverse needs of all students.
- **Assess and Reflect:** Teachers regularly assess student progress and reflect on their teaching practices to improve learning outcomes.
- **Encourage Growth and Learning:** Teachers create opportunities for every child to grow by setting clear goals, offering constructive feedback, and planning for continuous development.
- **Foster Independent Learning:** Teachers design learning environments that inspire motivation and independence, using a range of strategies, including open-ended tasks and activities to cater to fast finishers.
- **Make Effective Use of Resources:** Teachers thoughtfully use both classroom and external resources to enhance the learning experience.
- **Communicate with Parents:** Teachers maintain open, respectful communication with parents and caregivers to keep them informed of their child's progress and involve them in the learning process.

Students

- **Commit to Consistent Attendance and Effort:** Students attend school on time every day and strive to do their best in all areas of life, both academically and socially.
- **Engage in School Life:** Students actively participate in all aspects of school life, including co-curricular activities, sports, and social events, contributing to the school community.
- **Support Others:** Students demonstrate kindness and leadership by supporting their peers, particularly younger students, fostering a sense of community and care.
- **Follow School Policies:** Students adhere to the school's policies, including those related to discipline, homework, and responsible internet use.
- **Care for School Resources:** Students show respect for and take care of the school's resources, whether inside or outside the classroom, understanding the value of shared spaces.
- **Respect School Staff:** Students treat all staff members with courtesy and respect, fostering positive relationships throughout the school community.
- **Wear Full School Uniform:** Students wear the full school uniform with pride, reflecting the values of the school and representing the community with respect.
- **Uphold School Rules:** Students strive to live according to the school's rules, aiming to do their best to contribute to a respectful and safe learning environment.

Parents

- **Trust the School Community:** Parents maintain a high level of trust in the school's ethos, supporting the educational and spiritual development of their child.
- **Stay Informed:** Parents actively engage with the school's communications, including reading the weekly newsletter, responding to updates, and staying informed about school events and activities.
- **Engage with Teachers:** Parents communicate with teachers when necessary, supporting their child's academic and social development while addressing any concerns in a constructive manner.
- **Support the Behaviour Curriculum:** Parents encourage good behaviour and promote a positive attitude towards learning.
- **Assist in the Classroom/School:** Parents are invited to assist in the classroom/school when requested, after appropriate training, fostering a collaborative approach to learning.
- **Contribute to Extra-Curricular Activities:** Parents actively support the school's extra-curricular programs, including excursions, sports carnivals, and other community-building events.
- **Support Financially:** Parents contribute to the school community by paying fees promptly and supporting fundraising efforts, ensuring that the school can continue to provide a high-quality Catholic education.

The Partnership Principles for Catholic Schools Broken Bay 'A Commitment by both Families and Schools' can be found [here](#).

EXTRA CURRICULAR ACTIVITIES

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

Band (External Provider)	Our School Band Program is operated by MusicLinks. 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.
Drama	As well as drama and music classes during school, Sacred Heart offers drama classes after school through Starlight Drama; these are very popular weekly classes for either K-2 students or Yrs 3-6. This is an additional payment each term.
Choir	The School Choir performs on numerous occasions throughout the school year at a variety of events. 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 from 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.
Basketball Coaching Clinic	Basketball coaching clinics are offered on two afternoons to students at Sacred Heart School, (K-2) and Years 3-6).

FAITH AND RELIGIOUS EDUCATION

Faith and Religious Education are at the heart of everything we do at Sacred Heart, guiding not only our academic pursuits but also our personal and spiritual growth. Through Religious Education, students are invited to deepen their understanding of God's love, learn about the teachings of the Church, and develop the values of compassion, service, and justice. Our faith-based curriculum nurtures children's spiritual development, helping them build a strong moral foundation that will guide them throughout their lives.

We place a special emphasis on community and connection, celebrating our faith together during key events such as our big community Masses and liturgies, particularly Mothers' Day, Father's Day, Grandparents' Day as well as our Feast Day Masses, which offer an opportunity for reflection and gratitude. These celebrations not only strengthen our bond as a school and parish community but also bring us closer to God, reminding us of the importance of faith in our everyday lives.

Mothers', Fathers' and Grandparents' Days also provide opportunities for families to visit their child's/grandchild's classroom to see the learning that is taking place.

FAMILY MASSES are celebrated for each grade or stage in the Sacred Heart Church during the term on a Saturday at 5pm. All families are encouraged to attend.

CLASS MASSES are held each as part of our Parish Masses 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.

STUDENT RETREATS Each year, each grade participates in a 'retreat day' designed specifically for them to enhance their faith and deepen their relationship with their God. Each retreat is planned to have a different theme appropriate for the age of the grade. The retreats are held off-site at various retreat centres or places of natural beauty around Sydney. This will allow the groups to travel to a beautiful setting for the day, enjoy their 'retreat time' and make it back to school for our regular dismissal times.

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

FAITH AND LEARNING WALKS

Faith and Learning Walks take place in Terms 2 and 3 for every class and grade at Sacred Heart. A Faith and Learning Walk provides an opportunity to visit your child's classroom to see the learning that is taking place and to have a prayerful experience with your child. Each year group will have a prayer focus related to what your child has been learning in class. It is a wonderful opportunity to see learning in action and to spend some time in with your child.

FEES

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

The school fee for the following year is deducted at the end of Term 4 in the previous year.

School fees are billed annually at the beginning of Term 1 by CSBB and are due in 10 monthly instalments. The first instalment is due on 21st of February and the last payment

being November. School fees may be paid more frequently (annually, fortnightly, weekly), however the monthly instalment amount is to be paid by the 21st of the month. Our preferred method of payment for fees is BPAY.

If you are experiencing financial hardship, we offer several fee support options. Please reach out to the school fees liaison team via email (schoolfees@dbb.org.au), or phone 7256 2888 for confidential support.

GIFTED AND TALENTED

Children who are identified as Gifted and Talented are catered for at Sacred Heart Mona Vale within the classroom and through our Diverse Learning Programs. Opportunities for extension are possible through participation in:

- ICAS Competitions
- Chess
- Musical
- Sports Pathways
- Maths Olympiad
- Debating and Public Speaking
- G.A.T.E.W.A.Y.S
- Individual/group projects, including STEM and Robotics

GRADE OVERVIEWS

Each term, we provide a Grade Overview to keep parents informed about the learning events happening in your child's grade. This overview outlines the curriculum focus areas for the term, important dates such as excursions, sports days, and other grade-specific activities, so you can support your child's learning and participation. We encourage you to review these updates regularly to stay connected with what's happening in your child's educational journey and to ensure you don't miss any important events.

HOMEWORK

Sacred Heart Primary School Homework Policy

At Sacred Heart, we are committed to ensuring that every moment in the classroom is dedicated to deep and meaningful learning, grounded in the Science of Learning. Our emphasis is on helping students effectively utilise their working and long-term memory throughout the school day, equipping them with the foundational skills needed for lifelong learning.

We also recognise the vital role that afternoons play in a child’s development—providing time for family, relaxation, and engagement in extracurricular activities. These experiences are essential for a well-rounded education and overall well-being.

Homework Expectations

Rather than setting traditional homework tasks, we prioritise two key areas that are fundamental to all learning: **reading** and **foundational numeracy practice**. These activities are not viewed as homework but as essential skills that require consistent reinforcement to build fluency, confidence, and deep understanding.

- **Reading:** Daily reading is critical for developing strong literacy skills. We encourage:
 - Kindergarten to Year 2: 15–20 minutes per day
 - Years 3–6: 20–30 minutes per day
 - This may include reading aloud, shared reading with a family member, or independent reading.
- **Numeracy:** Regular numeracy practice helps consolidate mathematical concepts and build number fluency. Suggested practice includes:
 - Kindergarten to Year 2: 10–15 minutes per day
 - Years 3–6: 15–20 minutes per day
 - This could involve number games, mental math practice, or real-life applications of Mathematics.

Balancing Learning and Well-being

We value the role of family time, creative play, and extracurricular activities in a child’s overall growth. Our homework approach ensures that students have the time and energy to explore their interests, develop social skills, and enjoy unstructured play, all of which contribute to their well-being and development.

Our policy is designed to be manageable, meaningful, and supportive of each family’s routine. As a school, we will continue to review and refine our approach to ensure it best serves our students while maintaining a healthy balance between school, home life, and extracurricular pursuits.

Thank you for your support in fostering a love of learning that extends beyond the classroom.

HOURS - OUR SCHOOL DAY

School hours	8.45am – 2.50pm Playground supervision from 8.15am
Morning bell	The first bell rings at 8.40am Students are in class, ready to learn at 8.45am
Recess	10.45am – 11.15am
Lunch	1.15pm – 1.50pm
Dismissal	2.50pm (Afternoon supervision officially finishes at 3.15pm)

ICAS COMPETITIONS

Each year, we provide an opportunity for students 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.

IMMUNISATION

It is 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

Please see 'Dismissal and Arrival Procedures'

LEARNING SUPPORT

Students with Learning Support Needs are catered for at Sacred Heart within the classroom and through specialised programmes provided for children experiencing learning difficulties.

We have dedicated Learner Diversity teachers as well as Learning Support assistants.

LIBRARY

The children are encouraged to borrow books from the school library every week/fortnight. They must have a library bag. A library bag is available to purchase from the Uniform Supplier, Cowan and Lewis.

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 near the Uniform Shop. Parents and children are most welcome to look for lost articles there.

MEDICAL/ALLIED HEALTH REPORTS

Parents are asked to inform and supply the school with any relevant medical/allied health 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 and strategies that 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.
- These must not be used to make calls, send text messages, surf the internet, take photos or for any other application at school. **THIS ALSO APPLIES TO SMART WATCHES OR I-PADS**(unless engaged in schoolwork as directed by the teacher).
- Mobile Phones must be always kept in the children's bags during the day.
- Mobile phones must be clearly labelled with the child's name.
- A breach of this policy will result in the mobile phone being kept in the office during the day.
- 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.

The Policy on Social Media for Diocesan Systemic Schools for Catholic Schools Broken Bay can be found [here](#).

MORNING TEA, FRUIT BREAK AND LUNCH

Please supply a nutritious morning tea/lunch each day. Children also have "fruit break" each morning.

Healthy lunchbox ideas can be found [here](#). 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 who are unable to eat their lunch are encouraged to take it home to show parents or carers.

Please be conscious of use of plastic/recyclable goods, etc. Rubbish reduction and maintaining/supporting our environment is a constant focus at school.

OFFICE HOURS

The school office is open 8.15am–3.30pm Monday to Friday.
The office can be reached in person, via phone (02) 9999 3264 or email
shmv@dbb.catholic.edu.au.

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 these parents to meet the Principal, walk through the classrooms, and speak to staff and students. Open Day is usually held in Term 1 (early March) and will be advertised on our school website and through social media. Alternatively, phone the school office in February each year for the Open Day date.

PARENTS

The Partnership Principles for Catholic Schools Broken Bay 'A Commitment by both Families and Schools' can be found [here](#).

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 the faith and academic development of all students. Parents may support the school and class programs through assisting with excursions, learning support, carnivals, 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 (Safeguarding).

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 Safeguarding).



PARENT EDUCATION: At Sacred Heart we believe Parent Education is essential in a strong home/school partnership. Parent Education sessions are conducted in Key Learning Areas and areas of interest to parents. All parents are encouraged to attend.

PARENT ENGAGEMENT COORDINATOR: The Parent Engagement Coordinator (PEC), employed by the school, is a key contact for parents who manages the Parent Representatives and is involved in most community events.



PARENT HELPERS / VOLUNTEERS

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.

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 on 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 Safeguarding).
- volunteers need to complete QR code in this document (you do not need to have a WWCC if they have a student here but the form must be completed).

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 Broken Bay 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

As per legislation, no animals are permitted on the school grounds without prior permission of the School Principal. They must stay outside of the school gate, far enough away from any student who may be worried.

PHOTOGRAPHS

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

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as SHOWS, the school's newsletter or website and social media, or to promote the school in newspapers and other media. From time to time, Catholic Schools Broken Bay (CSBB) and Catholic Schools NSW (CSNSW) may also wish to use student photographs/videos in print and online promotional, marketing, media and education materials.

Parents are asked for permission to use their child's photograph/video for the above purposes each year via Compass.

PRAYER (SCHOOL 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, 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 the 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 student. 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 student or parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

The Policy on Privacy for Diocesan Systemic Schools for Catholic Schools Broken Bay can be found [here](#).

PROFESSIONAL DEVELOPMENT FOR STAFF

Professional development is essential for our teachers to stay current with best practices, new teaching strategies, and developments in education. It allows them to continually grow in their roles and better support the learning needs of their students. Much of this occurs out of school hours, during staff meetings, in-service courses, university courses and professional conferences. Occasionally, this professional development requires teachers to attend training sessions or workshops during school hours, which may mean a casual teacher is employed to take their class. We appreciate your understanding as this helps to ensure that our teachers remain well-equipped to provide the highest quality education for your child.

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, in their classrooms, at 8.45am.** The first bell rings at 8.40am when students line up ready to go into classes. **Late arrivals must report to the school office to be signed in.** A late pass is then handed to the classroom teacher and is a record of late attendance.

PUPIL FREE DAYS

There are 9 Staff Development Days per year across all Catholic Systemic schools in Broken Bay. These are pupil-free days, and parents are given advance notification through the school newsletter and school website.

Qkr

Sacred Heart School uses **Qkr** (by MasterCard) as an easy to use, secure phone app for making school payments from your mobile phone.

Qkr will accept payment using ANY credit/debit card (except American Express) and has a simple checkout function. No information is stored on the mobile phone.

We are encouraging all credit card payments to be completed through Qkr, particularly for canteen orders, school fees or other special events (ICAS, Mother's Day etc)

Further details and help sheets on Qkr can be found [here](#)

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

SAFE AND SUPPORTIVE ENVIRONMENTS – LEGAL

SAFEGUARDING

Safeguarding encompasses proactive measures that unite the commitment of staff, parents and the broader school community to create and maintain environments where students thrive and feel safe. Safeguarding emphasises prevention, accountability, and practices that foster a culture of safety and care for all students through embedding the child safe standards and responding in a timely manner when concerns are raised. Catholic Schools Broken Bay (CSBB) promotes and embeds a shared safeguarding responsibility within the organisation. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

Safeguarding at CSBB includes:

1. Utilising 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. Promoting professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Following an established process to address concerns or complaints of inappropriate adult behaviour of staff towards children or young people. This upholds our legal obligation under the *Children's Guardian Act 2019*.
4. Ensuring 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*.
4. Promoting 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*

PARENT/CARER HELPERS / VOLUNTEERS AND CONTRACTORS

The participation, involvement and help of parents/carers, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. We recognise that parents and carers are the primary educators for their children and we strive to uphold NSW Child Safe Standard 3: *families and communities are informed and involved* and National Catholic Safeguarding Standard 3: *partnering with families, carers and communities*.

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

- Sign on at the front office, and get a visitors badge from the office as per school procedure.
- Complete the [CSBB Contractor and Volunteer Engagement form](#)
- 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 'employees' under the Children's Guardian Act 2019 and need to be aware that complaints about inappropriate behaviour towards a child or young person are subject to investigation.
- All parents must comply with the CSBB Family Charter.

RESPONDING TO CONCERNS

CSBB is committed to empowering students to speak up and actively listens to children and the wider school community when concerns are raised. We treat all

complaints seriously and aim to resolve them in a manner that is appropriate, timely, and respectful of confidentiality.

The information leaflet on Safeguarding our School – Parent Information for Diocesan Systemic Schools for Catholic Schools Broken Bay can be found [here](#).

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 on 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 are 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 your child's teacher
- If your child has a concern or complaint about another student, they should raise the issue with the relevant teacher 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 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

See 'Fees'

SCHOOL RULES

See 'Behaviour Management'

SPORT

At Sacred Heart, we believe sport plays a vital role in the physical, social, and emotional development of our students. Our comprehensive sports program ensures that every child can participate, develop skills, and, for those who excel, progress through representative pathways.

Carnivals

Each year, we host three major sports carnivals:

- **Swimming Carnival** (Term 1)
- **Cross Country Carnival** (Term 1)
- **Athletics Carnival** (Term 3)

Students who perform well at these carnivals can advance to represent our school at the zone level, with the opportunity to progress through to diocesan, Polding, and state-level competitions.

Weekly Sport Lessons

All students participate in a dedicated **weekly sport lesson** led by a specialist sports teacher, ensuring they receive expert instruction in a variety of physical activities and fundamental movement skills.

Dance Program

In Term 1, all students engage in a fun and engaging **dance program run by Zing Activ**, promoting coordination, rhythm, and fitness in an enjoyable way.

Gala Days (Years 3-6)

Students in Years 3-6 have the chance to participate in **a gala day each term**, where they represent Sacred Heart in a range of sports against other local Catholic schools. These events foster teamwork, sportsmanship, and school spirit while providing valuable competition experience.

Representative Pathways

Talented athletes have the opportunity to trial for **representative teams** in a wide range of sports. Successful students can progress through diocesan selection, with the potential to compete at Polding and state levels.

At Sacred Heart, we encourage all students to be active, challenge themselves, and enjoy the benefits of sport, whether through participation, competition, or elite pathways.

SPECIALIST TEACHERS

Geography and History – Every student at Sacred Heart engages in either 100 minutes of Geography or History each week with specialist teachers.

Music and Drama – Students will undertake a lesson in either Music or Drama every week with our specialist performing arts teacher.

PE/Sport – Students at Sacred Heart engage each week with an external PE teaching specialists through Sportspro. Information for parents can be found here:



Students also engage in a Dance program with Zing Active in Term 1, with a performance at school for K-2 at the end of term and an inter-school competition for Yrs 3-6.

STAGES

The stages in Primary School are:

Early Stage One	Kindergarten (ES1)
Stage One	Year 1 and Year 2 (S1)
Stage Two	Year 3 and Year 4 (S2)
Stage Three	Year 5 and Year 6 (S3)

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. Leaders are commissioned from Year 6 for formal, yearly leadership roles including School Captains and Vice Captains, Colour House, Religious Education, Environment, Technology and Creative Arts Prefects.

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. Students must use and reapply their own sunscreen on hot days before recess and lunch.

Children without hats are required to play in the shade (basketball court). For children who repeatedly do not wear their hat, they will be directed to sit on the silver seats in the shade. No Hat No Play.

SUPERVISION

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.**

In the afternoon, official supervision finishes at 3.15pm. If a child is not collected by 3.15pm, children will be returned to the school office and parents are then contacted.

TECHNOLOGY

Technology is used to enhance the learning process in all Key Learning Areas. Students engage in learning through the use of iPads, laptops and other digital media.

The HUB (formerly P&F)

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

TRAVEL ARRANGEMENTS

Please see 'Dismissal and Arrival' Procedures.

UNIFORMS

There are expectations that at Sacred Heart all students are role models of the school and are therefore expected to wear the correct uniform. We want our students and our community to be proud of the way our students act and how they present themselves.

We are very grateful for the support of parents to ensure that, together, we can set a high standard of expectation with our school uniforms. These policies have previously been reviewed by parents and receive strong support.

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

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 accompany our everyday uniform and white sandshoes are to be worn on Sports Days.

HAIR

Parents are asked to co-operate in ensuring that boys and girls have **appropriate hairstyles** for school (appropriateness to be determined by the Principal).

Girls' hair should: be clean and neat; be of its natural colour; be free from extremes of fashion; be kept tied back once it reaches shoulder length. Hair ribbons, headbands, scrunchies, clips etc. must match the uniform colours (green)

Boys' hair should: be clean, neat and off the collar; be of its natural colour; be free from extremes of length or fashion; be free from undercuts, scalp designs, mullets, mohawks, rat tails or number one blades.

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

SHOES/SPORT SHOES - Please note that students should be wearing **predominantly (mostly) white** sandshoes. Please also note that school shoes should be black leather shoes and not joggers.

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 Green girls tie Knee high socks or tights – green	Trousers-green or shorts-green and long green socks Long sleeve white shirt White socks

Black school shoes	Black school shoes
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SPORTS Uniform for BOYS and GIRLS
Polo Shirt – green short-sleeve (optional long sleeve polo for winter) Shorts – green / skort –green, <i>option for girls</i> <u>Winter Options</u> Polar fleece zipper jacket/tracksuit pants Microfibre Jacket/tracksuit pants 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 on what the current requirements are for the working with children, and sign a volunteers declaration guide
- not engage in any inappropriate behaviour towards any children. Although volunteers are technically not employed by the school, they are considered as ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be **investigated (see Safeguarding)**

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.

The Policy on Working With Children Check for Diocesan Systemic Schools for Catholic Schools Broken Bay can be found [here](#).

The information leaflet on Safeguarding our School – Parent Information for Diocesan Systemic Schools for Catholic Schools Broken Bay can be found [here](#).

WEBSITE

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

WHS – WORKPLACE HEALTH AND SAFETY

The school implements Catholic Schools Broken Bay Workplace Health and Safety Management Systems and is regularly audited to ensure compliance with legislation.

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.

The [NSW Child Safe Standards \(NSWCSS\)](#) and the [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). School staff and Principals are supported by the 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.

APPENDIX 2:

WORKING WITH CHILDREN CHECKS

Working With Children Checks are required by staff, and certain volunteers and contractors in our school, as outlined in Child Protection (Working With Children) Act 2012.

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.

Further information on the Working With Children Check can be found on the website for the [Office of the Children's Guardian](#).

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. It is a staff members responsibility to be familiar with these expectations outlined in both the CSBB Code of Conduct and the Professional Expectations Policy.

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 are expected to:

- Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate;
- Uphold professional boundaries. Staff should not be contacting students for non-educational purposes, be alone with students, making inappropriate jokes, touching students inappropriately or showing a student favouritism/special treatment)
- 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, if the complaint relates to the principal you can contact Safeguarding directly.

