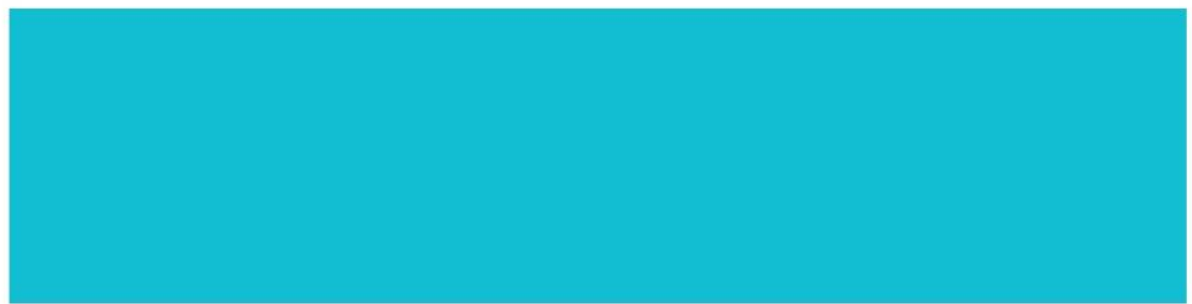
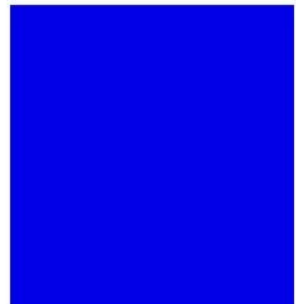




Sacred Heart School Parent Handbook 2017



Welcome from the Principal

The information contained in this Handbook provides you with a summary of key policies and information related to your child's schooling. Please refer to it as an easy reference concerning the day-to-day operation of the school.

Mrs Miranda Swann
Principal

School Mission: Vision Statement

Sacred Heart Primary School's Vision Statement is expressed as follows:

"Through Christ centred experiences and mutual **respect** we guide children to develop **reverence, responsibility and resilience** in a loving Catholic community."

School Logo

The school crest was designed by the Loreto Sisters and reflects the unity of the Trinity, which is reflected in family and school. The movement is directed upwards in praise of God from whom all good things come.

The school motto was developed at the same time and illustrates from scripture the school's name – the Sacred Heart of Jesus:

GOD IS LOVE

*And anyone who lives in love, lives in God and
God in that person (1 John 4:16)*

School Prayer

*Jesus I believe in you. Jesus I trust in you.
Jesus I love you. Jesus bless me all my life. Amen.*

The school has a sound reputation that was established by the charism of the Loreto Sisters and is continued today by the commitment and dedication of staff and parents. The community is indebted to the Loreto Sisters and it is hoped that the traditions they have left behind will serve testimony to their presence.

CONTACT NUMBERS

PRINCIPAL: Mrs Miranda Swann

SCHOOL ADDRESS: 40 Ovens Rd
Thornlie W.A. 6108

SCHOOL PHONE: (08) 9251 3000

SCHOOL FAX: (08) 9251 3090

EMAIL ADDRESS: admin@shthorn.wa.edu.au

WEBSITE: www.shthorn.wa.edu.au

APP: Sacred Heart Thornlie School App (Apple and Android)

RESPECT

Our community lives this through:

- Displaying self-respect – believing that each individual matter and is important and expecting others to treat them respectfully
- Showing care and concern for others especially those who need support
- Respecting diversity
- Using good manners – please, thank you, excuse me, sorry
- Being honest and trustworthy
- Looking after property by cleaning up after themselves and not damaging property – their own, other people's or the school's
- Actively listening without answering back or arguing
- Following rules to keep themselves and others safe and happy

REVERENCE

Our community lives this through:

- Participating in the mass – singing, actively listening and responding at appropriate times
- Showing respect in prayerful situations by remaining quiet and still
- Thinking about God and recognising that everything we are and everything we have comes from him
- Treating others with care, concern and kindness
- Displaying wonder and awe in the natural environment

RESPONSIBILITY

Our community lives this through:

- Being aware of how our actions and words impact on and affect others
- Showing initiative
- Following rules and accepting consequences when a rule is broken
- Using good judgement when making choices especially when they affect others
- Completing chores and tasks including homework, keeping our room tidy, cleaning the table after meal times and helping parents with simple tasks around the house
- Developing age appropriate independence – carrying our own school bag, helping with or packing our own lunch, taking care of our own belongings at home and school

RESILIENCE

Our community lives this through:

- Learning from challenging situations and becoming a stronger person
- An ability to adapt to situations that can't be changed and keep on thriving
- 'Bouncing back' after a difficult situation such as making mistakes, falling out with friends, losing a game, moving schools
- Seeking new opportunities and experiences and taking reasonable risks to achieve goals
- Understanding that some choices and actions can have negative effects for themselves and others

Aboriginal Studies

- Sacred Heart is committed to assisting our students develop an understanding and appreciation of Aboriginal history, cultural traditions, values and the contexts in which Aboriginal people live.
- Aboriginal studies are integrated into classroom teaching and learning programs.
- School staff are supported by the Aboriginal Education Team at the Catholic Education Office to further enhance student cultural appreciation.

Absentees

- If your child/children are absent from school for any reason you are required to phone the school on the dedicated **School Absentee Line 9251 3005 before 8.30am** and follow the prompts to leave your message. If you call the general office phone you will be asked to call back on the Absentee Line.
- An **SMS alert** will be sent to parents where children are absent and the school has not been notified.
- It is a **LEGAL REQUIREMENT** that a written note is sent to the class teacher explaining your child/children's absence on the day they return to school and for any planned absences for medical or therapy appointments

Allergies

- Sacred Heart is a **Nut Aware School**
- ALL parents are asked to consider the health risks to others when packing lunch boxes and avoid sending any nuts or nut products e.g. Peanut Paste, Nutella, Muesli Bars containing nuts
- If other life threatening food allergies exist parents in specific year levels will be informed

Assemblies

Formal assemblies are held on some Friday mornings throughout the term in the school hall at 8.35am. Assemblies are facilitated by our Year 6 students and the presentation by a year level of an item and the presentation of Honour Certificates takes place. General information to the school community is also disseminated. Please see the Term Calendar for the schedule.

Assessment and Reporting

Assessment across all teaching and learning areas is integral and ensures that instruction is data informed and regularly monitored.

Sacred Heart has developed a reporting structure across year group clusters. The reporting schedule for 2017 includes:

KINDERGARTEN

Term 1	Term 2	Term 3	Term 4
Parent /Teacher Interview as required	Compulsory Parent / Teacher Interview	Parent /Teacher Interview as required	Parent /Teacher Interview as required

PRE-PRIMARY

Term 1	Term 2	Term 3	Term 4
Parent / Teacher Interview as required	Semester One Report Compulsory Parent / Teacher Interview	Open Night Parent /Teacher Interview as required	Semester Two Report Parent / Teacher Interview as required

YEARS 1-6

Term 1	Term 2	Term 3	Term 4
	Semester One Report	Open Night	Semester Two Report
Parent / Teacher Interview as required	Compulsory Parent / Teacher Interview	Parent / Teacher Interview as required	Parent / Teacher Interview as required
Workbooks or test books sent home	Workbooks or test books sent home	Workbooks or test books sent home	Workbooks or test books sent home

Parents are encouraged to discuss their child's progress with the classroom teacher at any time by making an appointment at the office.

Attendance and Punctuality

For school attendance times please refer to the 'School Hours' section.

Students are required to attend every day the school is open except under the following circumstances:

- Ill health
- Removal due to health requirements such as head lice
- Excused absence negotiated with the Principal
- Suspension or expulsion

It is important that students arrive before the scheduled start time of **8.30am** to avoid disruption to the teaching and learning programme. Children arriving after this time will be marked as 'late' on the school roll. **Parents/Guardians** are required to sign late children in at the school office. This is recorded on the attendance database and a late slip given to take to class. **Please do not disturb the classroom teacher.** A member of the School Leadership Team will be in contact if repeated lateness occurs.

Students arriving at school well before 7.55am will be sent to the OSHC (Outside School Hours Care) Centre for before school supervision by the childcare staff. Parents will be billed for this service. Students left at school after 3.15pm and not engaged in after school supervised activities (e.g. coaching, Active Sports) will be sent to the OSHC for after school supervision by the childcare staff. Parents will be billed for this service. Teaching staff are on duty as per the Regulations from 8.15am in the mornings and up to 3.00pm in the afternoons to supervise children. Teachers are not available for supervision before or after these times.

Where it is planned that students are absent from school for an extended period, requests are to be made in writing **to the Principal** by completing a **Leave of Absence Notification Form** which is available on the school website or the School Office. Parents are advised that school fees need to continue to be paid despite the length of absence.

Banking

- The Commonwealth Bank 'Dollarmites' program is available at Sacred Heart
- Banking folders can be dropped into the box in the School Office on Monday
- Banking is processed on Wednesday
- Banking folders are returned to students via classroom teachers

Behaviour Management Policy

The school has a behaviour management policy in place. The rationale for developing whole school playground and classroom rules, rights and responsibilities and procedures, including rewards systems, is to promote positive and responsible behaviour which is ultimately self managed. Through consistent application of these throughout the school, students will be familiar with and understand the expectations placed upon them.

Playground Expectations:

1. Respect other people
2. Be courteous and considerate
3. Respect property
4. Let others learn
5. Move safely around the school
6. Always wear the correct school uniform

Classroom Expectations:

1. Follow directions
2. Respect others
3. Respect property
4. Think safely

The Behaviour Management Policy is under review in 2017 and is available to parents on request.

Bikes/Scooters

- Only students in Year 4-6 are permitted to ride to school unaccompanied
- An adult must accompany younger students who ride a bike/scooter to school
- As required by law, each bike/scooter rider must wear a helmet
- **Bikes/scooters are to be walked within the school grounds**

Bluearth

The Bluearth Active Sports Program for Year 1-3 classes help students build awareness, self-confidence and self-regulation. It encompasses:

- Coordination and agility drills
- Skill activities focusing on movement skills
- Movement challenges and games
- Moving in the environment
- Dynamic movement control
- Core movement

The Bluearth Mindfulness Program for Year 4-6 classes is designed to promote attention and awareness in students. The benefits and outcomes include:

- Experience and exploration of mindful practice in movement
- Learning mindfulness techniques students can apply in a variety of situations
- Improvement in mood and reduction in fatigue and anxiety
- Promotion of a calm and cooperative school environment

Book Club

- The Scholastic Book Club operates at Sacred Heart once per term
- Ordering is primarily on line or through the School Office
- Ordered books are delivered to students via the classroom teacher

Buddy Programme

We increasingly understand social and emotional learning, to be equal in importance with academic learning in the lives of students. Cross age buddy systems contribute to the children's social and emotional learning, increase students' self-esteem, improve school climate and contribute to the development of caring learning communities. Older students undertake supportive and caring relationships with younger students. Through active involvement, they develop empathy and confidence as they learn more about each other and gain recognition for their efforts.

Cross age buddy programs enable students in the early years of school to feel a sense of friendship and connectedness to one another. Programs that contribute to the building of positive peer relations through explicit teaching can reduce the effect of negative behaviours such as bullying. (Alannah and Madeline Foundation – 2011.)

At Sacred Heart we implement a systematic buddy program adapted from 'Better Buddies – Creating friendly and caring schools.' This two year program enables students to develop strong links with another year group. Year One classes initially buddy with Year Five and this is followed through when the students are in Year Two and Year Six. The students do not have the same buddy but have the opportunity to work with the same group of buddies. All students have the opportunity to engage in activities which teach social skills and key to the program is the opportunity to reflect on each experience and identify future learning goals.

Camps

- A three day school Leadership Camp is conducted for the Year 6 students
- Camp costs are kept to a minimum and are supported by the Sacred Heart P&F Association

Canteen

- The school Canteen managed by Mrs Lucy O'Sullivan and Mrs Claudia Therkelsen operates Monday, Wednesday, Thursday and Friday for the children to order lunch and counter sales are available at recess. Please note the canteen is closed every Tuesday – there are no recess or lunch orders on this day.
- Menus for summer (Terms 1 and 4) and winter (Terms 2 and 3) follow the Dietary Guidelines for Children and Adolescents and Star Food Choices where available
- Parents are asked to support the Canteen by being available for roster duty assisting to prepare lunches and serve at recess and lunch. This is a great way to get to know the children and put faces to names, especially for those in classes different to your children
- Sacred Heart promotes the use of insulated, re-usable lunch bags such as 'Stickybeaks' which are available for purchase from the canteen
- Paper lunch order bags can also be obtained from the canteen (50c for 10 bags)
- Parents are encouraged to use the online ordering system, "Our Online Canteen". Visit www.ouronlinecanteen.com.au to sign up and start ordering. Our Online Canteen is a safe and convenient way to order recess and/or lunch.

Carnivals

Specific information for carnivals will be included in school newsletters:

Term One

Sacred Heart Swimming Carnival	Year 4-6	2 March
Interschool Swimming Carnival	Year 4-6	23 March
Interschool Cricket Carnival	Year 6	TBC

Term Two

Interschool Eagles Cup Lighting Carnival	Year 5-6	22 June
Sacred Heart Cross Country	Year 1-6	14 June

Term Three

Interschool Cross Country	Year 4-6	28 July
Sacred Heart Athletics Carnival	PP-Year 6	4 and 7 September

Term Four

Interschool Athletics Carnival	Year 1-6	25 and 27 October
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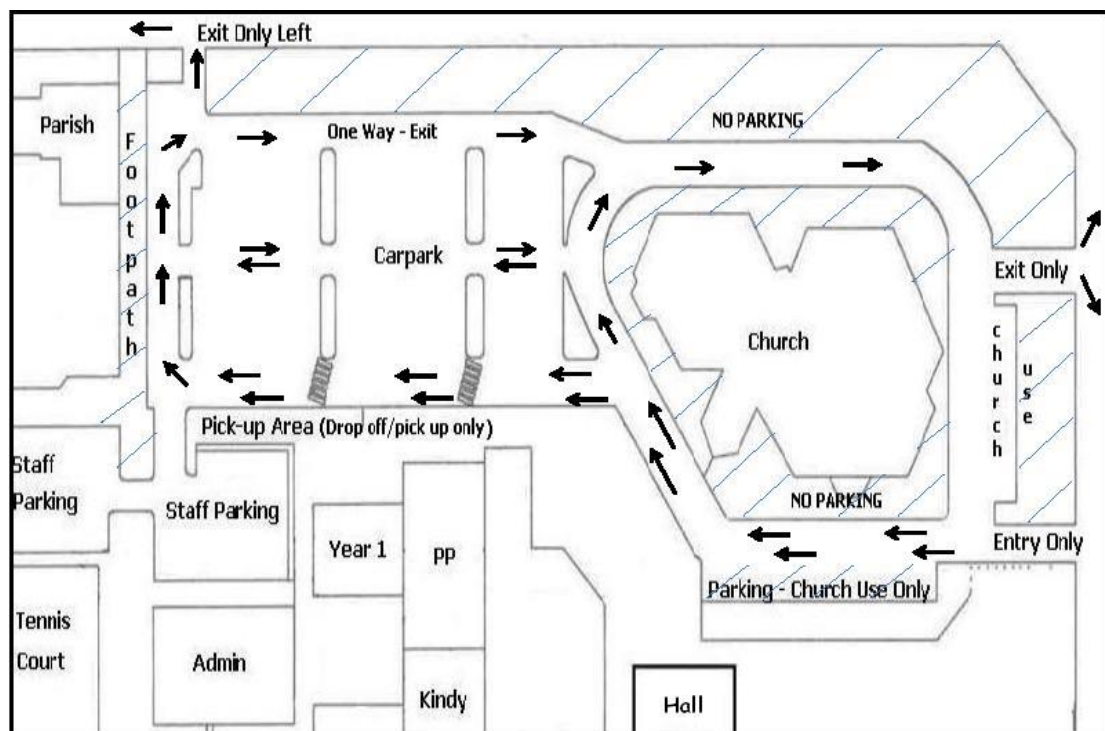
Your family is invited to attend these days; many bring a picnic lunch, dress in House colours and generally get involved in the carnival spirit. This is an event that needs a lot of people to run well. If you could spare the time to be a marshal, place judge, scorer or anything else, please volunteer. A request will be made in the newsletter prior to the day.

Car Park

There are approximately 470 children at Sacred Heart whose safety and well-being is the responsibility of **ALL** adults. Please observe the following car park instructions:

1. Drive SLOWLY (no more than 5km/h)
2. The Ovens Road gate is an **EXIT** gate. Do **NOT** drive in this gate against the flow of traffic
3. Use the right lane to park in marked bays if picking up children from Kindy or Pre-Primary, or if you have an appointment with a teacher or in the office
4. Use the left lane for 'drive through pick up' and remain in line until the vehicle ahead moves off
5. Parents **must** remain with their cars in the 'drive through' **at all times**
6. Cross to parked cars **only** on the crosswalks
7. Be especially careful and watch for children and toddlers when reversing in the car park
8. Observe **NO PARKING** and **NO STANDING** spaces
9. No parking on the footpaths or on the paved area around the church
10. No parking in the staff car park
11. No parking in the disabled bays, unless you have a valid ACROD sticker
12. Be aware of children crossing to the church especially on Wednesday mornings between 8.30am and 8.45am. The same applies on some Fridays after lunch and on other days when children are involved in Liturgical singing at the Church.

Car Park Traffic Flow



Be a courteous and safe driver....

Chaplain

The School Chaplaincy has an educative role in supporting, promoting and encouraging the spiritual, social and emotional well-being of students, staff and parents by providing pastoral care services and strategies. The School Chaplain works closely with the whole school community using mindfulness-based relaxation and coping techniques to release stress, increase focused awareness and encourage better choices for a healthy and happy life at Sacred Heart School.

Code of Conduct

The Code of Conduct is a document that provides guidance to staff, students, volunteers, parents and caregivers about the behaviour, relationship, attitudes and responsibilities of all members of the Sacred Heart Community. As a member of the Sacred Heart Community, we agree to the following statements:

Conduct Statements

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
6. You treat personal information about members of the school community as private and confidential.
7. You give impartial, honest and accurate information about the education, safety and well-being of students.
8. You support all members of the school community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. You act reflectively and ethically.
12. You allow students to have a voice in their education, safety and wellbeing.

Communication

- Ongoing communication between parents and teachers is essential in providing the best education for your children
- The School Principal or Assistant Principal are also available for meetings with parents to discuss any issues, however, it is expected that parents meet firstly with classroom/specialist teachers. Appointments can be made through the School Office.
- Good communication is a two-way process and is a responsibility that is shared between those directly involved (not third parties)
- If there is any matter that you feel needs clarification you are strongly urged to contact the class or specialist teacher to arrange a mutually convenient time to meet which will allow both of you to give your full attention to the discussion. Appointments can be made through the School Office.
- Teachers can be contacted directly, through the School Office or by email: surname.firstname@shthorn.wa.edu.au
- **The main form of communication is the School Newsletter which is emailed directly to parents every Wednesday in term times**
- The electronic school sign, classroom level blogs, the Sacred Heart School website, the Sacred Heart School app and classroom notes provide other means of regular communication

Community Building

Sacred Heart endeavours to work in partnership with parents with an understanding that:

- All families and the school want the best for the children
- All children have the right for the opportunity to reach their full potential
- Families are the first and continuing educators of their children
- Families and the school value quality teaching and respect teachers' professional expertise
- Families and the school value the diversity of each family
- The family /school partnership is based on mutual responsibility, respect and trust

Parents can support this by:

- Making an effort to understand what the school is trying to do
- Getting involved when and where you can and being a positive influence on others
- Seeing Sacred Heart as your school and encouraging your children to do the same
- Encouraging your children to co-operate fully, join in all school activities and to take pride in the buildings, the grounds and the school community as a whole
- Joining and supporting the Parents and Friends (P&F) as the official parent group
- Offering any constructive suggestions or criticism directly to the appropriate people, in the appropriate way, at the appropriate time and in the appropriate place

Classroom Help

There are many opportunities for parents to assist in classrooms – through art and craft activities, writing, reading programmes, research, helpers in the library, Kindergarten and Pre-Primary rosters, hearing children's reading, assisting with excursions or other class activities. Information and requests regarding classroom help will be sent home by the classroom teacher or through the newsletter.

Community Nurse

In Kindergarten the Community Nurse will assess your child in the areas of vision and hearing. Should your child require attention in any of these areas you will be informed in writing with appropriate recommendations made.

Curriculum

Sacred Heart offers a broad based curriculum. To aspire to excellence, nurture connections with diverse groups and enrich each student's lives through a large number of varied and skilled learning experiences is at the core of this school's objective. We acknowledge the vital place which our Catholic identity plays in the lives of our students and we focus on nourishing, evangelising and developing this faith within the parameters of a strong educational setting.

At Sacred Heart we aim to aspire to excellence, nurture connections with diverse groups and enrich each student's lives through a large number of rich learning experiences.

Religious Education

The Religious Education program is based upon the Perth Archdiocesan Guidelines as set down by the Catholic Education Office (CEWA). At Sacred Heart we are committed to promoting a Catholic Faith which develops each individual's tolerance, respect, responsibility and reverence whilst integrating our faith into our daily life and dealings with each other.

This program:

- Is developmental
- Is based on sharing faith through life experience
- Is Christ-centred
- Focuses on the unconditional love of God
- Makes religious education part of the daily lives of the children
- Emphasises the importance of a vital, caring and loving atmosphere where children can become the people God wants them to be
- Stresses the place of the Eucharist and the whole sacramental life of the Church

Australian Curriculum:

The Australian Curriculum sets out the goals for what all students should learn as they progress through primary school years. Focusing on knowledge, skills and understanding in all eight learning areas is the key to success. The Australian Curriculum is flexible and enables the teachers at Sacred Heart School to respond to the unique needs and interests of its students. Fundamentally it provides information on how to meet the needs of students with disabilities, gifted and talented and students whose first language is not English. This Curriculum can therefore provide for the needs of all students who attend Sacred Heart School.

English

The English Curriculum revolves around three interrelated stands of:

- Language: knowing about the English language
- Literature: understanding, appreciating, responding to, analysing and creating literature
- Literacy: expanding the repertoire of English usage

These three strands develop knowledge, understanding and skills in listening, reading, viewing, speaking, writing and creating.

Students participate in a range of literacy strategies and exploration of text in order to build each child's capacity for confident, imaginative thinkers. It enables skills of analysis, communication, understanding, critical thinking and presenting which in turn assists individuals to develop the necessary expertise needed for higher education, training and workplace.

Literacy dedicated a time is a high priority at Sacred Heart.

Mathematics

The Australian Curriculum provides students with essential mathematics skills and knowledge in Number and Algebra, Measurement and Geometry and Statistics and Probability. Through these descriptors students establish a firm understanding of number, place value, chance, outcomes, length, mass capacity, fractions, decimals and percentages.

Across the mathematics curriculum students become proficient in their understanding, fluencies (readily calculating and counting with high degree of accuracy) and solving problems through a step by step procedure using their mathematical knowledge and reasoning which includes explaining processes.

In this way our school develops each child's capacity for our mathematical knowledge from its fundamental beginnings. Within some cohorts flexible groups exist in order to accommodate learning strengths and assist learning needs. Numeracy dedicated time is also a high priority at our school.

Science

The Science Curriculum content includes the three strands of:

- Science understandings
- Science inquiry skills
- Science as a human endeavour

The three strands are integrated and interrelated and as such are taught so as to foster scientific knowledge which enables students to make informed decisions about local, national and global issues to assist in developing future careers in science related areas.

Students in Year 1-6 are allocated time in the Science room with Ms Reita Wingard each week.

HASS

The Humanities and Social Science Curriculum comprises the knowledge and understandings of history, geography, civics and citizenship and economics and business. Its aim is to provide a deep understanding of the world students live in showing a range of perspectives which in

turn enable's students to develop an awareness and appreciation for social, cultural and religious diversity.

In doing this foundations are built for our students so that they can take their place as Australian adults positively contributing sustainable, productive, democratic and cohesive members of society.

Curriculum Framework:

The Curriculum Framework is the set of outcomes that are expected to be achieved by students studying in Western Australia. This Framework was developed with collaboration between The Education Department, all private education groups and parent organisations.

Sacred Heart School will be accessing this document for the following curriculum:

LOTE (Languages other than English)

At Sacred Heart, Japanese is the Language Other Than English studied by children in Pre-Primary to Year Six. Language learning and cultural understandings are a key focus and where possible they are integrated across the curriculum. The curriculum is designed to ensure students participate meaningfully in experiences which enable the understanding of new cultures such as Japanese to be fully explored. While developing their knowledge of contemporary and traditional life in Japan, students also further develop skills and strategies for language acquisition. Students develop communication skills as well as an understanding of cultural experiences by way of immersion experiences and a fluent speaking Japanese teacher. Japanese is learnt in a non-threatening, inclusive environment.

Physical Education and Health

Children from Pre-Primary to Year 6 receive weekly lessons from our specialist Physical Education teacher, which focus primarily on the development of sports skills and also on promoting teamwork. An **Active After School Community programme (AASC)** will be offered for children in Year 1-6 who want to increase their physical activity during after school hours. This programme is designed for the student who may not be getting the recommended daily physical exercise that he or she needs to maintain a healthy lifestyle. The Phys Ed programme also includes swimming squad (Years 4-6), school sports carnivals, interschool sports carnivals and other interschool team events.

The content taught allows students to flourish as healthy individuals, understand influences which have a positive impact on their health and wellbeing as well as gaining an outlook for life long physical activity.

The Arts

Mrs Christina Vinci (PP - Year 3 Music) and Mrs Reita Wingard (Year 4 - 6 Visual Art) provide opportunities for students to explore a wide variety of content in The Arts learning area.

The aim is to stimulate, develop and maintain an interest in music which would help to manifest engagement and inspiration to help each child to reach their creative and expressive potential. Learning in the Arts aims to develop confident, creative individuals.

Instrumental lessons are offered through Lumen Christi College on brass, woodwind, percussion, string and keyboard instruments. The instrumental programme and the College instrumental tutors operate lessons at our school during the school day. Enrolment forms are available from our school office.

The school choir is open to students in Year 3 – 6 and membership is based on an audition. Rehearsals take place weekly for events such as Church Celebrations, The Children's Sing Festival, The Performing Arts Festival, and school performances. The school choir is coordinated by Mrs Christina Vinci and Liturgical Music by Mr Graham Maher.

Technology and Enterprise

School Information and Technology programmes are organised by all classroom teachers and are based on the Western Australian Curriculum Framework Outcomes. Students in PP-6 also have an allocated time with the Digital Technology Teacher, Mr Graham Maher, each week.

In addition to the digital technology lesson, all classrooms have computers and interactive technology installed, which students are able to access during class time. Students can also access computers in the Library, Inclusion Support Centre and Educational Support room. Senior students in Year Five and Six utilize Chromebooks as part of their daily learning and the school's bank of iPads are available for use across all areas of the school.

From 2017 the school will focus on the use of innovation technology to explore the feasibility of a learning hub and moving away from the traditional style of a student's sitting in front of a bank of computers carrying out tasks. Preparing students for the 21st Century learning styles and work environments is the school's ambition.

Society and Environment (Together with History from the Australian Curriculum)

Students develop understandings of how and why individuals and groups live together, interact with and within their environment, manage resources and create institutions and systems. Students further understand that over time these relationships and interactions may change to varying degrees.

Dental Clinic

Each student is provided with a free annual dental check by the Health Department which is not compulsory if you would prefer to use your own dentist. Our Dental Clinic is located at South Thornlie Primary School. Appointment cards are sent home with your child advising of date and time giving approximately one to two weeks' notice. It is a parent's responsibility to take their child to these appointments if you wish to take advantage of this service. Should dental treatment be required the clinic will treat your child free of charge. Alternatively you may consult your family dentist.

Edu-Dance

Students in Pre-Primary to Year Six take part in Edu-Dance each year as part of the dance element of the Health and Physical Education Program giving them opportunity to:

- Be part of a fun, energetic program
- Improve levels of fitness and co-ordination

The program concludes with a mini concert for parents

Enrolment Policy

Sacred Heart exists for the primary purpose of providing Catholic children from the parish of Thornlie with a Catholic Education.

Thus enrolment priority or preference is given to:

- (a) Catholic students from Sacred Heart Parish
- (b) Siblings of Catholic students already enrolled in the school
- (c) Catholic children transferring from outside Sacred Heart Parish
- (d) Siblings of non-Catholic students
- (e) Non-Catholic students from other Christian denominations
- (f) Other non-Catholic students

Excursions/Incursions

- Students will be involved in excursions/incursions throughout the year which relate directly to the teaching and learning programme
- Excursions will be advertised in the Term Calendar and details will be provided via a note from the classroom teacher
- Parent permission must be given each time students leave the school

- Students who have not returned their permission note will not be able to attend the excursion
- All excursions are paid for within the annual school fee
- If a student has not reflected sufficient responsibility, willingness to follow staff directions and instructions or has not completed sufficient work prior to the excursion they may not be permitted to attend the excursion and will, instead, be supervised at school. Parents will be notified if this is to occur

Family Holidays

Sacred Heart asks for your careful consideration before taking family holidays during term time and outside the twelve weeks set aside for this purpose. The impact on missing even one day of school for any reason other than illness is significant:

- The continuity of a student's learning is interrupted
- Key learning concepts can be missed
- The practise and refinement of learned concepts and skills are reduced
- Important interactions with peers can be missed which may compound issues of social isolation and low self-esteem

Parents must notify the Principal, in writing, of any intended student absence by completing the **Leave of Absence – Notification** which is available on the school website and the school office.

Fees

The provision of Catholic Education to all is made with an awareness of the constraints imposed by financial considerations affecting the function of Catholic schools. Our School Board has the responsibility for the financial management of the school and consequently is responsible for the collection of school fees. As parents you are therefore asked to make a commitment to support the school by paying school fees on time.

The yearly account fee is spread over three terms and will be sent home at the commencement of Terms 1, 2 and 3. Fees can be paid either annually, on a term-by-term basis, via direct debit or B Pay. Other more flexible payment arrangements can be made by negotiation with the Principal. Any parents experiencing difficulty with the payment of school fees can apply through the Principal to the School Board for a concession.

The inability to pay school fees should never be the reason for the exclusion of any child from Sacred Heart School. All information pertaining to the payment of school fees will be treated as confidential. To ensure this confidentiality, members of the School Board are not advised of individual family names.

PRE-PRIMARY OR PRIMARY ANNUAL FEE

1 Pre-Primary/Primary Child Fee	\$1317
2 Pre-Primary/Primary Child Fee	\$2370
3 or more Pre-Primary/Primary Child Fee	\$3156

KINDERGARTEN ANNUAL FEE

1 st Kindergarten Child	\$723
2 nd Kindergarten Child	\$579
3 rd Kindergarten Child	\$435

AMENITY FEE

Kindergarten Annual Fee	\$210
Pre-Primary to Year Six Annual Fee	\$315

P & F LEVY

Annual Fee per family	\$100
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BUILDING LEVY

\$264

HEALTH CARE CARD ANNUAL TUITION FEE

1 st Child	\$230
2 nd Child	\$184
3 rd Child	\$138

We accept payment by the following methods

Cash	Cheque
B-Pay	Direct Debit
EFTPOS	Credit Card

FEE AMOUNT IS BILLED OVER TERM ONE, TERM TWO AND TERM THREE

Free Dress

- When the school has a free dress day students do not have to wear their school uniform
- Neat and tidy appearance and appropriate clothing including suitable footwear is expected
- A 'gold coin donation' is collected as part of our outreach to the Missions

First Aid, Accident & Student Illness

The school has a number of staff qualified in Senior First Aid who will deal with any first aid incidents or illnesses, which may arise. In most cases, in the event of illness, home or emergency phone numbers will be contacted for the student to be sent home as school is not the place for a sick student.

Please Note: that while these staff are fully aware of their duty of care, they do not profess to be doctors. After a parent has been informed of their child's first aid incident, or illness, it remains the parents' responsibility to seek further advice from their doctor.

All serious injuries will be reported to the Principal (or Assistant Principal). The teacher witnessing the accident will fill out the Catholic Church Insurances Accident Report Form available from the First Aid Room.

AMBULANCES: Parents will be contacted if an ambulance is necessary. For this reason it is **vital** that parent/guardian contact phone numbers be kept up to date – as well as for other minor emergencies or accidents and illnesses for your child.

Four Year Old Kindergarten

Application for enrolment in the 4 year old Kindergarten as the first year of enrolment at Sacred Heart School involves a formal interview with confirmation of the enrolment being subject to the school's enrolment criteria. Once enrolment is confirmed parents and students will attend an information meeting in December as part of the orientation process to ensure a smooth transition to the school.

Children Born	Begin Kindergarten at start of school year in:
1 July 2013 to 30 June 2014	2018
1 July 2014 to 30 June 2015	2019
1 July 2015 to 30 June 2016	2020
1 July 2016 to 30 June 2017	2021
1 July 2017 to 30 June 2018	2022

Gossip

- Gossip has no place in a school community because it is hurtful, harmful and disrespectful
- Parents, staff and students are encouraged, however, to ask questions, seek out accurate information and clarify decisions **from the source** not second or third hand

Hats

No Hat – No Play

- The Sun Protection Policy (actively promoted at Sacred Heart) meets the requirements of students with respect to skin damage, which can occur during outdoor activities
- Students are required to wear the School Hat for physical education and sporting activities and for recess and lunch breaks for the entire year
- Sunscreen is provided in every classroom and children will be encouraged to use it. Sunscreen will also be taken on all out-door excursions and sporting activities
- **Students who do not have their hat are to remain under cover in the Senior Quad.**

Head Lice

- Parents will be contacted if students are found to have head lice and asked to take their child home as soon as possible for treatment.

What are head lice?

- Head lice are tiny insect parasites that live on the head and feed on the scalp
- Head lice are not dangerous, do not carry diseases and are not a sign of poor hygiene

How do you get head lice?

- Head lice are spread by head-head contact with another person who has head lice
- This may occur during group work, playing or hugging

Signs and symptoms

- The scalp may itch
- Head lice may be visible crawling in a person's hair
- Adult lice are usually dark brown and about 2-3mm long
- Young lice are often a lighter brown and about 1-2mm long
- Eggs will be attached to the hair shaft. They can be very tiny and hard to see, especially newly laid eggs close to the scalp. They are grey/white and about the size of a grain of salt

To check hair for head lice?

- Carefully comb plenty of conditioner through the hair to slow the head lice down so that they can be trapped in the comb (see next dot point)
- Comb hair again in sections using a metal fine tooth 'nit comb' (available from most chemists)

If you find head lice

- Choose the treatment method that best suits you and your family and follow the instructions carefully
- Inform the school, child care centre, playgroup, friends, neighbours and relatives so that other children and adults who have been in close contact can be checked
- When the treatment is completed and all head lice and eggs have been removed, continue to check hair weekly for further outbreaks

Stay home from school

- In accordance with the School Education Act 1999, if your child has head lice the principal may keep him/her away from school until treatment has started
- Your child may return to school when all live head lice and the majority of eggs have been removed. There is no need to stay away from school if there are only a few remaining eggs, but the treatment must be repeated if the lice return

Prevent further outbreaks

- Check hair regularly for head lice and eggs. Early treatment of head lice can prevent it spreading further to close contacts
- Tie long hair back
- Hair gel or mousse may help keep stray hair strands from coming in contact with other heads
- If you have recently had head lice, leave brushes and combs in hot water for 10 minutes after use to kill any trapped head lice or eggs
- Remind your child to avoid head-head contact with other children

Health Care Card

Parents and guardians who are responsible for the payment of school fees and hold a current means tested family Health Care Card or a Pensioner Concession Card with the code PPS or Newstart are eligible to receive discounted tuition fees upon completion of a form which is available from the school office (Amenity and levy charges still apply). The name on the card must be that of the parent/guardian who is responsible for the payment of fees. It should NOT be in the name of the student.

Homework

Research provides strong evidence that, when used appropriately, homework benefits student achievement. At Sacred Heart teachers will follow these guidelines:

- Assign purposeful homework
- Assign homework appropriate to the year level
- Assign homework that can be completed with minimal parent supervision
- From time to time send work home that has not been completed in class
- Carefully monitor the amount of homework assigned so that it does not take too much time away from other home activities

Please remember homework is set for your child to complete not you!

Honour Certificates

During the school year the staff award students for their efforts. Certificates are given to students or classes in recognition for outstanding effort on their part in any area of their school life. Recipients of honour certificates are published in the newsletter. Parents are notified in advance so that they can attend Friday assembly if they wish.

Individual, class or group achievements are recognised throughout the year in many ways. Our school encourages all students to strive to achieve their personal best when they are participating both inside and outside the school.

Houses

Every student is a member of one of our four Houses which have been named to honour the Loreto charism and history of Sacred Heart:

Maguire House (Blue)

Names after Sister Helen Maguire IBVM Principal 1972 – 1976

Welch House (Gold)

Names after Sister Maria Welch IBVM Principal 1976 – 1983

Murphy House (Green)

Named after Sister Helen Murphy IBVM Principal 1984 – 1986

Wright House (Red)

Named after Sister Victor Wright IBVM Principal 1987 – 1990

Students are placed into a House on enrolment and all children from the same family will be placed in the same House.

House Shield – students will be able to earn a HOUSE BEAD (colours matching our four houses –Wright, Welch, Maguire and Murphy) for representing the school in a positive way. For example:

- Wearing the correct school and sports uniform
- Displaying good sportsmanship
- Obeying school rules
- Being punctual at bell times

- Team work
- Cooperating

When students receive a bead they will place it in the jar for their house. The jars are located in the office so parents and visitors can see their progress. At the end of each term the house with the most beads will be rewarded with the shield.

Illnesses

There are many illnesses that are common in primary schools (especially lower primary) and spread quickly. Chicken Pox, Measles and Mumps are just a few. Most families are affected at some point and keeping your ill child at home may prevent others catching the illness.

Cold sores, head lice and gastro are common problems faced in schools. Nearly every child will bring home one or more of these at some time, as they love to be close to each other and are constantly touching everything as they learn. When your child does suffer from any of these they must remain at home until the weeping in cold sores ceases or the treatment for head lice and gastro has cleared the problem. Your support **and above all patience** is important in this area.

Cold sores are a virus and appear as areas of small blisters often around the nose and mouth, this can be serious if children then touch their eyes and spread the virus. Lice are small animals that lay their eggs on the hair shaft near the scalp. Lice cannot fly but are spread by crawling onto another person's head. Offer to brush your child's hair regularly so you can make a discreet check particularly in the middle and upper primary years. Treatment is available from the chemist for both conditions and should be used as soon as you notice the problem.

Your local Public Health Unit can provide information on a range of communicable diseases. For further information contact: <http://www.publichealth.wa.gov.au>

We require the following exclusion table to be observed in cases of infectious diseases. Please refer to this if needed.

CHICKEN POX: Exclude until well and for a least 5 days after the rash appears and until the crusts have formed.

MUMPS: Exclude until well and for at least 9 days after onset of symptoms.

MEASLES, RUBELLA (German Measles): Exclude until well and for at least 4 days after onset of rash.

WHOOPING COUGH: Exclude for 21 days from the onset of cough or 5 days after starting antibiotic treatment.

IMPETIGO (School sores): Exclude until the day after antibiotic treatment has commenced.

RINGWORM: Exclude until the day after antibiotic treatment has commenced.

SCABIES: Exclude until the day after treatment has commenced.

CONJUNCTIVITIS: Exclude until discharge from eyes has stopped.

OTHERS: Please enquire regarding other infections.

Inclusion Support Centre

The Centre provides for students whose intellectual, physical and/or social – emotional performances differ to such an extent from the norm that special educational provisions and

arrangements are required. The Centre is open to enrolment for students living in the South Eastern Region of the metropolitan area.

Instrumental Music Program (Extra Curricular)

Sacred Heart presently offers tuition on a number of musical instruments, including guitar and piano. In addition to these instruments, for 2017 we are exploring the demand for adding tuition on traditional Concert Band instruments such as; flute, clarinet, trumpet, trombone and saxophone.

The benefits of learning an instrument include boosting brain power and memory, building confidence and creativity as well as developing self-discipline.

If you would like to express an interest in your child learning one of these instruments at school, please email Tim Forster (Lumen Christi College Music Coordinator) on forster.tim@lumen.wa.edu.au

LEAD – Learning, Engagement, Accountability and Discipleship

Defining the Strategic Direction of the Catholic Education Office and our System

Learning is what we do. We are committed to learning at every level.

Engagement is essential. We are committed to Catholic Education’s mission through relationships with all.

Accountability is not optional. We have personal and collective responsibility for our system’s success.

Discipleship is our calling. We are committed to deepening our relationship with Jesus.

Library

- We have a well-equipped library operated by Mrs Bernie Halliday, our Library Technician
- Library time and borrowing facilities are given to students from Kindergarten to Year 6 on allocated library days each week
- Students must have their library bag in order to borrow
- Books are issued for one week, so students need to return them at their next library session
- Parents will be billed for damaged or misplaced books

Living Like Jesus Awards

Students from Year 1-6 are given a card (similar to a loyalty card). Each time they display behaviours that promote our school vision, their card will be hole punched by the teacher. Children who receive ten hole punches will be rewarded.

Our school vision states “Through Christ centred experiences and mutual respect we guide children to develop reverence, responsibility and resilience in a loving Catholic community.” Students will be rewarded at the following assembly. Teachers will be recognising the following types of behaviour:

RESPECT	REVERENCE	RESPONSIBILITY	RESILIENCE
<ul style="list-style-type: none"> • Putting things away where they belong • Using manners • Helping others 	<ul style="list-style-type: none"> • Forgiving others • Participating in liturgical celebrations • Being reflective 	<ul style="list-style-type: none"> • Being accountable for their words and actions • Setting a good example • Independent working 	<ul style="list-style-type: none"> • Taking things in their stride • Consistent attendance • Improved effort levels • Bouncing back

Lost Property

There is a lost property box located outside the uniform shop. **Please label all items of personal property**, as this will make it more likely to be returned or identified. Any personal items found will be placed in the lost property box.

Long Day Care at Sacred Heart School

Early Learning Centre

An Early Learning Programme is offered at Sacred Heart Primary School through our Early Learning Centre. The Centre is open from 6.30am to 6.30pm catering for children 2 to 5 ½ years of age.

The student centred programme is supported by qualified child care professionals and an Early Childhood trained teacher. The programme runs throughout the year during school terms and holidays and parents are able to book their children into morning, afternoon or whole day sessions. The programme focuses on developing independence, creativity and learning in a structured play based environment.

Enrolment in the Child Care Centre Programme provides a quality start to your child's learning journey with access to an Early Childhood Teaching Programme.

Eligible parents are able to claim the Child Care Benefit and the Child Rebate on their fees.

Please contact the Centre Director and Nominated Supervisor, Amanda McCorkill, on 9251 3014 or 0477385104 or call in to discuss your child's requirements.

Enrolment in the Early Learning Centre is not a guarantee of enrolment in the school. A formal interview is conducted each year for enrolment in Sacred Heart School's Four Year Old Kindergarten. Application forms are available at the School office.

Mass

- School mass is celebrated some Wednesdays and on other 'special' occasions as indicated on the Term Calendar
- Students are encouraged to actively participate by singing, preparing church decorations, reading, carrying the offertory gifts or serving
- All family members and the community are encouraged to attend

Mathletics

- The Mathletics program is a computer based program that aims to improve student's mental maths results while competing against themselves and others
- Each family has 24 hour access to the program
- Log on details are provided by classroom teachers
- Frequently asked questions Page <http://www.3plearning.com/faq/mathletics/>

Medicine/Medication

- Should a child require medicine or medication for any reason, please ensure that it is handed into the office and **not kept in the child's bag**
- Parents/guardians are required to fill in the relevant medical form with clear instructions
- **ALL** medication **MUST** be in the original packaging
- Staff are not responsible for administering medication but they will assist your child to follow the instructions you have provided. (Asthma puffers may be kept in the child's bag **providing** the appropriate form has been completed)
- **No medication can be administered without the completed form and no medication (including Panadol) is provided by the school**

Medical Conditions

- The school staff need to know about any medical conditions a child has which may require **emergency medication or treatment**. Examples of these conditions could include Diabetes, Asthma, Allergies (bee stings, nut and other food intolerances)
- The relevant Medication form, which is available from the office, **MUST** be completed by parents
- The **Emergency Medical Plan** which includes the child's name and photograph will then be added to the **Medic Alert Board** located in the First Aid Room for all students with special medical needs

Mobile Phone Policy

Mobile phones are part of modern society and the School which includes the OSHC Centre accepts that students will possess mobile phones, however it is important to note the following information.

Principles and Procedures

Sacred Heart School has in place appropriate methods, through the school office for parents to contact students and vice versa. It is preferred that students do not have mobile phones at school and should only do so if they walk, ride or catch the bus. If your child is not collected by you and mobile phones are required for safety reasons the following policy applies:

- On arrival at school, mobile phones must be switched off and handed to the classroom teacher and collected by the student at the end of the day. Silent or discreet settings are not acceptable
- The school accepts no responsibility for mobile phones that are brought to school. It is the responsibility of the student to safeguard against misplacement, loss or theft
- Use of a phone in school hours will result in the phone being confiscated by the teacher and placed at the front office for pick up. The phone will be returned when the student's parents receive a letter from the Principal asking them to contact the school
- Mobile phones are not to be used for their calculator function during class
- Use of mobile phones during out of school functions arranged by the school including excursions, camps, and retreats will not be permitted. Arrangements are in place for communication with a staff member in the case of an emergency
- Staff will also have mobile phones switched off in class and at other times that could disrupt the daily activities of the school

If the policy is not followed then:

1. The mobile phone will be held at the school office for collection by a parent.
2. Any re-occurrence will result in an in-school detention.
3. For serious breaches, permanent exclusion may be necessary in line with Sacred Heart's Student Use of Information and Communication Technology Policy.

NAPLAN

National literacy and numeracy tests will be administered to students in Years 3 and 5 throughout Australia. The literacy tests measure student achievement in reading, writing and language conventions (spelling, grammar and punctuation). The numeracy tests measure student achievement in number; algebra, function and pattern; measurement, chance and data; and space. These tests provide an important measure of how all students are performing against national standards.

At Sacred Heart we VALUE your child as an individual and embrace diversity. We acknowledge that children enjoy learning and growing in different ways – emotionally, academically, socially and spiritually. We realise that the NAPLAN test results provide information about a point in time and not the overall development of your child. If you would like to know about your child's progress, please make an appointment to see their teacher who can comment about your child's performance across the board, rather than through one test.

Newsletter

The newsletter is issued every Wednesday via email as well as being available on the school website www.shthorn.wa.edu.au or on the Sacred Heart School Apple smartphone app. It is important that parents take the time to read the newsletter as this is the main form of communication between home and school. If you would like to place a notice in the newsletter please contact Jill Hall in the office.

Outside School Hours Care at Sacred Heart School.

OSHC is located within the school grounds adjacent to the Year Six classrooms and operates 6.30-8.30am and 2.30-6.30pm. Vacation care/ Pupil Free Day care is provided from 6.30am to 6.30pm Monday to Friday.

It is not acceptable to "drop" your child/children early at school in order to arrive at your workplace on time or conversely at the end of the day to have children "waiting" for you to arrive from work. Both of these situations will leave your child unsupervised, exposed and "at risk". The OSHC Centre is available for precisely these reasons – the extension of care beyond the hours for which the school is responsible. All parents are encouraged to consider enrolment in the OSHC Centre to avoid any possibility of your child being put at risk.

Eligible parents are able to claim the Child Care Benefit and the Child Rebate on their fees.

Information is available by contacting the OSHC Centre on 9251 3015 or 0417091296

Parent Involvement

Your input is necessary and your support is vital to be sure that children receive the best. By being part of things, we know parents learn a great deal about their children's friends and their families. The school also learns from parents the things that are important to them as parents of children in our community.

Parent Information Evening

During this evening parents will be addressed in the Brennan Hall regarding matters of procedure and implementation of initiatives within the school. This will be followed by a parent-teacher meeting for each year level. All parents are requested to attend as important information such as classroom policies, practices and procedures are explained. If you are unable to attend, please arrange an alternative meeting time with the class teacher.

Parish

Our Parish Priests, Mons. Tim Corcoran and Father Thomas Zureich play a vital role in the spiritual life of our school. Families and children are encouraged to participate in the parish in a variety of ways. The most important of which is the celebration of the Eucharist together. Parish Mass times are:

Weekday Masses

Tuesday to Friday	8.45am
First Friday of the month	an hour Eucharistic Adoration after Mass.

Weekend Masses

Saturday Vigil	6.00pm
Sunday	8.00am and 10.00am

Reconciliation

Saturday 5.00pm to 5.30pm or anytime by appointment.

Baptism

On Sundays after the 10.00am Mass by arrangement with the Parish Priest. Please contact the Parish Priest to discuss your booking.

Prayer groups, a choir and many other groups can be found active in this community. Our parish could always use help with reading, commentating, children's liturgy, church cleaning and several other activities. If you would like to join or assist in any of these activities please contact the Parish Office on 9459 4459.

Parents and Friends Association

Every parent of Sacred Heart School is a member of the Parents and Friends Association (P&F). The P & F makes an important contribution to the development of Sacred Heart's community spirit, as well as providing essential morale and financial support to our school.

The P & F is our fund raising body and in addition to fund raising organises social events for students and parents. Meetings are held at 7.00pm twice per term as indicated on the Term Calendar and advertised in the school newsletter.

The objectives of the P & F Association are:

- To develop community within the school
- To promote closer liaison between the school and community
- To foster community interest in education
- To assist in the provision of school amenities
- To work closely with the school Principal to achieve common goals

P & F activities are organised by a core group of volunteers nominated at the Annual Community Meeting (ACM) in December each year. **All parents** are welcome to attend these meetings and are encouraged to assist with and participate in any activities held throughout the school year.

2017 P & F Committee:

President	Ros Carroll
Treasurer	Kathrin Agostino
Secretary	TBA
School Board Representative	TBA
Member	Michelle Banks
Member	Belinda De Marchi
Member	Joanna Gibb
Member	Carolina Giolitti
Member	Caoihme Hardy
Member	Justine Hughes
Member	Amanda Powe
Member	Carola Schwann
Member	Claudia Therkelsen

Performing Arts Festival

This is an annual festival for Western Australian Catholic School students held over the month of August. It incorporates facets of performing arts including drama, speech, instrumental and vocal solos, bands, choir and dance. Various individual and group performances are entered into the festival every year. Students who study music privately are encouraged to enter and represent the school as soloists. Mrs Christina Vinci coordinates this programme.

Personal Property

- All personal property needs to be clearly identified with your child's name. Please regularly check that this is readable
- No student has the right to interfere with another's property
- Students are **NOT** to bring toys and games to school. Trading cards such as Yugioh, Digemon, Pokemon, Football/Basketball cards etc are not permitted

Relief Staff

- When regular staff members are sick, attending professional development or fulfilling another role for a short period of time a relief staff member is engaged
- Relief staff are informed about classroom routines and whole school procedure and work from the planned classroom program
- Sacred Heart engages regular relief staff where possible

Sacramental Programme – Parish Based/School Supported

The following sacraments are conferred on the baptised catholic students from the school and parish:

Year 3	Reconciliation
Year 4	Eucharist
Year 6	Confirmation

The Parish coordinates an After School Catechists Program from 4-5pm on Wednesdays during the school term utilising parish and school facilities

School Board

The School Board consists of the Parish Priest, the Principal, a Parents and Friends Association representative and up to five representatives elected from the school community.

The School Board is responsible for the financial management of the school and meets on the third Wednesday of the month at 7pm. The Board is entrusted with the duty of planning, with the Principal and school staff, to meet the present and future needs of students whilst actively promoting and supporting the Catholic ethos of the school.

Members are elected for a period of two years at the Annual Community Meeting (ACM) held in December each year. All parents and interested community members are welcome to attend this meeting and you are encouraged to consider serving on the Board as a way of supporting the school.

2017 School Board members:

Mrs Kimberley Brosztl Mrs Donna Heyward Mrs Janine Creighton Mrs Emma Seaman Mr Tim Carroll	
P & F Representative Parish Representative Ex officio	TBA Mr Mark Smith Mrs Miranda Swann (Principal) Mons. Timothy Corcoran (Parish Priest)

A copy of the School Board Constitution is available on request from the School Office.

School Hours

First Siren	8.25 am
Classes commence	8.30 am
Morning Recess	10.30am – 10.50am
Lunch (Eating Time)	12.30 pm – 12.40pm
Lunch (Playing Time)	12.40 pm – 1.15 pm

Classes Dismissed:

Kindergarten and Pre-Primary)	2.30 pm
(Warning Siren Yr 1-6)	2.40 pm
(Dismissal Siren Yr 1-6)	2.45 pm

Kindergarten Days:

KB Monday, Thursday and every **odd** week Wednesday

KW Tuesday, Friday and every **even** week Wednesday

School History

The Loreto Sisters founded Sacred Heart School in 1965. Initially the school was situated at Tonbridge Way and operated as a single stream school.

During the early 80s it was evident that the school would not be able to cope with the increased enrolments due to development in the area. The decision was made to move to our present site to accommodate a double stream school.

At the beginning of 1988 the Junior Primary classes were established and by 1994 the school had grown to a full double stream from Pre-Primary to Year Seven with a Special Education Centre. Four year old Kindergarten commenced in 1997. Three year old Kindergarten and before and after school care began in 2006 and a purpose built Child Care Facility was opened in 2008. In 2015 we celebrated our 50th Anniversary and many events were planned throughout the year to celebrate this important milestone.

The school is appreciative of the efforts of previous Principals and School Board Chairpersons listed below:

Year	School Principals	Board Chairperson
1965-1970	Sr. Kathleen Brennan	
1971-1975	Sr. Helen Maguire	
1976-1983	Sr. Maria Welch	Thomas O'Donnell Lew Harries Mick Scott
1984-1986	Sr. Helen Murphy	Brian Cutjar
1987-1990	Sr. Victor Wright	David Sinden Laurie Thompson
1991-1993	Mr Geoff Hendriks	Margaret O'Neill
1994-1999	Mrs Patsy Runge	Tony Italiano Steve Payne
2000-2003	Miss Anne Nolan	Peter House Julie Hegarty
2004-2008	Mr Shane Baker	Patrick Bianchini Robert Caldera
2009 -	Mrs Suzanne Fox	Mark Smith Valerie Maxville Troy Seaman

In 2004 several past Principals were remembered when the school adopted House names instead of the traditional faction colours. The school's story has now been captured on a DVD and is presented to all new staff as part of the Faith, Story, Witness staff accreditation and orientation programme.

Sign In and Sign Out Book

In the case of an emergency or school evacuation, it is important for the staff to have the correct information of who is on the school grounds. Therefore, should you need to take your child out of school during school hours, your signature is required in the "Sign in and Sign out/Student Absence File" book located in the office. You will also be given either a ticket or purple slip by the front office to be handed to your child's teacher before they may leave their care. If you return your child to school, you will need to sign your child back in.

Children often feel embarrassed entering a class when it is settled and continual lateness should be avoided. If you feel your child is uncomfortable or embarrassed, please accompany them to their classroom.

Staff 2017

Principal	Mrs Miranda Swann
Assistant Principal	Mrs Anita McArdle (Term One) Mrs Vanessa Alaniz (Term Two, Three and Four)
Wellness Co-ordinator	Mr Shane Landers
Faith Co-ordinator	Mr Graham Maher
Sustainability Co-ordinator	Mrs Donna Bathols
Curriculum Co-ordinator	Mrs Welly Fragapane

Teachers:

Early Learning Centre	Ms Sheena Schroff
Kindergarten	Mrs Annie Gerhardy
	Mrs Christina Vinci (Wednesday – Term One and Two) Miss Lauren Shaw (Wednesday – Term Three and Four)
Pre-Primary Blue	Miss Rebecca Lane
Pre-Primary White	Miss Jo Hodgson
Year 1 Blue	Miss Lani Edwards
Year 1 White	Mrs Debbie Cannell Ms Reita Wingard
Year 2 Blue	Ms Dee Gevaux
Year 2 White	Miss Rachel Cuccovia
Year 3 Blue	Mr Brendon Bourke
Year 3 White	Miss Natalie Giglia
Year 4 Blue	Mrs Ivana Zdravic (Monday and Tuesday) Mrs Nicola Wladyka (Wednesday, Thursday and Friday)
Year 4 White	Mr Andrew Milne
Year 5 Blue	Miss Emily Newman
Year 5 White	Miss Amanda Banks
Year 6 Blue	Mrs Donna Bathols
Year 6 White	Mr Shane Landers
Science	Ms Reita Wingard
Digital Literacy	Mr Graham Maher
Music	Mrs Christina Vinci
Visual Art	Ms Reita Wingard
Japanese (0.5FTE)	Mrs Nola De Sales
Physical Education (0.5FTE)	Mr Callan Leach (Term One and Term Two) Miss Lauren Shaw (Term Three and Term Four)
Inclusion Support (2.5FTE)	Mrs Malissa Kelly Mrs Michelle Connolly Mrs Lindsay Ryan Miss Lauren Shaw
Literacy/Numeracy Support	Mrs Welly Fragapane Mrs Lynda Green (Term One) Mrs Anita McArdle (Term Two to Term Four) Mrs Thea Hurba
Early Childhood Management	Mrs Vanessa Alaniz and Mrs Debbie Cannell
IT Management	Mr Graham Maher
Academic Extension	Mrs Ivana Zdravic Ms Reita Wingard

Leadership Relief	Mrs Jackie Connelly
School Chaplain	Ms Frances Mercer
Education Assistants	
Kindergarten	Ms Kahlene Robinson Mrs Diane Warny
Pre-Primary Blue	Mrs Sue Bianchini
Pre-Primary White	Mrs Sandra Maguire Mrs Loretta Joyce (Wednesday)
Year One	Mrs Monica Doherty-Bigara Mrs Michelle McIntyre
Year Two	Mrs Carolyn Hambley
Year Three	Mr Rene Dragon
Inclusion Support	Mrs Margaret Green Mrs Margaret Johnstone Mrs Lena Williams Miss Silvana Sciarrone Mrs Hannah Higgins Mrs Deanna Willis Ms Janna Lord Miss Sarah Saville Mrs Katrina Hanna
Aboriginal Teaching Assistant	Mrs Hannah Higgins

Non-Teaching Staff:

Administration	Mrs Jill Hall
Finance Officer	Mrs Geraldine Steen
Administration/First Aid	Mrs Margaret O'Neill Mrs Chloe O'Leary
Library Officer	Mrs Bernie Halliday
Canteen	Mrs Lucy O'Sullivan Mrs Claudia Therkelsen
Groundsman	Mr Vince Lambertini

Child Care:

Manager, Early Childhood Education and Care	Mrs Vanessa Alaniz
Admin Support	Mrs Chloe O'Leary
Early Learning Centre:	
Director/Nominated Supervisor	Ms Amanda McCorkill
Early Childhood Teacher	Ms Sheena Schroff
Assistant Director/Certified Supervisor (Diploma Qualified)	Mrs Margaret Ahmed
Assistant Director/Certified Supervisor	Ms Megan Rowland
Diploma Qualified Educator/Certified Supervisor	Miss Lauren Goodhew Miss Brianna Jones
Diploma Qualified/Certified Supervisor	Miss Amee Coles
Cert III Educator	Ms Jennifer Elvines Miss Tahlia Brown
Educator	Miss Paige Weyell
OSHC:	
Director/Nominate Supervisor	Mrs Sheila Lawrence
Assistant Director/Certified Supervisor	Ms Chloe Bennett
Educator/Certified	Ms Shannon Major
Educator/Certified Supervisor (Cert III)	Ms Nikki Silvestri
Educator	Miss Jamie-Lee Beynon

Staff Meeting Times

- 8.00am Monday Forum
- 3.00-4.00pm Tuesday Staff Meeting
- 8.00am Wednesday Staff Prayer

Staff members are not available to meet with parents at these times.

Student Insurance

Included in school fees is an insurance payment per child. The policy covers students during school hours, covering accidents related to school based activities. Should your child have an accident and you wish to make an inquiry regarding the policy, please contact the School Office or refer to the information included in the School Newsletter.

Sustainability

- To reduce the large amount of waste our school currently produces, students are encouraged to bring a "Waste-Free" lunch to school each day. A waste-free lunch is one that produces no waste. Sandwiches and other main dishes, fresh fruit, fresh vegetables, and treats are brought to school in reusable lunch containers with cloth napkins, stainless-steel forks and spoons and reusable drink containers
- Each year group from Kindy to Year Six has a bin that is used to collect food scraps that are then added to the composting station and used on the garden
- A combination of both waste-free lunches and composting will reduce our waste output for a more sustainable future

Student Leadership Model

Sacred Heart's shared model of leadership is based on serving others and developing our own leadership qualities. All Year Six students take on the important role of leadership within the school community with the support and encouragement of their classroom teachers, parents and school staff. All students will be involved in one of the *Leadership Ministries – Pastoral, Communications, Events/IT, Sustainability* each term so that by the end of the school year they will have contributed to all aspects of school life. Selected students are given additional responsibility as Councillors and House Captains. Our rationale for this style of leadership ensures:

- Every student in Year 6 has the shared responsibility to lead others
- Every student in Year 6 has the right to develop his or her leadership qualities
- Leadership is based on service to others

Term Calendar

Issued each term to parents with important events and dates noted.

Term Dates for Students 2017

- Term 1** Monday 1 February to Friday 7 April
Term 2 Wednesday 26 April to Thursday 29 June
Term 3 Tuesday 18 July to Thursday 21 September
Term 4 Monday 9 October to Friday 8 December

Public Holidays:	Monday 6 March	Labour Day
	Tuesday 25 April	ANZAC Day
	Monday 5 June	Western Australia Day

Staff Professional Development Days- School closed for students

- Tuesday 21 February
- Monday 24 April
- Friday 30 June
- Monday 17 July
- Friday 22 September

Uniform Shop

The Uniform Shop is open **in Term Time only** each Monday and Thursday morning 8.00 – 9.00am and Friday afternoon 2.30 – 4.00pm. For Pre-Primary parents, special order forms are sent home in Term 4 in readiness for Year One. A parent volunteer runs the uniform shop; please assist by placing large uniform orders early to allow for delivery and by demonstrating patience if the item you need is not readily available. If you are unable to attend the uniform shop, orders may be left in the office for collection. The Uniform Shop Co-ordinator is Mrs Dawn Barker.

Uniform

A school uniform is an item that should be worn with pride because it says to the community, *'I am a member of the Sacred Heart School, which is a special community in its own right'*.

The following uniform requirements apply at Sacred Heart and reflect:

- A consistency in wear and presentation
- Health and safety issues

Girls (Winter)

- Blue pleated winter skirt
- Blue school over blouse
- Blue school woollen jumper
- Black leather lace-up shoes
- Blue school socks or tights to match the colour of the pleated skirt
- Blue school hat

Girls (Summer)

- Blue checked school dress
- Black leather lace-up shoes or brown sandals
- Short blue school socks
- Blue school hat

Boys (Winter)

- Blue school shirt, long/short sleeve
- Grey school trousers long/short
- Blue school woollen jumper
- Black leather lace-up shoes
- Grey school socks
- Blue school hat

Boys (Summer)

- Blue school short-sleeved shirt
- Grey shorts
- Black leather lace-up shoes or brown sandals
- Grey school socks with blue/white stripes
- Blue school hat

Sport

- Navy Tason Shorts (Unisex) **OR**
- Blue Sports Skirt (Girls)
- House coloured Top (PE Lessons, House Athletic Carnival and House Mass)
- School Sport Top (Class Sport, Interschool Team and excursions where Sports Uniform worn)
- School tracksuit
- Blue school hat
- White socks and **predominately white** sports shoes with white laces only
- 2015 is the final phase in year for the new look **House Sports Top**

School Sports Shoes

- Mid or high top boots are unacceptable
- Shoes should be **predominately white with no stripes or coloured laces**

School Bags

Sacred Heart School Bag Year One – Year Six

SCHOOL HATS ARE WORN ALL YEAR AND A NO HAT – NO PLAY POLICY APPLIES.

Uniform – Grooming

- **Students are expected to be in full school uniform at all times**
- **Parents are expected to support staff in maintaining the correct uniform requirements**

Hair

If hair is long enough, i.e. shoulder length, it should be tied up and secured with a royal blue, white or uniform fabric ribbon or scrunchie. If hair is short, it should be neat, clean and off the face, particularly out of the eyes.

Please note: Hairstyles should not attract undue attention or be extreme. Exaggerated hairstyles, colouring, use of gels, mousse or waxes to create effects such as spikes, are not acceptable at school or any school function.

Jewellery

1 Watch

Chains, bracelets and rings should not be worn to school. Expensive jewellery and/or family heirlooms are subject to loss and damage.

Note: No insurance cover is carried by the school with regards to personal effects and belongings.

Earrings

All students may wear studs or sleepers in the lower earlobes. No decorative earrings are permitted. Earrings must be removed for sport and physical education. The children are responsible for their safekeeping. Clear plastic studs are available from the chemist if needed to keep holes open if students choose to wear additional earrings outside of school hours.

Tracksuit Tops

These are part of the sport uniform and are only to be worn for sport. They do not replace the school jumper.

School Jumpers

Sleeve liners are available from the uniform shop for children with allergies, or who find the wool hard. Alternatively, the school jumper may be lined with T-shirt material.

Socks

For all 'formal' school occasions, socks are to be worn by the girls (not tights). These include the Performing Arts Festival, Choir Performances, etc.

Shirts

Boys' shirts need to be tucked in at all times.

Nail Polish/Make-Up

Coloured nail polish and/or make-up is not to be worn to school.

Support from Home

Secondary Colleges which our children attend have been consulted and these uniform requirements are also a reflection of most of the requirements of the secondary school.

Dress on Excursions

For the many excursions or performances that the children will attend, full standard uniform is required, unless the class teacher informs you otherwise.

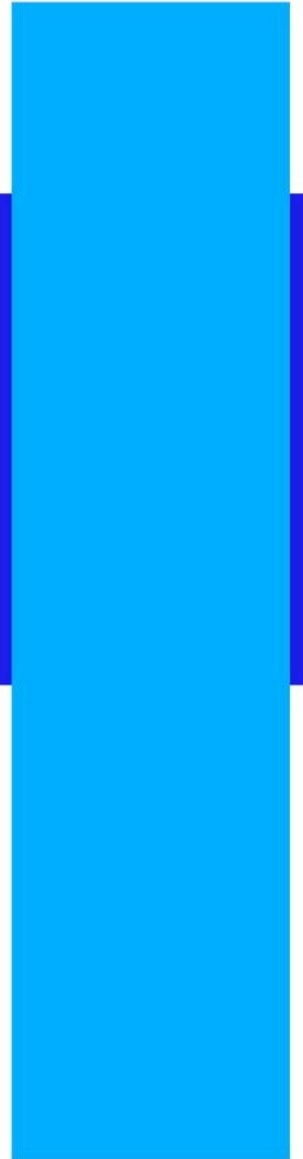
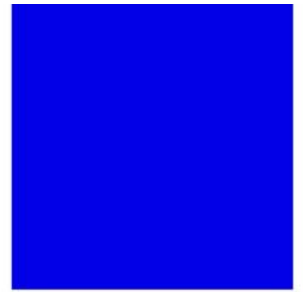
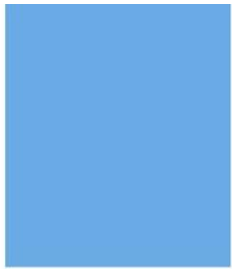
Visitors to the School

Visitors to the school who will be working with students are requested to pass through the School Office to pick up a visitor's badge or in the case of relief teachers a badge indicating their role in the school. All staff at the school are equipped with name badges for the purposes of identification and security.

Wellness

The school encourages healthy relationships that promote care, respect and cooperation and value diversity amongst our school community. Programs and initiatives include:

- Buddy programme adapted from "Better Buddies – Creating Creative and Friendly Schools" runs with Year 1 and 5 and 2 and 6
- Crunch and Sip school with the support of our school canteen. Students are encouraged to eat more fruit and vegetables and the program is in place to increase in healthy eating across the school
- Working on becoming a Kids Matter School, a four year program to provide methods, tools and support to help schools work with parents to nurture happy, balanced kids



Through Christ centred experiences and mutual respect we guide children to develop reverence, responsibility and resilience in a loving Catholic community

