



2025–2026

**ENROLMENT INFORMATION
HANDBOOK**

Foundation 2026
enrolments close on
20th June 2025

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OUR PRAYER

Dear Lord,

We are a family at Sacred Heart School.

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

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

We make this prayer through Jesus our role model.

Amen

(Written by Sacred Heart Children)

SACRED HEART SCHOOL MISSION STATEMENT

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

Our commitment is demonstrated by:

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

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

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

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

The individual will be nurtured by:

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

BROAD CURRICULUM AIMS

Our school's curriculum aspires to mould individuals who can take responsibility for themselves and their choices, considering their well being, and the rights and concerns of others and the environment.

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

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

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

CURRICULUM AREAS

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

- Religious Education
- English
- Maths
- Health & Physical Education
- Humanities
- Science
- Digital Technologies
- The Arts

SUPPORT PROGRAMS

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

LIBRARY RESOURCE CENTRE

Our Library/Resource Centre has been established to provide an organised central resource where stimulating, current material is accessible to the whole school community. The primary aim is to offer quality services and support for all children

through the effective utilisation of resources and programs that support staff with the implementation of the school's curriculum.

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

LANGUAGES OTHER THAN ENGLISH

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

LEARNING DIVERSITY PROGRAM

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

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

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

ASSESSMENT AND REPORTING

Our Assessment and Reporting Policy focuses on what children learn, on the way they learn and on providing information to parents, students and teachers clearly and concisely.

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

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

SACRAMENTAL EDUCATION

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

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



2025 TERM DATES

Term 1	28 January -4 April
Term 2	28 April - 4 July
Term 3	21 July - 19 September
Term 4	6 October - 19 December

2026 TERM DATES

Term 1	27 January - 2 April
Term 2	20 April - 26 June
Term 3	13 July - 18 September
Term 4	5 October - 18 December

SCHOOL TIMES

8:55am	-	9:00am	Organisation Time
9:00am	-	11:00am	Class Time (<i>including fruit break at 10:00am</i>)
11:00am	-	11:04am	Play Lunch (<i>eating time</i>)
11:04am	-	11:28am	Morning Recess (<i>play</i>)
11:28am	-	1:30pm	Class Time
1:30pm	-	1:37pm	Lunch (<i>eating time</i>)
1:37pm	-	2:17pm	Lunch Play
2:17pm	-	3:15pm	Class Time
3:15pm			Dismissal

Please note:

We have a teacher on duty each day from 8:30am. The school cannot take responsibility for the wellbeing of children before this time.



SCHOOL OFFICE / COMMUNICATION

Our office hours are 8:30am to 4:00pm, Monday to Friday.

The School Newsletter

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

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

PAM (Parent Access Module)

This web-based module will allow you to complete much of the necessary paperwork associated with school online.

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

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

GOVERNANCE

Sacred Heart Primary School is an integral part of St Mary's Catholic Parish. The school is governed by the DOBCEL (Diocese of Ballarat Catholic Education Limited), which is based in Ballarat. Our school supports and promotes the principles and practices of our Australian democracy.

Our School Advisory Council plays an important part in informing policy direction and supporting our school's programs.

SCHOOL ADVISORY COUNCIL

Our school has a body of people who accept the responsibility of helping our school maintain high standards, both spiritually and scholastically. This body is called the School Advisory Council and comprises six elected people, a staff representative, the Principal, the Business Manager, and the Parish Priest.

Members of our school community nominate elected members. Once elected, they serve a two year term and are eligible for renomination for a further term if they so wish. The council meets at least once per term.

The main concerns of the council are:

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

PASTORAL CARE

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

Our school's operation is conducted within the parameters and guidelines of our pastoral care policy.

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

SACRED HEART CODE OF CONDUCT

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

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

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

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

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

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

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

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

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



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

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

BUDDY PROGRAM

All children new to our school, including Foundation, are assigned a “buddy”. In the case of Foundation students, the child’s buddy will be a senior student. The buddy’s responsible for assisting their new friend to settle quickly and confidently into their new environment.

This program has many positive outcomes, especially an increased sense of responsibility and justice for our senior students.

WELLBEING

Our Assistant Principal, Paul Maddern, is also our Wellbeing Leader. We also engage a counsellor through CatholicCare using the funding available from the Federal Government's Chaplaincy program. Our Wellbeing Leader can work effectively with children and their families and is an important contact person within our school, particularly in matters concerning your child's welfare.

HOUSE TEAMS

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

We have three houses, Arundell, Marian & Mercy. Arundell is represented in colour yellow and is named after a former St Mary's Parish Priest, Fr Kevin Arundell. Marian is represented in the colour blue and is named after Mary, the mother of Jesus. Mercy is represented in colour red and is named after the order of sisters who started Sacred Heart in 1962.

CLASS AWARDS

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

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

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

Bless fathers and mothers as they take on the joys and sorrows of parenthood. Enlighten them to communicate an awareness of those things that truly count.

Strengthen them when they falter.

Their love is something special.

OUR STAFF

Principal	Karl Dwyer	Religious Education Leader	Melissa Callahan
Assistant Principals	Nicole Lynch Paul Maddern	Science Teacher	Anthea Christoe
		Wellbeing	Paul Maddern
<u>Classroom Teachers</u>			
Foundation	Sheridan Finn	Learning Support	Kate Brewer
	Sharyn Newton	Learning Support	Debra Buchanan
Year 1	Lauren Campigli Megan Doyle Adam Garner	Learning Support Learning Support Learning Support	Anne Cunningham Lisa Egan
Year 2	Raffelina Borgia Frances Miles Rebecca O'Shea	Learning Support Learning Support Learning Support	Hannah Lehmann Frances McMillan Glenda Montano
Year 3	Maggie Eldridge Angela Hogben Katrina McGuane	Learning Support Learning Support Trainee	Tayla Robertson Amanda Woods Ty Woods Tom Armistead
Year 4	Lynne Garner Tammie Rooney		
Year 5	Melissa Callahan Deanne Cumming Jayden Tebble	Administrative Officer Administrative Officer Business Manager	Rhonda Miraglia Amanda Woods Emmalie Cain
Year 6	Shantelle Finn Tom Rieniets Kate Tomkins	I.T. Administrator Maintenance Officer	Trinh Tran Paul Richardson
Auslan Learning Assistant	Nicole Johnson		
Indonesian Teacher	Ros De Silva		
Learning Diversity Leaders	Jaclin Davis & Lucy Moynihan		
Librarian	Yolanda McVilly		
Literacy Leaders	Lynne Garner & Paul Maddern		
Numeracy Leaders	Kate Tomkins & Lauren Campigli		
Numeracy Support	Simone Kerr		
Performing Arts Teacher	Alana Ingles		
Physical Education Teacher	Emily Dwyer & Nicole Lynch		



SCHOOL NEEDS

Each child will need the following items:

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

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

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

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

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

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



SCHOOL UNIFORM

GIRLS

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

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

Boys and Girls

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

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

SCHOOL UNIFORM SHOP

Our uniform shop is open on Tuesday and Friday afternoons 1:00pm - 2:30pm. If you cannot attend during shop hours, download the order form from our website or your PAM account via 'knowledge bank'. Complete the form and send it with the correct money to your child or phone the school to make a payment via credit card.

SCHOOL FEES

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

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

Below are our fees for 2025.

The Family fee amount equates to \$1,580 for 2025. The fee comprises a Tuition Fee of \$1,265, a Capital levy of \$195 and a Fundraising levy of \$120.

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

2025	Foundation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Student Levy	\$170	\$170	\$170	\$207	\$207	\$207	\$224
Excursions inc. Swimming Levy	\$120	\$120	\$120	\$100	\$100	\$100	\$100
Camp Levy				\$100	\$240	\$300	\$430
Hot Dog Days	\$20	\$20	\$20	\$20	\$20	\$20	\$20
Chrome Book				\$110	\$105	\$100	\$95
Total	\$310	\$310	\$310	\$537	\$672	\$727	\$869

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

Payment Options

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

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

FUNDING SUPPORT

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

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

TRAVEL ARRANGEMENTS

Consistency and routine are the key terms to assist our staff in ensuring that your children arrive and depart from school safely. Children should become accustomed to this routine quickly and confidently. One of the essential things schools do is help your child develop their independence. An efficient way of doing this is to ensure their travel to and from school is as consistent as possible, e.g. Children who catch the same bus home every day quickly learn this routine and are confident about it. They quickly learn that they do not **need** a grown-up (namely a teacher) to tell them what to do every afternoon – the definition of independence!

Their self-confidence and self-reliance will grow. This, after all, is undoubtedly the goal of parenting.

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

BUS TRAVEL

Two distinct types of bus travel services our school:

Town Buses

Please contact Christians Bus lines on Ph: 5231 2203 for more information on stops and costs associated with this service.

Country Buses

The school bus program is administered by Colac Secondary College. Please refer to their website for more information and the bus application form.

<https://www.colac-sc.vic.edu.au/schoolbusprogram>

Bus children are dropped off each morning on Pound Road at the Trinity College bus shelter and walk down to the supervised crossing to enter school. A staff member assembles all bus travellers every afternoon and escorts them to the Trinity College bus shelter to await their pick up after school.



Conveyance Allowance

In some areas, families must drive significantly to connect with the free school bus.

Families living 4.8 kilometres or more from the nearest school bus stop may receive a

conveyance allowance to assist with the travel costs of using their private car to transport children to the bus.

A private car conveyance allowance is unavailable if the journey could have been made using a free school bus. A student between 4.8 and 10 kilometres from the closest school bus stop is entitled to a Conveyance Allowance. Application forms for the Conveyance Allowance are available at the school office and should be completed in the first two weeks of term 1.

CAR DROP OFF & PICK UP

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

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

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

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

1. BUS - children meet with two staff members at the “Bus Gate”. They are then escorted across the Pound Rd crossing to await their bus.

2. PREP GATE - Foundation children and their older siblings who will be collected by car should meet at the “Prep Gate”.

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

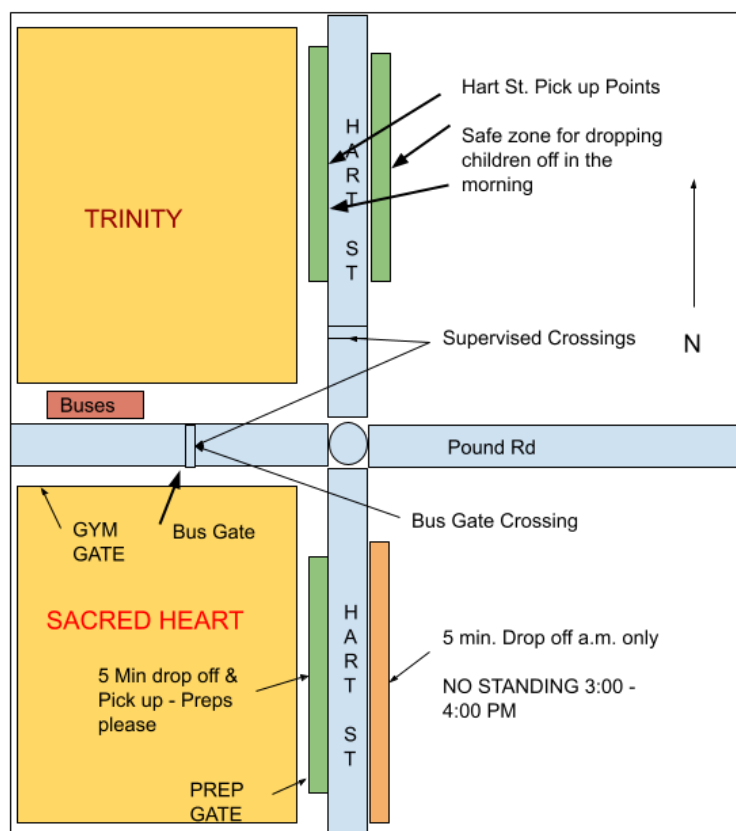
3. CROSSING 1 - Children with siblings at Trinity College are encouraged to meet one of our teachers in our courtyard to be escorted to “Crossing 1”. Crossing 1 refers to Hart St, north of Pound Rd.

The children are walked to this area by a teacher. Some will cross Hart St and walk home, while those meeting their parents may wait on either side of Hart St.

4. GYM GATE - Children with no siblings at Trinity College may like to meet one of our teachers at the Gym. Their parents will be parked along the Sacred Heart side of Pound Rd. The teacher will escort the children to the footpath in this area for collection.

Consistency and predictability are the keys to a safe end-of-day routine. If children are collected from the same point every night, they quickly learn independence – they know where to go and feel confident about their actions.

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



EXCURSIONS

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

ILLNESS AND ABSENCE

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

Emails should be directed to office@shcolac.catholic.edu.au

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

MEDICATION

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

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

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

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

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

AMBULANCE

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

PARENTS & FRIENDS GROUP

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

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

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

A survey will be available through PAM at the beginning of the year seeking your assistance with the various projects we have planned. If you indicate that you can help or co-ordinate a project, the coordinator from the School Advisory Council will contact you as the event approaches.

LUNCH ORDERS

Our school has an agreement with Triggy's Corner Store to provide lunches on Fridays. Students may order their lunch on Fridays by writing their name, class and order on a brown paper bag with the correct money. The money needs to be secured within the brown bag using an envelope, zip-locked bag, plastic film or al-foil. The children's orders are placed in the classroom basket by 9:00 am.

ICY POLES

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

ANNUAL EVENTS

SCHOOL PHOTOGRAPHS

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

SACRED HEART FEAST DAY

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

PARISH SACRAMENTAL PROGRAM

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

CATHOLIC EDUCATION WEEK

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

ALL SAINTS DAY

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

As a community, we feel strongly that we must support each other through hardship and tragedy. This annual service is one practical way for us to do this.

MISSION FETE

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

BOOK WEEK PARADE

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

NAIDOC WEEK

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

HARMONY WEEK

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



GRIEVANCES

There may be a grievance and/or concern about the school. Any problem should be addressed to the school staff as soon as possible.

This is the correct and appropriate process, especially when your concern may be with another student's behaviour towards your child at school.

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

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

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

- Concerns regarding a student or inquiries about classroom operations are directed to the class teacher in the first instance.
- All grievances/concerns regarding the school teachers, teaching methods, resources, uniforms or any other matters are directed to the principal in the first instance.
- Where appropriate the principal will direct the complaint to the teacher concerned.
- The classroom teacher and the parent (and, where appropriate, the principal) will meet to discuss the complaint where all relevant information is shared. On most occasions, the problem is resolved at this level.
- Where the parent is not satisfied, he/she has the right of appeal to the Catholic Education Office where further negotiations will take place.
- The role of the School Advisory Council is not to arbitrate over questions or grievances.
- Recommendations, suggestions and questions, within the guidelines of the Constitution may be directed in writing to the School Advisory Council. These must arrive seven days in advance of the next meeting to be placed on the agenda. Otherwise, they will be tabled at the next meeting.

PREPARATION FOR STARTING SCHOOL (A FEW IDEAS)

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

“TO HAVE FUN AND LEARN STUFF”

Be positive about school. Our school is a safe place. The people here enjoy working with children and are trained to do so.

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

To assist your child in making a successful and enjoyable transition into life at school.

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

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

What can I do between now and the beginning of the school year?:

Talk to your children. Include your children in conversations. Listen to them. Encourage their efforts at complex sentences and more difficult words.

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

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

Read with them. Read, read, read.

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

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

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

Karl Dwyer
Principal



Sacred Heart Primary School

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