



Sacred Heart School

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Parent Handbook 2023

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PRINCIPAL'S WELCOME

Sacred Heart is a small, single stream coeducational school with a very big heart. Situated in the beautiful Hills region of Western Australia, Sacred Heart School offers students an opportunity to learn about caring for oneself, others and the environment through opportunities to connect with global and local issues.

We cater for students from Kindergarten through to Year Six. As a small school the staff understand the unique needs of every student and can work together to ensure that each student has the opportunity to reach their full potential.

Our core Gospel values of Compassion, Courage, Forgiveness, Humility, Respect for Human Dignity and Service to Others permeates all that we do as each of us to strive and challenge ourselves and others; 'to learn, to care, to give'

Pastoral care is important to the staff at our school. Staff are genuinely concerned for the development of each student and our high staff ratios provide us with an opportunity to cater for the diverse needs of students in a variety of situations.

Sacred Heart is proud to be a child safe school. We work hard to ensure our environment is child centered and a place of safety for every student.

Sacred Heart School enjoys the contribution of parents with an active and supportive Parents and Friends Association and a Advisory School Council who assist with governance of the school. We encourage parents to work in partnership with the staff and be involved as much as possible. We recognise and value parents as the first educators of their children.

SCHOOL PRAYER



O Sacred Heart of Jesus,
We place our trust in You.

Help us to love simply,
Travel lightly
And open our hearts to all.

Amen

TERM DATES 2022

Term 1	Monday 1 Feb– Thursday 7 April Labour Day – Monday 6 March
Term 2	Wed 26 Apr – Friday 30 June ANZAC Day – Tuesday 25 April WA Day – Monday 5 June
Term 3	Monday 17 July – Thursday 21 September Pupil Free Day (Catholic Day) – Monday 14 August Pupil Free Day – Friday 22 September
Term 4	Tuesday 10 October - Friday 8 December Pupil Free Day – Monday 9 October

SCHOOL TIMES

Kindergarten:	9.00am – 3.00pm
Pre-Primary – Year 6	8.50am - 3.10pm

BELL TIMES

8.30am	Classrooms open – Supervision Commences
8.50am	First class begins
10.50am	Recess begins
11.15am	Recess ends
12.50pm	Lunch Play begins
1.30pm	Lunch ends
3.10pm	School finishes
3.30pm	Supervision Concludes

SCHOOL CONTACT DETAILS

ADDRESS: 200 Coolgardie Street, Mundaring

PHONE (OFFICE) 92951562

EMAIL: admin@sacredheartps.edu.au

WEBSITE: www.sacredheartps.wa.edu.au

ABSENCES

Parents are required to notify the school of their child's absence by 9.00am.

This can be done by emailing admin@sacredheartps.wa.edu.au – (**please do not email the class teacher directly regarding absences**) or telephoning the Office 92951562

The Education Act mandates that all children of primary age attend school. Other things being equal, time spent on school tasks is the single biggest factor in learning success. Please do not allow your child to miss school unnecessarily as most instruction is sequential and lost lessons may be difficult for children to make up.

If you are planning an extended absence from school (e.g. holiday) you are required to send in a written explanation to the Principal via email admin@sacredheartps.wa.edu.au, before departure - a month in advance if possible.

Please go to the link for further information. <https://sacredheartps.wa.edu.au/our-school/policies-and-procedures/>

ACCIDENT & ILLNESS

Minor injuries (e.g. minor cuts, abrasions, bruising) will be dealt with by a member of staff with First Aid training.

Students injured in any serious manner will be attended to by trained staff members, with parents notified in accordance with the gravity and urgency of the situation. It is preferential to err on the side of safety.

If your child is unwell, please do not send them to school. If a child becomes unwell whilst at school, their parents/guardians will be contacted immediately.

In some cases of communicable illnesses, students will not be able to return to school without a medical certificate. For more information on communicable diseases please view the Department of Health's Communicable Disease Guidelines hand book at:

https://ww2.health.wa.gov.au/~/_/media/Files/Corporate/general%20documents/communicable%20diseases/PDF/2101-communicable-disease-guidelines.pdf

ADMINISTRATION OFFICE

The office is open 8.30am – 4.00pm, Monday to Friday during term. If you have any queries, please feel welcome to call 92951562 or visit us at the front office.

ASSEMBLIES

Assemblies are held on Wednesdays at 9.00am in the undercover area. The schedule of class assemblies is included in the School Calendar and merit names are published in the newsletter. All parents are most welcome to attend.

BIKES and SCOOTERS

Bikes and scooters are to be walked into the school grounds. Any child riding a bike/scooter to and from school must wear a correctly fitted helmet. Bikes/scooters are to be stored in the bicycle racks at all times and it is advisable for bikes/scooters to be fitted with safety locks.

Parents are asked to remind children regularly about road safety on bikes/scooters. Please insist on children going home immediately after school and regularly check bikes/scooters for safety. It is not advisable to allow very young children to come to school on bikes/scooters on their own.

BEHAVIOUR MANAGEMENT

Pastoral Care is based on respect for oneself as a unique person created in the image of God and respect for others, especially those with whom we interact. The school has a responsibility to promote the total well-being of each student, both in the classroom and in the context of whole

school activities, enhancing his or her dignity within the Catholic faith community.

The Behaviour Management Policy comes under the umbrella of Pastoral Care. It constitutes the formal procedures followed to ensure the aims of the School are achieved and the respect and dignity of each person is maintained and enhanced.

Sacred Heart School aims to promote the personal well-being and growth of members within the school community, both individually and collectively.

Every member of the school community has the right to go about his/her daily business happy and relaxed, free from interference by others, sensitive to the needs of others and willing to contribute positively to the common good while achieving personal goals.

All members of our school, work and play under the *Golden Rule*:

Treat others, as you want to be treated.

Or as Jesus clearly stated in Mark 12:31:

Love your neighbour as you love yourself.

Sacred Heart School Values

Based on the vision of the school, six Gospel values have been adopted. These are based on the Gospel values of the two founding Religious Orders. These values cover all behavioural situations in our school. These will ensure a uniform approach to the school's behaviour management and discipline, establishing consistency, effective education and enforcement.

Students recognise that everyone has the right to feel valued and be safe, and, in this regard, understand their rights and obligations and behave responsibly.

The aim of the School's Behaviour Management Policy is to develop and foster:

Respect for Human Dignity

Compassion

Courage

Forgiveness

Humility

Service to Others

To establish a better understanding of the values and their application in daily school life, teachers explicitly teach each value, giving students a practical guide that allows them to know when and how the value is being lived. The values are set by the school and have been developed using the Positive Behaviours Matrix. We have developed a Student Code of Conduct featuring our school's gospel values. We are taught how to live these values through our words, thoughts and actions. Our website has the entire Policy.

BOOK CLUB

Scholastic Book Club catalogues will be distributed throughout the year. All orders are made online via LOOP and instructions are provided in the Scholastic catalogue. Deadlines for orders will be published in the school newsletter.

BOOK LISTS & STATIONERY

Book lists for Years PP-6 will be available online at the end of each school year. Booklist items can be purchased online and delivered to your home.

CALENDAR

Parents are encouraged to view the school's online calendar for information on upcoming events. The calendar can be viewed on the school website.

CANTEEN

The Canteen is available to students on a Friday. The Canteen price list is published at the start of the school year.

Parents are encouraged to place their canteen order online at www.quickcliq.com.au. Lunch must be pre-ordered by 9am.

CHANGE OF FAMILY DETAILS

It is mandated that the school keep accurate records of all students. Therefore, any change of family details, address, telephone number, email etc. needs to be notified to the School Office immediately.

Parents' work telephone numbers should be kept up to date. Please ensure that we have the name and address of someone other than the parent, should they be needed in case of an emergency. If your child is to be left with a friend in your absence, a contact address and telephone number should be left with the School Office.

Where access of any party to a child attending school is limited in any way, contact should be made with the Principal so that appropriate measures can be taken.

CODE OF CONDUCT

The Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students. It applies all those involved in our community.

Breaches of the Code must be notified to the Principal. A breach of the Code may constitute a failure to follow a lawful direction from the Principal and therefore the Principal will have the discretion as to what action to take.

Students have a Code that is linked to our school values and was formulated by them. It is closely linked to our behaviour management and enhances our school values.

COMPLAINTS

Sacred Heart School is committed to ensuring that disputes and complaints are dealt with fairly, objectively and in a timely manner, and that processes reflect the principles of participation, co-responsibility and subsidiarity. To view the school's full Dispute and Complaint Resolution Policy, please visit the school website.

Most issues can be dealt with at a classroom level by contacting the classroom teacher. If the matter is not resolved, parents are asked to contact the Assistant Principal.

DENTAL CLINIC

Students in Pre-Primary will be issued an enrolment form from Mundaring Dental Clinic. If you would like to make use of this free service, please complete and return the form and the centre will be in contact regarding appointments. Mundaring Dental Clinic can be contacted on 0429 120 614.

DOGS ON SCHOOL GROUNDS

Under no circumstances are dogs of any size or kind to be brought on to school grounds. Some students have allergies to dogs and others may be frightened of dogs or especially attracted to dogs, which may cause a dangerous situation for students and staff. Parent cooperation with this matter is appreciated.

EVACUATION & LOCK-DOWN

Every school is legally obliged to have in place, and practice, emergency evacuation and lockdown plans. Normally one evacuation or lockdown drill will occur each term. This practice is to maximise the safety of all students, staff and visitors in the case of an emergency. Due to the nature of the events, parents will not always be notified before a drill takes place.

EXTRACURRICULA ACTIVITIES

After school sport is offered to Sacred Heart School students. Information is put out to the students when we have the relevant information.

We also have a Sporting Group associated with Sacred Heart which coordinates a range of sporting groups in the local area.

FACTIONS

All students, Pre-Primary to Year 6, are allocated into four factions representing important figures in the school's history: O'Connor (Blue), Jacoby (Maroon), and Forrest (Green)

Students participate in sporting events such as swimming carnivals, athletics carnivals and cross country to earn points for their faction. The faction system is designed to promote sportsmanship, enjoyment, team spirit, cooperation and endeavour.

FAITH DIMENSION

Class Masses, liturgies and whole-school Eucharistic celebrations are held throughout the year. Dates will be advised via the Newsletter and on line calendar. Parents are welcome to attend all celebrations to celebrate as a community.

Sacred Heart School enjoys strong links with our Parish. We are very much supported by our Parish Priest Fr John.

Classes take turns in attending Mass on Wednesday mornings and these visits will be included in the school calendar. The Parish and school work closely together on the Sacramental Programmes undertaken by our students. The Parish Office can be contacted on 9295 1059.

FEES

The annual School Fee Accounts will be forwarded at the start of the school year, or shortly after commencement for students who join the school throughout the year. To assist parents, fees can be paid in full by the due date, or in instalments throughout the year. Payment instructions will accompany your fee statement.

If you have a Health Care Card or Parenting Payment Single (PPS) Pensioner Card and wish to apply for a discount, you MUST complete a discount scheme form and show your card EACH YEAR. No discount is available for Pre-Kindergarten.

If you have issues or queries regarding fees, please contact our Finance Officer, Cassandra Underwood at finance@sacredheartps.wa.edu.au

HOMEWORK

At Sacred Heart School we believe that homework is a worthwhile task when it is seen to extend learning opportunities beyond the school environment and have a positive effect on student achievement.

Homework should be a positive learning tool that develops, consolidates and reinforces skills and understanding presented in class. We recognise and strongly agree that homework assists in developing sound work routines, organisational skills, fluency and self-discipline.

Teachers will communicate to parents the home study expectations for their particular classes throughout the year.

LATE TO SCHOOL or LEAVING EARLY (Signing in /out)

Students who arrive at school after 8.50am must collect a PASS and sign in at the front office. The PASS must be presented to the class teacher on entering the classroom. The school assumes duty of care for that student from the time recorded.

Children in Pre-Primary and Kindergarten classes who arrive late for school are to be taken to the classroom

by their accompanying adult after signing in at the office.

Being collected early the same procedure needs to be followed. Children can be taken once parents have signed out in the Office and the PASs given to the teacher.

MEDICAL

If a student needs to take medication whilst at school, parents must complete an Authority to Administer Medication form, available from the school office we are unable to administer medication without this form. Medication is stored in the Sick Bay in the school office. Should medication be required at home it should be collected at the end of each school day.

MEDICAL - EMERGENCY ACTION PLAN

If your child suffers from a serious and/or potentially life-threatening illness (e.g. anaphylaxis) parents must provide detailed information to the school in the form of an Emergency Action Plan. Medication for these illnesses, including epi-pens, should be brought in at the beginning of every year and will be stored in the Sick Bay. It is parents' responsibility to ensure medication and Emergency Action Plans are up-to-date.

Children with serious and/or potentially life-threatening illnesses are listed on the school's Emergency Action Plan list which is accessible in all areas of the school to ensure, no matter where the child is in the school, the correct medical plan can be followed.

MUSIC – PRIVATE LESSONS

The Hills School of Music run guitar and keyboard (piano) lessons at Sacred Heart School. If you are interested in your child learning an instrument, an enrolment form can be collected from the school office.

NEWSLETTERS

The school newsletter is distributed via email on a Wednesday every fortnight and contains information important to each family. Please ensure at least one member of your family takes the time to read this document. If you require a printed copy of the newsletter, please collect one from the Office.

OUT OF SCHOOL HOURS CARE (Hills out of School Care)

Hills Out of School Care operates a before and after school and vacation care program located in the Sacred Heart School undercover area.

Further information can be obtained from their website at www.hosca.com.au or email hosca@bigpond.com

PARENT AND TEACHER MEETINGS

Parent Information Evenings are held in Term 1 and are an opportunity for parents to meet their child's class teacher, to receive information on the plans for the year ahead for the class and to ask any questions they may have. Dates for these meetings will be emailed directly to parents and will also be advertised in the school newsletter.

Parent/Teacher Meetings are held towards the end of Term 1. This is an opportunity for parents to meet with teachers on an individual basis.

Throughout the year parents are encouraged to contact their child's class teacher to discuss any concerns. It is necessary to make an appointment for such a meeting by emailing the teacher directly.

PARENTS & FRIENDS (P&F)

The Sacred Heart Parents and Friends Association has a proud history of building and supporting a collaborative and vibrant school community. P&F Meetings are held week 2 and 7 of each term and all parents are encouraged to attend and take part. Meetings are published in the newsletter and on the school calendar.

PLAY AREAS

During recess and lunch, students have access to a range of sporting equipment available from their individual class sports bin. Students will be able to play on the oval and courts, as per playground rosters.

Children are not permitted to use any play equipment before or after school.

PARKING & DRIVE-THROUGH

Parents of students in Pre-Primary to Year 6 are encouraged to use the drive-through systems. Drive-through drop-off and collection is available at the front of the school for children and siblings in Years 1-6. The rear of the school near the church (basketball courts) is used for Kindergarten and Pre-Primary students. Parent parking is off Coolgardie street at the base of the school. Kiss and drive is clearly marked.

Parents of Pre-Kindy, Kindy and PP students that are required to park and collect their children from the classrooms may use the school carpark, parish carpark, courts and legal street parking.

REPORTS (SEQTA ENGAGE)

Reports for students PP – Year 6 will be available to parents online, at the end of each semester, through SEQTA Engage – paper copies will not be distributed. To access SEQTA Engage, please go to <https://sacredheartps.coneqt-p.cathednet.wa.edu.au>

If you have forgotten your log-in details or are new to the school and have not yet been issued a password, please contact the Office via email at admin@sacredheartps.wa.edu.au. Please note that once you have been issued a password, you must log-in within seven days or your details will expire.

It is advisable to download and keep safe a copy of student reports as, once students are no longer enrolled in the school, parents will not be able to access SEQTA Engage.

SCHOOL ADVISORY COUNCIL

The Council is comprised of the Principal and the Parish Priest as the ex-officio members, a parish representative and elected community representatives. The functions of the Council include;

- to oversee the financial management of the school
- to plan for the resource needs of the school
- to provide membership on the panel which recommends the appointment of the Principal
- to disseminate information about the school and about Catholic education
 - to act as a consultative body for the Principal as required

To view more about your School Board, visit the school website.

SCHOOL POLICIES

Copies of the school's policies can be viewed or downloaded from the school website.

SOCIAL MEDIA

Parents are invited to like the school's Facebook page at <https://www.facebook.com/sacredheartschoolmundaring> to keep up with the latest school news. This page is intended as a positive communication tool for parents. If you have an issue or complaint, we ask you contact the school directly.

Parents are NOT permitted to post pictures or videos taken at the school of any child, other than their own, on Facebook or other social media unless express permission has been granted by the parents of all other children in the photo/video. We appreciate your cooperation in this matter.

SCHOOL PHOTOS

School Photo dates will be advertised in our newsletter online calendar. Photos will consist of class and individual photos. Parents will be given information on how to order photos online.

SOCIAL WORKER

Sacred Heart School utilises the services of a qualified social worker. The social worker provides assistance to students and their families in dealing with social and emotional issues relating to school or affecting a

child's academic performance or overall well-being. Assistance can be provided with a variety of issues. Hilary Campos is the Social Worker at Sacred Heart School and is available, Tuesday. Hilary can be contacted by calling the school office on 92951562 or by email: hilary.campos@cewa.edu.au

SUPERVISION – BEFORE & AFTER SCHOOL

Supervision is provided for students from Year 1 to Year 6 before school from 8.30am and after school until 3.30pm. If arriving at school before 8.30am, children are requested to sit in the undercover area until teacher supervision commences. No supervision is available for children before 8.30am or after 3.30pm.

Parents with children in Kindergarten are required to accompany their child to the classroom in the morning and collect their child from the class teacher at the end of the school day.

Supervision for students in Pre-Primary begins at 8:30am. Parents are welcome to accompany their child to the classroom from 8:30am. Parents should collect their child from the classroom or from the Church drive through at the end of the school day.

All school play equipment is out of bounds to children and siblings before and after school.

SWIMMING LESSONS

Swimming lessons take place over two consecutive weeks usually in term 4. The cost of swimming lessons is added to your annual fees. Instructions on what to wear and what to bring will be sent home to families before lessons commence.

TOYS, GAMES & ELECTRONIC EQUIPMENT

Mobile phones, electronic games, i-Pods, MP3 players and other such items are not to be brought to school unless permission is given. Mobile phones are to be handed in to the teacher every morning before going to class and picked up every afternoon after the 3:10pm bell.

UNIFORMS

The Uniform Shop is run by staff on Thursday mornings from 8.15 until 9.30am during school terms and is located in the school's office. All clothing should be clearly marked with your child's name. To view the price lists, Uniform Policy and the link to online purchases, please visit the school website.

VISITORS

All visitors (including parents) to the school during school hours must report their presence to the School Office. Any desired access either to children or to children's property (e.g. school bags) must be through the office. Children taken out of school during the day must be signed out and if returning, must be signed in by a parent. Any visitors to the school must report to the office and sign in.

WITHDRAWAL OF STUDENTS

If you wish to withdraw your child/ren from the school, one term's notice is required. This notice must be in writing and addressed to the Principal. Failure to do so incurs a penalty of one term's tuition fees.