Sacred Heart Parish School
Parent Information Handbook
2015
Sacred Heart Parish School Sandringham - A Brief History

Sacred Heart Parish School is a Catholic Parish Primary School situated in Fernhill Road Sandringham. The school has a strong community base, which embraces and fosters its children, staff, parent and community through our gospel beliefs. Our vision statement is a ‘living’ policy document, which will enable us to make relevant changes and therefore, stay in tune with current curriculum and educational practices. Christ is the central focus of our school and we are witnesses to him and his teachings, in our daily lives. Sacred Heart Parish School caters for approximately 250 children. The school was established by the Presentation Sisters in 1912 and was under their direction for seventy years. In 1989, the first lay Principal was appointed. The school has well-maintained modern facilities and grounds, eleven separate classroom areas, a library, a Reading Recovery/Special Education room, an Art/Science Studio, a large parish hall and a multi-purpose complex. The school places high regard on community, respect and achieving our best. We take seriously our responsibility for the wellbeing of students with an effective pastoral care/student wellbeing system. Sacred Heart School offers a broad integrated/holistic curriculum, with particular emphasis on the importance of a well-structured Religious Education program from Prep to Year 6. Our parent community is closely involved within the school activities.
Welcome

Welcome to Sacred Heart Parish School. We trust that your time in our community will be an enriching experience for you and your children. Here at Sacred Heart Parish School we seek to educate the whole person. We endeavour to cater for the wide range of needs of the children - religious, social, academic, physical, and emotional; and in doing so hope to provide a secure learning environment where children have the opportunity to achieve their potential. We promote in a special way the ideals of respect, honesty, tolerance, cooperation, and a genuine concern for the welfare of others.

At Sacred Heart Parish School we celebrate the unity between the parish and school and encourage you to become active participants in both. Your participation in each can bring an added richness to the life of your family and for many families has added to their sense of belonging within a strong faith community. We invite your involvement directly with us as partners within your child's school journey. Participation can be found in the educational, recreational and social activities of the school and communicates to your children the value in which you place on their development.

We are blessed to have an outstanding staff caring for the needs of your child. We are proud of the academic standards achieved by our children and the well-rounded children who leave our community approaching their secondary schooling with established academic skills, self-confidence and a pride in their self-development.

We encourage you to join us as a faith community, working together to create a climate of respect, unity and excellence providing an environment in which your children will achieve their full potential.

It is my vision as principal of Sacred Heart Parish School to afford your children ‘best practices’ in education. As a staff, we will strive to offer a quantum improvement in both the quality and accessibility of education. It is our goal to educate your children so that they will be ‘risk takers’ thus enabling them to recognize and respond to opportunities and challenges in their lives.

Erin Macdonald – Principal
## SCHOOL CALENDAR 2015

### Term 1:

#### January

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>28</td>
<td>Testing</td>
</tr>
<tr>
<td></td>
<td>Uniform Shop Open 3-4pm</td>
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<tr>
<td>29</td>
<td>Testing</td>
</tr>
<tr>
<td>30</td>
<td>Whole Staff PD Performance and Development</td>
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#### February

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>2</td>
<td>Prep - 6 Students return to school</td>
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<tr>
<td></td>
<td>Welcome Back Morning Tea – Mackillop Hall</td>
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<td></td>
<td>Student Wellbeing Week</td>
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<td></td>
<td>Life Ed Van</td>
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<tr>
<td>3</td>
<td>Beginning of School Mass 9:30am</td>
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<td></td>
<td>Life Ed Van</td>
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<tr>
<td>4</td>
<td>No Preps</td>
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<tr>
<td></td>
<td>Uniform Shop Open 3-3:45pm</td>
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<tr>
<td></td>
<td>Life Ed Van</td>
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<tr>
<td></td>
<td>Newsletter</td>
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<tr>
<td>5</td>
<td>Life Ed Van</td>
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<tr>
<td>6</td>
<td>Whole School Incursion (Little Devils)</td>
</tr>
<tr>
<td>9</td>
<td>P &amp; F Meeting – 7:30pm</td>
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<tr>
<td>11</td>
<td>No Preps</td>
</tr>
<tr>
<td></td>
<td>Uniform Shop 3 – 3:40pm</td>
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<tr>
<td></td>
<td>Parent/Teacher Chats</td>
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<tr>
<td>12</td>
<td>Parent/Teacher Chats</td>
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<tr>
<td></td>
<td>Welcome Back – Teacher’s Morning Tea</td>
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<tr>
<td>13</td>
<td>Dad’s Bowling</td>
</tr>
<tr>
<td></td>
<td>Assembly 2:30pm</td>
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<tr>
<td>14</td>
<td>Valentine’s Day</td>
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<tr>
<td>17</td>
<td>Swimming Training 7-8am Klim Swim Tulip St</td>
</tr>
</tbody>
</table>
Shrove Tuesday
18: Ash Wednesday Mass 9:30am
: Newsletter
: Uniform Shop 3-3:45pm
: No Preps
19: Parent Information Night 7pm
20: Swimming Training 7-8am Klim Swim Tulip St
: New Kids on the Block Lunch 12pm (ish)
24: Swimming Training 7-8am Klim Swim Tulip St
25: No Preps
26: Swimming Training 7-8am Klim Swim Tulip St
: Parent Helpers Course
27: District Swimming Sports (3-6)
: Assembly 2:30pm
28: P & F Cocktail Party

March 1: 1st Sunday of LENT
2: B/U District Swimming Sports
4: Preps commence fulltime this week
: Bike Ed Inspection Yrs. 3/4
: Reconciliation Workshop 7pm
: Newsletter
: Uniform Shop 3-3:45pm
6: Bike Ed Yrs. 3/4
: World Day of Prayer
7: 2nd Sunday of LENT
9: Labour Day Holiday
: STAFF WELLBEING WEEK
10: Bike Ed Yrs. 3/4
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>13</td>
<td>Assembly 2:30pm</td>
</tr>
<tr>
<td>15</td>
<td>3rd Sunday of LENT</td>
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<tr>
<td>16</td>
<td>Catholic Education Week</td>
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<td></td>
<td>P&amp;F Meeting - 9:15am Boardroom</td>
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<td>17</td>
<td>St. Patrick’s Day - Mass &amp; Concert for School Captains</td>
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<tr>
<td>18</td>
<td>Reconciliation in Church 7pm</td>
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<td></td>
<td>Newsletter</td>
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<td></td>
<td>Uniform Shop 3-3:45pm</td>
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<tr>
<td>22</td>
<td>4th Sunday of LENT</td>
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<tr>
<td>23</td>
<td>Open Day 9:30 – 11am</td>
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<td>25</td>
<td>Open Day 12:30 – 2pm</td>
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<td>27</td>
<td><strong>End of Term 1 – Dismissal at 2.30pm</strong></td>
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<tr>
<td></td>
<td>Easter Egg Raffle</td>
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<td>29</td>
<td>5th Sunday of LENT</td>
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**Term 2**

<table>
<thead>
<tr>
<th>April</th>
<th>Event</th>
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<tr>
<td>3</td>
<td>Good Friday</td>
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<tr>
<td>5</td>
<td>Easter Sunday</td>
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<tr>
<td>13</td>
<td>Term 2 - Staff Return</td>
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<tr>
<td>14</td>
<td>All Students return</td>
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<tr>
<td>15</td>
<td>Newsletter</td>
</tr>
<tr>
<td></td>
<td>Uniform Shop 3-3:45pm</td>
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<tr>
<td>17</td>
<td>P &amp; F Welcome Back Morning/Afternoon Tea</td>
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<tr>
<td>20</td>
<td>P&amp;F Meeting – 7pm</td>
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<tr>
<td>21</td>
<td>Foundation (Prep) English Information Night</td>
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<tr>
<td>22</td>
<td>Confirmation Workshop 7pm</td>
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<tr>
<td>24</td>
<td>Assembly 2:30pm</td>
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<tr>
<td>25</td>
<td>ANZAC Day</td>
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<td>ANZAC Day Holiday</td>
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<td>Event Description</td>
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<tr>
<td>29</td>
<td>Newsletter</td>
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<tr>
<td></td>
<td>Uniform Shop 3-3:45pm</td>
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<tr>
<td>30</td>
<td>Confirmation Retreat</td>
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<tr>
<td>May 1</td>
<td>Confirmation 7pm</td>
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<tr>
<td>6-8</td>
<td>Yr. 5/6 Camp – Phillip Island</td>
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<td>10</td>
<td>Mother’s Day</td>
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<tr>
<td>12-14</td>
<td>Yrs. 3 &amp; 5 Naplan Testing</td>
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<tr>
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<td>Newsletter</td>
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<td></td>
<td>Uniform Shop 3-3:45pm</td>
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<tr>
<td>15</td>
<td>International Families Day</td>
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<td>Kid’s Disco</td>
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<td>22</td>
<td>Cross Country</td>
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<td></td>
<td>Assembly 2:30pm</td>
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<tr>
<td>23</td>
<td>Mum’s Winery Tour</td>
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<tr>
<td>25</td>
<td>B/U Cross Country</td>
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<td>26</td>
<td>National Sorry Day</td>
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<td>Newsletter</td>
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<tr>
<td></td>
<td>Uniform Shop 3-3:45pm</td>
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<tr>
<td>June 1</td>
<td>P&amp;F Meeting – 9:15am Boardroom</td>
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<td></td>
<td>National Reconciliation Week</td>
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<td>5</td>
<td>Assembly 2:30pm</td>
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<tr>
<td>8</td>
<td>Queen’s Birthday holiday</td>
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<td>9</td>
<td>Staff Wellbeing Week</td>
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<td>Newsletter</td>
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<td></td>
<td>Uniform Shop 3-3:45pm</td>
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<tr>
<td>12</td>
<td>Parish Dinner TBC</td>
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<tr>
<td>19</td>
<td>Reports Sent Home</td>
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<td></td>
<td>Assembly</td>
</tr>
<tr>
<td>23</td>
<td>P/T Interviews</td>
</tr>
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</table>
24 : P/T Interviews
: Newsletter
: Uniform Shop 3-3:45pm

26 : End of Term 2 – Dismissal at 2:30pm

Term 3

July 13 : Staff Professional Development Day
14 : All Students Return
15 : Newsletter
: Uniform Shop 3-3:45pm
: Tri Skills P – Yr. 2
17 : Welcome Back Morning/Afternoon Tea
20 : P&F Meeting – 7:30pm
21 : Whole School Athletics Carnival – TBC
22 : Tri Skills P – Yr. 2
23-24 : Yr. 3/4 Zoo Camp (Group 1)
24 : Assembly 2:30pm
29 : Newsletter
: Uniform Shop 3-3:45pm
: Tri Skills P – Yr. 2
30 : Yr. 3/4 Zoo Camp (Group 2)
31 : Yr 5/6 Hoop Time

August 5 : Tri Skills P – Yr. 2
6 : 3/4Hoop Time
7 : Assembly 2:30pm
8 : P & F Major Fundraiser
: St Mary of the Cross (Mackillop) Feast Day
12 : Eucharist Workshop 7pm
13 : Yr. 3/4 Zoo Camp (Group 3)
15 : Feast of the Assumption
20 : Eucharist Retreat
21 : District Athletics Carnival (3-6)
22 & 23 : Eucharist Masses
24 : District Athletics Back Up
26 : Newsletter
30 : Yr 3 Communion Morning Tea after 11am Mass
31 : P&F Meeting – 9:15am Boardroom
September 4 : Assembly 2:30pm
5 : Father’s Day
9 : Newsletter
18 : Assembly 2:30pm
23 : Newsletter
25 : End of Term 3 – Dismissal 2.30pm

Term 4
October 5 : Staff & Students Return
7 : Newsletter
9 : Welcome back Morning/Afternoon Tea
12 : P & F Meeting 7:30pm
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>14</td>
<td>2016 Prep Information Night 7:30pm</td>
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<tr>
<td>16</td>
<td>Assembly 2:30pm</td>
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<tr>
<td>21</td>
<td>Newsletter</td>
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<td></td>
<td>Uniform Shop 3-3:45pm</td>
</tr>
<tr>
<td>23</td>
<td>Market Night</td>
</tr>
<tr>
<td>29</td>
<td>World Teachers Day</td>
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<tr>
<td>30</td>
<td>Assembly 2:30pm</td>
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<tr>
<td>November 1</td>
<td>All Saints Day</td>
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<tr>
<td>2</td>
<td>All Souls Day</td>
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<tr>
<td>2</td>
<td>Staff Professional Development Day – No Students</td>
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<tr>
<td>3</td>
<td>Melbourne Cup</td>
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<tr>
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<td>Newsletter</td>
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<tr>
<td></td>
<td>Uniform Shop 3-3:45pm</td>
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<tr>
<td>5</td>
<td>2016 Prep Orientation – Day 1 (A – L) -TBC</td>
</tr>
<tr>
<td>6</td>
<td>2016 Prep Orientation – Day 1 (M-Z) – TBC</td>
</tr>
<tr>
<td>9</td>
<td>AGM P&amp;F – 7:30pm</td>
</tr>
<tr>
<td>11</td>
<td>Remembrance Day</td>
</tr>
<tr>
<td>12</td>
<td>Prep Orientation (All)</td>
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<tr>
<td>13</td>
<td>Yr. 3/4 T20 Cricket</td>
</tr>
<tr>
<td></td>
<td>Assembly 2:30pm</td>
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<tr>
<td>16</td>
<td>Yr. 3/4 T20 Back Up</td>
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<tr>
<td>18</td>
<td>Newsletter</td>
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<td>Uniform Shop 3-3:45pm</td>
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<tr>
<td>19</td>
<td>Presentation Mass 9:30am</td>
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<td>20</td>
<td>Staff Whole School Planning for 2016 – No Students</td>
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<tr>
<td>27</td>
<td>Assembly 2:30pm</td>
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<tr>
<td>29</td>
<td>1st Sunday of ADVENT</td>
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<td>December 2</td>
<td>Newsletter</td>
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<td></td>
<td>Uniform Shop 3-3:45pm</td>
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<td>Date</td>
<td>Event</td>
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<td>6</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Sunday of ADVENT</td>
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<tr>
<td>7</td>
<td>P&amp;F Meeting – 9:15am</td>
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<tr>
<td>9</td>
<td>Final Newsletter for 2015</td>
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<td>11</td>
<td>Christmas Concerts</td>
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<tr>
<td>14</td>
<td>2016 Yr. 1 – 6 Orientation Morning 9:30-11am</td>
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<tr>
<td>15</td>
<td>Yr 6 Graduation Mass &amp; Dinner 6pm</td>
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<tr>
<td>16</td>
<td>End of year Mass 9:30am</td>
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</tbody>
</table>

**In-service Days:**

The Catholic Education Office encourages all teachers to continue to keep abreast of new ideas in the educational field through a wide variety of in-service programs. Members of staff are involved in in-service programs outside school hours, but it is necessary that all staff attend in-service on school days to enable them to take advantage of visiting lecturers and having time for group planning and curriculum development. Professional Development is the means by which we enrich the quality of education we offer your children. For this purpose then, you will be asked to keep your child home on in-service days during the year to enable us to pursue our school development program.

**2015 Inservice Days**

**SCHOOL CLOSURE DAYS TO DATE**

- Monday 13<sup>th</sup> April
- Friday 24 April – TBC
- Friday 5 June - TBC
- Monday 13<sup>th</sup> July
- Monday 2<sup>nd</sup> November
- Friday 27<sup>th</sup> November
VISION STATEMENT

Sacred Heart Parish School is a Catholic Parish Primary School situated in Fernhill Road Sandringham. The school has a strong community base, which embraces and fosters its children, staff, parent and community through our Gospel beliefs.

Our vision statement is a ‘living’ policy document, which will enable us to make relevant changes and therefore, stay in tune with current curriculum and educational practices.

At Sacred Heart Parish School we commit to working together to excel at providing a holistic and nurturing educational environment for all that encompasses the values taught, with Jesus as our model.

03/02/2015
Definition

Pastoral Care has its source in the life of Jesus Christ. He demonstrates by his own life, what we are called to become- fully human, fully alive and able to share in the life of God.

Pastoral Care permeates the total climate of relationships within the community of the catholic School. It has the individual as its focus, and reflects the support, the encouragement and the care shown and experiences in the ethos of Gospel based communities.

With its life-giving focus, it should enable all to grow, to be affirmed in their dignity and worth as Pastoral Care involves the whole community. That is the Parish Priest, all staff, parents, children and the Parish Community. It is all encompassing process.

At Sacred Heart, we believe that pastoral care involves creating a stable, secure and welcoming environment, in which the children, their families, staff and parish personnel, experience love, care and friendship. We also hope this sense of belonging will embrace the wider parish community.

Beliefs

Our community welcomes individuals to a new understanding of life. The community members give strength to one another; encourage one another to be open to the influence of Jesus Christ, to empower one another to respond to the Gospel call. It is within such an educational community, the Catholic School, through the sharing of knowledge, beliefs, values and traditions, that faith and culture are integrated.

At Sacred Heart we believe that:

- Support for staff, parents and students should be evident in the living out of the commandment, “Love one another as I have loved you”
- Children should be given the opportunity to grow, participate and develop to their fullest potential.
- Children should be encouraged and helped to take responsibility for their actions and learning, thus building relationships of trust, confidence and friendship in a community of peace.
- Children see the school as part of the wider community and they see their role in society is of importance. Children are encouraged and taught to take responsibility for their actions and learning.

We believe that our Pastoral Care policy should recognise that the primary objective of education in our school is the provision of service that develops “persons who are responsible and capable of choosing freely’

In what ways does the Staff contribute towards building a climate of Pastoral Care at Sacred Heart?
STAFF-STAFF

• Informal support networks
• Induction mentors
• Professional Development
• Support during difficult time e.g. grief, illness
• Whole staff Retreat
• Time made for team planning
• Sending cards, gifts etc on personal occasions
• Demonstration of support at school functions held after hours e.g. Sacraments
• Celebrations of birthdays or special events
• Promotion of feeling community through activities such as: footy tipping
• Friday afternoon drinks
• A sense of openness and trust amongst all
• Affirmation
• Shared leadership
• Staff Wellbeing Week

STAFF-PARENTS

• Recognise the unique role of parents as educators
• Foster mutual partnership with parents in support of the student
• Provide a welcoming atmosphere
• Keep parents informed concerning school policies and programs
• Maintain consistent communication between school and home
• Weekly newsletter
• Student wellbeing and student services program
• Parent support meetings phone contact (where necessary)

PARENTS

• Develop as sense of partnership with the school
• Support the school and its programs
• Encourage self discipline in children whilst exercising consistent and just disciplinary measures when required
• Form realistic expectations of their child’s abilities and potential
• Maintain a loving home environment which affirms self-worth

PARISH PRIEST

• Spiritual and religious leader
• Be introduced to the school’s life and organisation e.g. through classroom visits, parent information nights, assemblies, Masses and Sacramental Programs
• Give encouragement and support for those engaged in the ministry of teaching

STAFF-CHILD

• Whole staff awareness of students with special needs
• Sensitivity, understanding of, patience with the individual students through activities such as Values Ed, Masses, Program Support Meetings, Prayer
• Pursue academic, sporting and artistic excellence in a spirit of compassion and co-operation, rather than competition
• Accept, evaluate and support innovative ideas in a co-operative spirit
• Program Support Meetings with parents of students with special needs
• Individual Education Plans
• School Counsellor
• Student Wellbeing and Student Services Program
• Curriculum Programs-Reading Recovery, E.R.I.K, Literacy and Maths Intervention, Literacy and Maths Extension, Gifted and Talented

CHILD-CHILD

• Use individual talents/capabilities of students to contribute to the life of the community e.g./ SRC, Student Leadership
• Take responsibility for their own learning and behaviours
• Assume an active role in decisions both in the classroom and out in the yard
• Respect differences- academic, physical, religious, cultural and socio-economic
• Relate well to their peers and demonstrate a sense of justice as they relate to others in the community
• Recognise the role of the teacher and leaders in our community

STAFF

• Develop organisational structures in the school which:
  ➢ Create opportunities for staff, students and parents to be involved in the collaborative decision making in the school.
  ➢ Develop an awareness and sensitivity of cultural differences
  ➢ Are based on social justice and concern for the human person
  ➢ Involve students in the day to day running of the school
  ➢ Create a respect for one another, our property and the property of the school environment
• Build programs to suit the needs of individual students e.g./ catering for individual differences through IEP’s and work programs
• Support a curriculum which:
  ➢ Values all students
  ➢ Is comprehensive in its processes and areas of knowledge and experience
  ➢ Develop responsible and individual learners

WIDER COMMUNITY

• Catholic Education Office
• Transition Programs
• onPsych – school counselling program
• School Nurse
• St Vincent De Paul
• Centacare

Evaluation:

This policy will be reviewed with whole staff, student, parent and community input as part of the school’s four-year review cycle.

This policy was last ratified by School Leadership team.  February 2013
SACRED HEART PARISH
LEARNING AND TEACHING
POLICY

Rationale:

At Sacred Heart Parish School we believe that Learning and Teaching is best achieved through an Inquiry Based approach to curriculum, which provides a meaningful basis for the thinking and learning process. Through an awareness and understanding of how children learn, this active Inquiry approach to learning is fostered, which is based on children’s needs, interests and wide variety of planned learning experiences. Our teachers are strongly committed to fostering and developing the children’s thinking processes, as well as their social, emotional, physical and spiritual growth.

At Sacred Heart School, our approach to learning and teaching will aim to:

- Develop student’s sense of control and responsibility for their own learning
- Encourage students to be active listeners
- Foster self esteem, self confidence, independence and pride in their work
- Provide opportunities ensuring that all children experience success and excellence in their learning
- Immerse students in a happy, stimulating, challenging, encouraging and supportive environment
- Provide meaning and relevance in what is been taught and make connections to the outside world
- Provide opportunity for staff and students to interact across all year levels through specialist curriculum areas empower students with the necessary skills to be effective problem solvers and lifelong learners
- Provide a variety of learning experiences that incorporate different styles of students
- Cater for individual differences by matching learning styles and pace
- Enable students to operate in a variety of flexible groupings e.g./ pair, multi-age, groups
- Enable the teacher to be a facilitator that challenges, stimulates, monitors, guides and directs the learning process to ensure that every child achieves to their full potential
- Enable a variety of assessment tasks to be incorporated into the teaching program
- That the data we collate and analyse then directly influences what we teach and how we teach

This policy was last ratified by School Leadership Team.

April 2013

Sacred Heart Parish School, Sandringham

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Information Handbook 2015
Rationale

As a Catholic school, Christian values are the focus of our curriculum, our school and our community. Our faith permeates all aspects of our lives at Sacred Heart, and Religious Education helps our students learn and express the Christian values and behaviours we all cherish.

Learning Principles

- To provide students with a high quality and integrated Religious Education program that reflects and complements Gospel values and the teachings of the Catholic Church.
- We believe that Religious education is a partnership between the family, Sacred Heart Parish and the school.

Procedures

- The Religious Education Leader will coordinate the Religious Education program at our school.
- The program will be supported by adequate resources.
- Classroom teachers, supported by parents and members of the parish, will teach the program.
- Standards and have been developed through extensive consultation with Religious Education Coordinators in the Archdiocese of Melbourne. They are based on, and are a development of the Objectives, Learning Foci and Standards set out in the introductory section of the Coming to Know, Worship and Love Curriculum Framework.
- The curriculum will be supported by the standards and progression points of the ‘Coming to Know, Worship and Love’ series.
- The program will be planned throughout the year in alignment with our Inquiry focus and the Sacramental Program.
- As Religious Educators we have a responsibility to provide opportunities for students to experience a living faith through participation in prayer, liturgy and mass.
- We will provide regular exposure to the Scriptures and opportunities to proclaim the Scriptures through readings, responses and prayers.
- We will provide regular opportunities for all students to plan, prepare, present and participate in school/parish liturgies.
- We will support the Sacramental program by focussing on all sacraments as they are celebrated as relevant to the students.
- Our Sacramental Program for Baptised Catholic Students will consist of:
  Reconciliation – Year 3
First Eucharist – Year 3
Confirmation – Year 6

- Religious Education will form part of the daily curriculum, culminating in a weekly time allocation of not less than 3 hours.
- Our religious values will be integrated into the entire curriculum, and other activities throughout the day, in line with our school values.
- The knowledge, skills, attitudes and values that the program seeks to teach will take into account the varying ages of students, their differing stages of development and religious background.
- Our school will develop a systematic and planned approach that will provide our students with opportunities to explore the connection between other curriculum areas, reflection, prayer and action for the good of others and their world.
- Student achievement in the Religious Education program will be reported on individual student academic reports twice yearly.

**Evaluation**

This policy will be reviewed as part of the school’s four-year review cycle.

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**SACRAMENTS**

Children receive the Sacraments of Reconciliation and Eucharist in Year 3, and Confirmation, Year 6.

Meetings for parents of all children will be held during the Sacramental preparation, usually two weeks prior to the actual day, to help them reflect upon and update their understanding of the Sacraments of Reconciliation, Eucharist and Confirmation and to assist with faith development.

**RECONCILIATION:**

A parent & child workshop to up-date parent understanding of this Sacrament & inform them of how they can assist in their child’s preparation will be held in Term 1 on 4th March 2015.

The children are prepared for, and receive the Sacrament of Reconciliation as a Year 3 group, on 18th March 2015.

**EUCHARIST:**

Preparation takes place in the school during Year 3. A parent & child workshop to up-date parent understanding of this Sacrament & inform them of how they can assist in their child’s preparation will be held in Term 3 on 12th August. A retreat for the students will also take place in term 3. This day gives the students an opportunity to reflect on what it means to receive the Eucharist.

The children receive First Eucharist at the 6.00 pm Saturday night mass or the 11.00 am Sunday morning mass, chosen by their family, on 22nd & 23rd August 2015. All Eucharist Groups will then also celebrate Mass together the following Sunday.
CONFIRMATION:

The children focus on Confirmation during Years 5 and 6, and the Yr. 6 students will receive Confirmation on 1st May 2015.

A parent & child workshop to up-date parent understanding of this Sacrament & inform them of how they can assist in their child’s preparation will be held in Term 2 on 22nd April 2015. A retreat for the students will also take place in Term 2 on 30th April 2015. This day gives the students an opportunity to reflect on what it means to be Confirmed.

SCHOOL LITURGY:

All classes from Prep – 6 participate in liturgical celebrations in their classrooms and attend whole school masses at Sacred Heart Church at 9:30am. All classes from Year 3 – 6 also attend masses as individual classes during the year. Class Masses for individual classes will be timetabled & parents informed of dates early in 2015.

THE PARENT PARTNERSHIP

Over the years, parents have supported Sacred Heart School and the teaching staff in several areas of the curriculum, and in many cases we would not be able to continue the programs without this help.

The partnership of parent and school is fostered through the strong Parish/School community participation available through:

a) SACRED HEART PARISH LEADERSHIP GROUP (PLG)

Function: To provide leadership in enhancing the life of the parish of Sacred Heart by providing a Pastoral, liturgical & social framework to support the community.

Members are:

Fr. Frank O’Loughlin (Parish Priest)

Erin Macdonald (Principal) Megan McCartney
Kristin Allen Silvan Valente
John Noonan Philip Gomez
Adrian Power
b) **PARISH SCHOOL EDUCATION BOARD (PEB)**

**Function:** To support and assist the Parish Priest, Principal and School Staff in fostering the Catholic Identity of Sacred Heart in the formation of education.

**Members are:**

Fr. Frank O’Loughlin (Parish Priest)  Erin Macdonald (Principal)

Rose Costa (Staff Rep.)  Petra Whitson (Parent Rep.)

Mark Zanon (Finance Rep.)  Maree Nolan (Parish Rep.)

Maryann Hetherington (P & F Rep.)  Suzie Tilley (Ed Board Rep)

c) **PARISH FINANCE COMMITTEE (PFC)**

**Function:** To provide support & advice to the Parish Priest & Principal in regard to Parish & School finances.

**Members are:**

Fr. Frank O’Loughlin (PP)  Erin Macdonald (Principal)

Declan Ryan  Mark Zanon

Dominic Keary  Nicole Jencik

Adrian Power  Leanne Giacomini

Danny Sexton  Michael Holland
**d) SACRED HEART PARENTS & FRIENDS ASSOCIATION (P&F)**

**Function:** To provide financial & moral support to Sacred Heart Parish School Community & provide social opportunities to the school community.

**Office Bearers & Members are:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maryann Hetherington</td>
<td>Presidents &amp; Parish Ed. Board Rep</td>
<td>Erin Macdonald</td>
<td>Principal</td>
</tr>
<tr>
<td>Bec Withington</td>
<td>Vice President</td>
<td>Rose Costa</td>
<td>Deputy Principal</td>
</tr>
<tr>
<td>Philip Welch</td>
<td>Treasurer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Julie McMahon</td>
<td>Secretary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fr. Frank O’Loughlin</td>
<td>Parish Priest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gary Fiddes</td>
<td>Maintenance Coordinators</td>
<td>Bec Schuh</td>
<td>Teachers/Afternoon Tea Coordinator</td>
</tr>
<tr>
<td>Chris Girvan</td>
<td>Dad’s Club</td>
<td>Jodie Begg</td>
<td>Mum’s Winery</td>
</tr>
<tr>
<td>Annette Taylor</td>
<td>Cards Day Coordinators</td>
<td>Lindsey Lewis &amp; Gina Blowers</td>
<td>Mother’s/Father’s Day Stall</td>
</tr>
<tr>
<td>Caroline Touhey P-2,</td>
<td>Class Coordinators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gina Claxton 3-6 &amp; Liz Hyslop 5-6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petra Whitson &amp; Vanessa Angus</td>
<td>Uniform Shop Coordinators</td>
<td>Sarah Gourgoutus</td>
<td>School Banking</td>
</tr>
<tr>
<td>Sarah Humphries &amp; Annette Taylor</td>
<td></td>
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</tr>
</tbody>
</table>
**Classroom Representatives**

Ideally there should be at least four parents designated to each class group. It is the responsibility of these Reps to be the liaison between the Parents Association & the parents of the particular class group, to coordinate class group specific social activities & to assist the Parents Association & school staff in gaining parent support for fund raising & educational activities.

**CLASS REP. COORDINATORS**

The following people have also offered to be class reps for 2015

- Prep-
- Grade 1-
- Grade 2-
- Grade 3-
- Grade 4-
- Grade 5 & 6-

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**PARENTS & FRIENDS ASSOCIATION SUB-COMMITTEES**

**CARD DAYS**

These are held the 1st Wednesday of every month – 11:00 – 3:00 p.m. in the Parish Hall for women and men.

**CLASS REPRESENTATIVES**

There are Parent Association Representatives for each Class Group in the School. These people are an additional contact person for parents to answer queries and they also disseminate information related to Parent Association social functions and fund-raising activities.

**GROUNDs MAINTENANCE**

There are four parents who coordinate the completion of regular grounds maintenance each Term at Working Bees held on six Sunday mornings from 9.00 – 11.00 am.

**OUTREACH**

A support group exists in the school to help families in an emergency situation, e.g. sickness. We are very grateful to those mothers who have offered to be involved, as this helps to build a community of caring people. If you would like to be involved, please contact the school.

**UNIFORM SHOP**

The Uniform Shop will be open each Wednesday fortnight, from 3:00 pm – 4:00 p.m.

Please note that the Uniform Shop will be first open for 2015 on Wednesday 28th January 3-4pm & Wednesday 4th February from 3:00 – 3:45 pm.

(Please ring office on day to confirm)
FEE POLICY 2015

SCHOOL FEES

<table>
<thead>
<tr>
<th></th>
<th>Family Fee</th>
<th>Building Fee</th>
<th>Computer Levy</th>
<th>Fundraising Levy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1770 per family</td>
<td>$510 per family</td>
<td>$50 per family</td>
<td>$120 per family</td>
</tr>
</tbody>
</table>

Curriculum Levy | iPad Levy (Leased through School) | App Levy
$350 per child | $275.00 per child | $20 per child

PAYMENT OPTIONS

These payment guidelines are only examples. *If your family has more than one child and one is leasing an iPad and the other isn’t, you will need to calculate your amounts due by the guide above.*

Option 1

By lump sum payment
(cash or cheque or direct deposit) by 27/02/2015

<table>
<thead>
<tr>
<th></th>
<th>LUMP SUM AMOUNTS INC iPad</th>
<th>LUMP SUM AMOUNTS EXC iPad</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(inc app levy as all students require this)</td>
<td>(inc app levy as all students require this)</td>
</tr>
<tr>
<td>One Child</td>
<td>3095.00</td>
<td>2820.00</td>
</tr>
<tr>
<td>Two Children</td>
<td>3740.00</td>
<td>3190.00</td>
</tr>
<tr>
<td>Three Children</td>
<td>4385.00</td>
<td>3560.00</td>
</tr>
<tr>
<td>Four Children</td>
<td>5030.00</td>
<td>3930.00</td>
</tr>
</tbody>
</table>

Option 2

Quarterly cash or cheque or direct deposit payment:

<table>
<thead>
<tr>
<th></th>
<th>QUARTERLY AMOUNTS INC iPad</th>
<th>QUARTERLY AMOUNTS EXC iPad</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(inc app levy as all students require this)</td>
<td>(inc app levy as all students require this)</td>
</tr>
<tr>
<td>One Child</td>
<td>773.75</td>
<td>705.00</td>
</tr>
<tr>
<td>Two Children</td>
<td>935.00</td>
<td>797.50</td>
</tr>
<tr>
<td>Three Children</td>
<td>1096.25</td>
<td>890.00</td>
</tr>
<tr>
<td>Four Children</td>
<td>1257.50</td>
<td>982.50</td>
</tr>
</tbody>
</table>

* These amounts are due by the end of week two in each term.*
Option 3
By direct debit
10 monthly payments from 27/02/2015

<table>
<thead>
<tr>
<th></th>
<th>10 MONTH DIRECT DEBIT AMOUNTS INC iPad</th>
<th>10 MONTH DIRECT DEBIT AMOUNTS INC iPad</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(inc app levy as all students require this)</td>
<td>(inc app levy as all students require this)</td>
</tr>
<tr>
<td>One Child</td>
<td>309.50</td>
<td>282.00</td>
</tr>
<tr>
<td>Two Children</td>
<td>374.00</td>
<td>319.00</td>
</tr>
<tr>
<td>Three Children</td>
<td>438.50</td>
<td>356.00</td>
</tr>
<tr>
<td>Four Children</td>
<td>503.00</td>
<td>393.00</td>
</tr>
</tbody>
</table>

* Please arrange for your direct debiting to begin on February 27th 2015, with 9 subsequent MONTHLY payments on the 27th of each month, until the last payment deducted in November. You will need to set this up through your own bank or internet banking. Please make sure your reference is your SURNAME and ELDEST CHILD’S CLASS.

ACCOUNT NAME: Sacred Heart Sand. General School Acc.-2154#2100

BANK: CDF via NATIONAL AUST BANK

BSB: 083-347 ACCOUNT NO: 646750863

REFERENCE: Your Family Name & eldest Child’s class

**ADDITIONAL COMPULSORY COSTS** (Billed prior to activity)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnastics – Year F-2</td>
<td>$35 approx.</td>
</tr>
<tr>
<td>Bicycle Education – Year 3/4</td>
<td>$70 approx.</td>
</tr>
<tr>
<td>Year 3/4 Camp</td>
<td>$240 approx.</td>
</tr>
<tr>
<td>Life Saving – Year 5/6</td>
<td>$30 approx.</td>
</tr>
<tr>
<td>Year 5/6 Camp</td>
<td>$250 approx.</td>
</tr>
</tbody>
</table>

Please Note: The above additional program fees must be paid by the due date – you will receive an invoice for these fees. The costs noted above are only indicative at this stage & may change in 2015.
For your information:

~ the School Family Fee ($1770) : This payment supplements government grants to pay the salaries for school staff, the general maintenance of the school building, grounds, power and all equipment such as computers, televisions, furniture etc.

Please note: This Family Fee includes a $50.00 Maintenance Levy which, on the attendance at two Working Bees during the year, attracts a $25 per working bee rebate off school fees.

~ the Curriculum Fee ($350 per child) : This payment includes most of the stationery requisites parents previously provided. (e.g. pencils, textas, exercise books etc.) & also comprises the costs of providing most of the resources for each key learning area (e.g. English, Maths, Religious Education, Science, Phys. Ed. equipment, Library, Visual Arts, Japanese resources), excursions, incursions, some interschool and intra school sport and transport costs involved in these activities. There may be the requirement to purchase additional items but we will endeavour to keep the costs minimal. This will be advised by the class teacher at the start of the school year.

~ the Building Fee ($510 per family) services our payments of loans for the building developments of 1999, 2004 & 2009. The building fee needs to be paid directly to the school in full and is not tax deductible.

Please remember, it is important to know that Fr. Frank and the School Principal will not allow any Catholic child wishing to have a Catholic education at this school to go without this education because their family cannot afford all or part of the fee payments. If you experience financial hardship at any time, please talk to Fr. Frank or myself so that alternative methods of payment or part-payment can be considered.

PROCEDURE FOR COLLECTION OF FEES

1. A letter will be sent to all families outlining amounts due and when they are due. Annual payment is due by 27/02/2015, quarterly payments due by second week of term and monthly direct debit payments due on the 27th of each month for a term of 10 months.

2. After a payment falling over due by 14 days, a reminder letter will be sent to those with unpaid accounts.

3. Account Rendered will be sent two weeks after reminder and will be accompanied by a note requesting immediate payment or consultation with the Principal or Parish priest if you are unable to meet the commitment.

4. If there is no response, the Principal will send a personal letter to the parents requesting a meeting to discuss fee payment or alternative arrangements. The Parish Priest will also be consulted at this stage.

5. Parish School Education Board – consultation to make final decision on procedure to be followed with each individual case (identity remains anonymous at this level). The final decision will be made by the Parish Priest and Principal.
GENERAL SCHOOL INFORMATION

- All types of chewing, bubble gum - banned
- Liquid paper - banned
- Aerosol containers - banned
- Glass drink bottles - banned
- Nail polish, make-up and tattoos - banned
- Earrings - sleepers or studs only - no dangling earrings
- Hair which reaches beyond shoulder length must be tied back
- Physical and Verbal Abuse is not acceptable
- Children are expected to take part in all school activities
- Correct school uniform is to be worn every day – school shoes are to be worn to and from school, when in school uniform. Runners are to be worn on sports days only.
- Sandals are not part of the school uniform and are not to be worn
- Sacred Heart Parish School hats are to be worn in Terms 1 & 4 (No hat, No play!)

‘THE A TO Z GUIDE’

ABSENCE FROM SCHOOL

Each morning and afternoon, teachers are required by law to mark the presence/absence of each child in their care. If your child is absent from school you will need to either write a short note, visit the teacher or phone the school so we can note the reason for absence. We will need to call you if we don’t hear from you regarding the above. You can also email the school via the ‘general school email: admin@shsandringham.catholic.edu.au.

Children are not permitted to leave the playground at any time or for any reason unless a note is received from the parents or legal guardian.

ADVENTURE PLAYGROUND

Prep to Year 2 students can access this equipment during morning tea and lunch recesses, but may not access this equipment before school or after 3.30 pm. We ask that you remind your children of these rules. Parents with pre-school children please do not leave your child on this equipment unsupervised at any time.

AFTER SCHOOL CARE PROGRAM

The After School Care Program is run with the school grounds by ‘Extend’. For new 2015 bookings please ring 1300 365 437 or email enquiries@extend.com.au. After Care will run from 3.30 – 6.30pm Monday – Friday throughout each school term. Information re: Enrolment can be collected at the school office.
**ANAPHYLAXIS MEDICATION**

It is essential that parents inform the school if their child suffers from Anaphylaxis and requires an EpiPen. An Action Plan for Anaphylaxis must be filled in by your doctor and handed to the office.

**ASTHMA MEDICATION**

It is essential that parents inform the school if their child suffers from Asthma and require a Ventolin inhaler. It is the responsibility of the parents to provide:

- medication and equipment
- information as to the frequency of use

**ASSEMBLIES**

These will take place at 2.30 pm on Fridays each fortnight, in the week between Newsletters, in the new multipurpose hall. The Assemblies are run by our Year 5/6 students and all parents and families are most welcome to come and see presentation of children’s work, singing of songs, gathering for prayer etc.

**ATHLETIC SPORTS**

This event is held every August at Sandringham Athletics Track. All students participate in a rotation of athletic activities. (TBC)

**BANKING**

Our school banking program is a Commonwealth Bank incentive that is designed to teach students to develop a saving behaviour that includes exciting and exclusive Rewards Program that encourages the students to get into the habit of making regular savings.

Every time a student makes a deposit at school they receive a silver dollarmite token. Once they have individually collected 10 tokens they can redeem them for rewards, including moneybox, handball, whale shark pencil case plus more.

All the students need to do is bring their bank book to school every week on a **TUESDAY**.

How to join:

You can go and visit any Commonwealth Branch. You will need to have your **current driver’s license** or **passport and your child’s birth certificate**.

If you are an existing customers with access to NetBank can apply online. Or download an application form from commbank.com.au/schoolbanking.

**The school will receive commission as follows:**

$5 dollars for every student that’s tarts banking through the School Banking Program and 5% of every deposit made at school (up to a maximum of $10 per individual deposit)

**BICYCLE EDUCATION**

Year 3/4 undergo a 10 hour, 2 day intensive bicycle education training program run by ‘Off Road Cycling Adventures. The program will be held in the school grounds & ‘on-road’
BICYCLES / SCOOTERS / SKATEBOARDS

It is a parent’s decision as to whether they allow their children to ride to and from school. Bicycle racks are available at the school and the area is secured as soon as the external gates are locked at 9.00 am. No bicycles, scooters or skateboards are to be ridden in the school yard at any time. **The law states that an approved helmet must be worn at all times.**

BIRTHDAYS

Birthdays and birthday parties are very special occasions for all children and a wonderful opportunity for children (particularly in the lower grades) to socialise and get to know their classmates. If you are planning a party for your child’s birthday, the staff are happy to hand out invitations if they are for the **entire class.**

If you are only inviting a small group of children, We ask you to send these invitations via the mail.

BUDDY SYSTEM

Foundation students will be paired with a student from Yr. 5 or Yr. 6.

BUILDING FEE

Sacred Heart Parish and School services substantial loans taken out to improve the quality of school buildings. All school families are charged a Building Fee to service these loans.

CAR PARKING

It is illegal to double park outside the school and no cars are permitted in the school grounds. Please observe 'NO PARKING' signs both in Fernhill and Sandringham Roads, particularly around the School Crossing Zones. A two minute drop off zone applies in Sandringham Road outside the school grounds, before and after school. **We regard the observation of this law as very serious, as failure to abide puts children at risk of serious or fatal injury.** Also, with the narrowness of Fernhill Road and generally no parking available except for school staff, **children should not be dropped off or picked up in Fernhill Road outside the school.**

CHANGE OF CONTACT & STUDENT INFORMATION

If throughout the year you change any phone number or address, workplace etc., please let the school know immediately. Also, student documents (such as medical forms etc.) must be kept up to date in the school office. Please ensure any changes to circumstances are given to the School Office immediately.

CHESS CLUB

Chess is outsourced by a company called ZedChess which was founded 7 years ago. George who runs the program has won several Victorian and Australian Junior titles so he has a good knowledge what it’s like to learn chess as a child and play in competitions!

George’s classes demonstrate the rules and strategies that can be used when playing a game of Chess. It is very interactive and the students play against each other collecting points along the way to earn themselves a trophy at the end of term. The player/s with the most points is given a trophy to keep and take home.

Chess is run on term basis depending on numbers. The current cost per term is $80. TBC
CHILDREN’S LITURGY

Years 3 – 6 have class masses each term of the school year and there are a number of whole school masses planned for 2014.

CLASS CONTACT DETAILS LISTS

Organised by the P& F during Nov/Dec. for the following year. Laminated class lists of contact details for each student will be supplied by the P & F in Feb. of new school year for each class group. The school office will distribute class list early in the school year.

CONCERNS

The first ‘port of call’ is always the classroom teacher. If your concerns continue, please do not hesitate to contact the Principal/Deputy Principal. It is always better to discuss concerns at a beginning stage than to wait until matters grow into a major concern. It is also best to discuss the concerns in person, not via email as something the intent is misconstrued.

CONTACTING CLASSROOM TEACHERS

Appointments can be made at mutually agreeable times before or after school hours to talk to your child’s classroom teacher or specialists. Please contact the school office on 9598 9322 to arrange these. As Thursday afternoons (3.45 – 5.00 pm) are Staff Meeting nights, staff cannot make appointments on this afternoon.

DOGS ON SCHOOL PREMISES

ALL dogs are to be tied up on the Sandringham fence. They are not to be tied to the seating in the playground or near the school building.

ELECTRONIC DEVICES

Students are not permitted to bring any form of electronic device or electronic toy to school for leisure activities as they distract children from active play & from socialising with their peers. Such items can only be brought to school for ‘show & tell’ activities but must return home that afternoon. The school cannot provide security & will not accept responsibility for the damage or loss of any electronic device or toy brought to school by a student.

EXCURSIONS

Take place throughout the year. IT IS MOST IMPORTANT THAT THE PERMISSION FORM IS RETURNED PRIOR TO THE EXCURSION. Legally, students are not permitted to attend excursions without the permission form signed by the legal guardian.

EXCURSIONS & PARENT HELPERS

In the interests of student health & safety, parent assistance on excursions is a necessity so the school exercises its legal requirement for duty of care. Parents wishing to attend excursions etc. require a current ‘Working with Children Check’.
EXTRA CURRICULA ACTIVITIES

A number of Extra Curricula Activities are offered to the children in Yrs. 3 – 6 throughout the year. These include: running club, art club and gardening club before school.

We also run clubs at lunch time for all students F-6 such as reading club, origami club, pop up play and chess club.

EXTENDED FAMILY ABSENCE FROM SCHOOL

A number of families each year elect to take extended holidays or undertake work commitments requiring their children to have an extended leave of absence from school.

As school budgets & fees are set in the November of the year before, & are based on an assumed number of paying families, discounts of school fees cannot be offered to families who take leave from Sacred Heart.

FAMILY GROUPS

There is a Parish Brochure. There are five Family Groups in the Parish, made up of 10–15 families who mix together for adult luncheons and family functions, usually at weekends. A great community resource which may interest you.

FEES

See fee page.

FUND RAISING

Catholic Schools in Victoria receive approximately 79% of their income from the State & Federal Governments. Catholic students receive, on average, 20 per cent less government funding than students in government schools. When fees from parents are included, Catholic schools operate on around 90 per cent of the cost of education in a Victorian government school. The Parents & Friends Association therefore organises fund raising activities throughout the year to provide the school with additional funds to provide your children with the best resources to support learning and teaching. In 2015, the fund raising target has again been set at $20,000 to contribute to the upgrade of play equipment, replacement & expansion of reading materials for Prep to Year 6 & replacement & expansion of the school’s Library stock. A Fundraising Levy of $120.00 will be included on your school fees.

GRIEVANCE PROCEDURES

If a parent has a complaint, concern or query about anything related to their child, their first port of call is to raise, clarify & (usually) resolve the concern with the particular classroom teacher. If the situation is not dealt with to the satisfaction of the parent, then you are most welcome to make an appointment to speak directly with the Principal and if she is not available then the Deputy Principal.

HEAD LICE

The parent or guardian of a child should inform the classroom teacher and school principal as soon as practicable if their child is infested with Pediculosis (Head Lice). The child must not attend the school until appropriate treatment has occurred. Treatment is incomplete until all eggs (nits) have been removed. It is wise to also treat all clothes and bed linen of the child.
HEALTH CHECKS

All Prep children receive a full health check in the first half of year. Further follow up is carried out in Term 4.

School Dental Service - Visits school approximately every 2 years. Parents are notified of levels to be seen.

HOMEWORK

Homework is not formally set for Years Prep to Two, although there is an expectation for the students in these levels to read at least four nights per week and for these students to learn their spelling words and times-tables for the week or fortnight. More formalised homework is given in Years 3 to 6 where a weekly or fortnightly homework sheet is expected to be completed. Approximately one half hour, four nights per week of homework is the norm.

HOUSES FOR SPORT

Each child is designated a house colour (blue, red, green or gold) in which they participate when the school organises Athletics Sports or any other team orientated activity. New students are allocated to ensure balance of numbers across the school, but if a sibling is already at school, the new student will be allocated to this team.

INSTRUMENTAL MUSIC / PIANO / SCHOOL BAND

Families from Year 3 onwards can have their child privately instructed in the use of a musical instrument, during school time. A musician from ‘Musicorp’ visits every Monday & Friday to instruct students and parents pay fees directly to this company. It is hoped that this group of students will then form as a school band & perform together at school assemblies & some outside musical events. Children can also receive piano lessons the same way, as a piano teacher is available to provide instruction, during school hours. Application forms are available at the school office.

INTER-SCHOOL SPORT COMPETITION

The Year 5/6 students compete in a Summer & Winter program of sports against other local Catholic schools. Sports such as football, netball, basketball, softball & volleyball are scheduled in Term Two & Three.

Students in Years 3-6 also compete against other local Catholic schools in Swimming & Athletics

LATE ARRIVALS & EARLY LEAVERS

For the safety and security of all students, it is important that the school is able to track when and why students are late to school or required to leave early from school. Any late arrival must be signed in by their parent or guardian at the school office after 9.00am and the same if students are to be collected from class before 3.30 pm.

LIBRARY

The school Library makes books available for children to borrow. Each child should have a sturdy cotton bag, approximately 31cm x 36cm with a draw string to carry the Library book to and from school. If a book is damaged or lost it must be replaced as is the usual custom in all libraries. A letter will be sent home to parents to inform them if a child does not return a book. The children may visit Sandringham Library from time to time.
**LOST PROPERTY**

If any belongings are lost at school, the class teacher should be notified the following day. A frequent check on any item which could be mislaid, to ensure that labels have not faded or become loose, would be appreciated. Articles not claimed are put in the Lost Property rack located in the breezeway leading to the double doors & playground. If unclaimed by the last week of each term, items are donated to the Uniform Shop to be sold as second hand.

**LUNCH ORDERS**

All students are welcome to order lunch and recess from the menu (sent home each Term) on a Tues. & Thurs. during the school term.

- All orders to be placed online using Our Online Tuckshop Service
- Parents or Children to place orders online before 9pm the day before Tuckshop Service

*All information pertaining to the Tuckshop will be confirmed at the beginning of 2015.*

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[Image of Our Online Canteen]

**CONGRATULATIONS!**

your school canteen is now online

**Parent Information Sheet**

Our Online Canteen is an online ordering system which is an easy and convenient way to order school meals, uniforms and pay for school events online.

**How to get started**

- Visit ouronlinecanteen.com.au
- Sign up by completing the registration form
- Receive a confirmation email
- Log into the website
- Select your school and enter your child/ren names
- Add credit and order your meals

**Ordering is as easy as 1-2-3-4**

1. Select your child
2. Select your date
3. Add meal items to order
4. Confirm the order

[Image of ouronlinecanteen.com.au]
MANDATORY REPORTING

From July 1994 all teachers and principals are under a legal obligation to contact Child Protection Services if they believe a student at the school is harmed as a result of physical or emotional child abuse, or is at risk of harm. Child Protection Services is part of the Department of Health and Community Services and is responsible for investigating reports of child abuse.

MATERIAL REQUISITES LIST

Parents are required to supply various items in the first week of the school year for their child. Please note the list matching your child’s class group and (preferably) shop for these during the school holidays.

MOBILE TELEPHONES

Only with the written permission of parents to the Principal on an annual basis, giving sound reasons why it is necessary for their child to be in possession of a mobile telephone at school, is this allowable. In any case, mobile telephones are not permitted to be used during school hours, that is, between 8.45 am & 3.45 pm. The school cannot provide security & will not accept responsibility for the damage or loss of a mobile telephone brought to school by a student.

NEWSLETTERS

The school newsletter will be emailed to families or a hard copy sent home with the eldest child in each family on a fortnightly basis, on a Wednesday, beginning the first week of each Term. Please check your child’s bag. This is a handy reference for forthcoming events in the school. Any additions to the Newsletter must be emailed to the office by close of school the day before distribution (Tuesday).

The newsletter is also available on our school website: www.shsandringham.catholic.edu.au

NUT ALLERGIES

Some class groups now have students enrolled who suffer from severe, possibly life-threatening, allergic reaction to any form of nut products. These classes will be informed prior to the school year commencing & it will be strongly recommended that parents refrain from providing nut products to the children in these particular classes while at school. If students in these particular classes bring nut products to school, these students will need to be (sensitively) isolated from the class while they eat & a strict regime of cleaning occurring afterwards.

OUTREACH

Is a sub-committee of the Parents Association which consists of a dedicated group of parents who provide assistance to families with a variety of needs. For example, if there has been a death in a family or a new baby born, there are parents who can provide meals or other ‘in kind’ service to such families.

PARENTS & FRIENDS ASSOCIATION (P & F)

A highly organised group of parents who provide financial support through fund raising, education support through representation on the Parish School Education Board and family support through the many social opportunities provided to the school community. This group meets each first Monday of the month in the Mackillop Hall to report on activities and to plan up-coming events. ALL PARENTS ARE WELCOME AT THESE MEETINGS.
PARENT INVOLVEMENT

At Sacred Heart we strongly encourage parent participation. We believe that when a good relationship is developed between the school and home the child comes to understand how each value each other. There are many ways in which parents can become involved with the school:

- Classroom helpers
- Excursions
- P & F Association
- Parish Education Board
- Participation in school functions and other events
- Extra Curricula Club – running/gardening etc.

PARENT HELPERS

Parent helpers in classrooms are crucial to the running of the junior area literacy/numeracy programs. It is just as crucial that these helpers are adequately trained to assist effectively. A Parent helper’s course is run each year in Term One for new helpers. Parents wishing to assist in classrooms must have completed this course before they are able to assist teachers with educating your children & and require a current ‘Working with Children Check.’ Parents who already hold a teaching degree are exempt.

ALL PARENT HELPERS MUST SIGN IN AT THE SCHOOL OFFICE BEFOREHAND.

PARENT/TEACHER/STUDENT INTERVIEWS

Formal parent/teacher/student interviews are held mid-year, in the weeks after distribution of Mid Year Reports. As many parents tend to be in regular contact with their child’s classroom teacher, these interviews are optional, unless the classroom teacher specifically requests you to make a booking.

PARISH DIRECTORY

A detailed parish directory which explains the function of & contact details for over 40 groups which operate in the parish of Sacred Heart.

PARISH MAGAZINE

There are two issues of the magazine, titled, ‘Horizons’, distributed through the school and church each year.

PARISH SCHOOL EDUCATION BOARD

A group of elected parish and school community members committed to supporting the school in fostering the Catholic identity of Sacred Heart and in assisting in the formation of education policy. Meetings occur twice per Term, usually the third Thursday of each month, in the school staff room. There is one Parent Forum per year where all parish/school members are welcome to attend. A copy of the Board constitution is available at the school office.
PARISH LEADERSHIP GROUP

A group of parish and school community members committed to providing leadership in enhancing the life of the parish of Sacred Heart, by providing a pastoral, liturgical and social framework to support the parish community. Meetings occur on the second Monday of each month, in the parish presbytery.

PARISH FINANCE COMMITTEE

A group of parish and school community members committed to providing support and advice to the parish priest and school principal with regard to finances and administration. Meetings occur once per term in the parish presbytery.

PARISH THANKSGIVING PROGRAM

Our school belongs to & exists for the parish (& therefore we are parishioners) of Sacred Heart Sandringham. The school receives government funding to staff & operate & interest free loans to build because it is part of a ‘not for profit’ organisation called Sacred Heart Parish. Past parishioners built Sacred Heart Parish School. It is therefore crucial that we see ourselves as part of Sacred Heart Parish & that we therefore have an obligation to ensure both the larger parish and the smaller subset, the school, continue to exist. This means, as members of the parish & school community, that not only should school, curriculum & building fees be supported, but that some contribution should also be made in the form of parish thanksgiving, through the Church. Sacred Heart Parish is a significant contributor to the Sandringham community, supporting & maintaining approximately fifty ministries or community groups & providing support to many people in need. These individuals & groups need to be resourced appropriately, thus the Thanksgiving program. Please support it.

PARKING

For everyone’s safety, parents should not park in Fernhill Road directly adjacent to the school at any time. With school staff, school visitors & Fernhill Hostel staff requiring parking spaces, there is no room for parents to safely drop off or pick up in this area. Parking is available on Sandringham Road neighbouring streets.

Wet days are the most dangerous – please do not double park in Sandringham Road waiting for your children and do not wait in the two minute zone for more than this allotted time.

PHYSICAL EDUCATION

All students participate in one 60 minute skills lesson per week with the specialist teacher and most classes have an additional session with their classroom teacher during the week. These days (besides when special sports events are organised) are the only days the sports uniform is permitted to be worn. No other sports apparel is permitted to be worn.

POLICE CHECKS ~ WORKING WITH CHILDREN (WWC)

Due to legislation passed in 2005 and enacted in 2006, all volunteers over the age of eighteen years who supervise or work with children under the age of eighteen years will require a ‘Working with Children’ (WWC) police check. Any parent/volunteer without a WWC Identification Card after December 2007, will not be permitted to supervise or assist programs involving children in any way. The WWC police check is free for all volunteers & application forms are available at all Post Offices. All volunteers & parent helpers will be required to wear a lanyard (supplied by the school) displaying their WWC identification card.
PRIVACY LEGISLATION

Sacred Heart Parish School collects personal and sensitive information about students and parents during the course of a student’s enrolment in the school. A ‘Standard Collection Notice’ is required by schools under the Commonwealth Privacy Act 2000 and this is distributed to all families for their endorsement at the time of enrolment.

REPORTING TO PARENTS

Formal school reports on every student are prepared and distributed in June and December each year.

SCHOOL APP

The school has its own Skoolbag App to make communication with parents more efficient. The app can be downloaded through Apple App Store or Google. App name is Sacred Heart Primary Sandringham

SCHOOL CHOIR

Is open to all students in Years 3-6. The children practice on a weekly basis when preparing for a special school liturgy or other event.

SCHOOL CROSSING

There are supervised school crossings in Sandringham Road and Bay Road which children and parents are expected to use at all times when coming to and from school.

SCHOOL SECURITY

All school visitors and parent helpers must register in the foyer outside the School Office when entering and departing. This is in order to know, particularly if evacuation is required, who is actually in the school after 9.00am and prior to the end of the school day.

SICK BAY

Sick or injured students will be escorted to the Office after a call from the teacher to the School Office and these students will be kept in sick bay until parents are contacted. Sometimes students go back to their classroom if health improves. A report slip will be issued if any of the above occurs, to inform parents. For serious injuries, an ambulance will be called and parents then notified.

SCHOOL STAFF MEETINGS

All available school staff meets each Tuesday and Thursday afternoon from 3.45 – 5.00 pm to deal with curriculum, professional development, administrative issues, student health and wellbeing training. Parents are asked not to seek meetings or interviews with school staff on any Thursday afternoon, as all staff are required at these staff meetings.

SCHOOL STAFF – TRAINING & PROFESSIONAL DEVELOPMENT DAYS

The Catholic Education Office encourages all teachers to continue to keep abreast of new ideas in the educational field through a wide variety of in-service programs. Members of staff are involved in in-service programs outside school hours, but it is necessary that all staff attend in-service on school days to enable them to take advantage of visiting lecturers and having time for group planning and curriculum
development. Teacher in-service is the means by which we enrich the quality of education we offer your children. For this purpose then, you will be asked to keep your child home on in-service days during the year to enable us to pursue our school development program.

From the beginning of the 2014 school year the Victorian Government Department of Education has gazetted (mandated) that the first day of the school year (January 28th) and the last day of the school year (December 18th 2015) are to be denoted as school closure days & the Catholic Education Office has directed that four other days during the school year can be allocated as further school closure days for staff development.

**SCHOOL UNIFORM**

Correct uniform must be worn at all times unless special permission has been given for other clothing to be worn. Runners are for sports and Physical Education days only and school specific hats must be worn from October to April, which is usually during Terms One and Four. No sports apparel other than the school sports uniform is permitted.

**SPORTS HOUSES**

At sacred Heart there are four house colours

Xavier = Red

Nagle = Yellow/Gold

Marian = Blue

Vianney = Green

Siblings will be placed in the same teams, while new students will be placed in a team to balance numbers.

**SPORTS EDUCATION**

All students may participate in some form of specific sports education program or clinics (e.g. gymnastics, basketball, hockey, golf, soccer, football) during the year. Sports uniform should be worn on these days. Mouth guards are required for football, hockey, golf, etc.

**STUDENT ORIENTATION**

Preps for the following year (2016) are expected to attend morning orientations at the school with their class teachers in November. Parents of these children can order school uniforms etc. on this day and have a cuppa while they wait!

Prep – 6 will have an orientation morning from 9.30 – 11.00 am with their teachers for the following year in December. The uniform shop will not be open on this morning, but new parents to these classes will be informed of the usual opening times of the Uniform Shop through the fortnightly Newsletter.
STUDENT RESPONSIBILITY

At Sacred Heart we aim to teach our students to accept responsibility for their own actions and possessions from Day One of enrolment in the school. We also know that each student is different and will therefore vary in how quickly they take up this challenge. Parents can assist their children meeting this challenge in little ways, such as allowing their child to carry their own school bag to and from school.

SUN PROTECTION

From October through to April, usually during Terms one and four, children are required to wear a hat whenever they play outside. The hat required is that belonging to our school uniform and these are available from the Uniform Shop. It is a parent responsibility to ensure their children have applied sunscreen before arriving at school on warm/hot days. Children presenting at school without a suitable hat at these times of the year will only be permitted outside in order to sit in a shaded area during recess times.

**The school is not permitted to provide sunscreen as many children suffer from allergies to substances in the sunscreen.**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>Small gate opened – no staff on duty</td>
</tr>
<tr>
<td>8.45</td>
<td>Playground gates opened, supervision begins</td>
</tr>
<tr>
<td>8.45</td>
<td>Students walk into class. Staffs is on duty in classrooms</td>
</tr>
<tr>
<td>8.55</td>
<td>Morning Prayer/Role</td>
</tr>
<tr>
<td>9.00</td>
<td>Meditation/ Lessons begin</td>
</tr>
<tr>
<td>9.00</td>
<td>External gates are locked and secured</td>
</tr>
<tr>
<td>10.55</td>
<td>Students eat lunch</td>
</tr>
<tr>
<td>11.10</td>
<td>Lunch recess</td>
</tr>
<tr>
<td>12.00</td>
<td>Lessons begin</td>
</tr>
<tr>
<td>2.00</td>
<td>Afternoon recess</td>
</tr>
<tr>
<td>2.30</td>
<td>Lessons begin</td>
</tr>
<tr>
<td>3.30</td>
<td>Student are dismissed – Aftercare collect children</td>
</tr>
<tr>
<td>3.45</td>
<td>Gates locked – supervision ceases</td>
</tr>
</tbody>
</table>

SUPERVISION OF PUPILS BEFORE & AFTER SCHOOL HOURS

The playground will be supervised for up to 15 minutes before school and 15 minutes after school i.e. 8.45-9.00am & 3.30-3.45 pm. It is an unsafe & less than responsible practice to send your children to school or drop them off before 8.45 am, or to regularly collect children later than 3.45 pm.

If you are delayed for any reason, your child will be taken to the school office area, to wait until collected.

No child or student is permitted to remain on the school grounds without their parents/guardians supervision before or after school hours.

LIFE SAVING PROGRAM ~ YEAR 5/6

Life Saving is a compulsory component of the school program for Year 5/6.

Year 5/6 undertake a lifesaving program - ‘Meet a Lifeguard’ & ‘wet & wise’ aquatic program - with Royal Life Saving Victoria.

**Please Note:** Unless students are absent for the majority of the 2 days, only then may a partial refund be considered.
TOILETS
Students are not encouraged to use toilets during learning times. When necessary, students are escorted with other students, using the inside corridor.

TRI SKILLS – GYMNASTICS PROGRAM – PREP. – YEAR 2
Tri Skills is a compulsory component of the school program for Prep to Year2.

P – 2 receive an intensive five week program in Term 4.

Please Note: 2014 Dates are in the attached calendar.

Refunds will only be considered if a child is sick and absent for the majority of the 5 lessons.

Parents need to notify the office before the end of Term 1 if their child will be absent for gymnastics lessons. Failure to do so will incur a full fee being charged.

TUCKSHOP
See ‘Lunch Orders’

UNIFORM SHOP
The Uniform shop is open the first Tuesday of each term and every fortnight, on a Wednesdays, from 3:00 – 3:45 pm. This is normally on the day before Newsletter distribution. The Uniform Shop is currently located outside the school hall.

VICTORIAN PREMIER’S READING CHALLENGE
Prep. To Year 6 are challenged to read a minimum number of books. This is usually held between February and August. Prep to Yr. 2 read 30 books (20 from the Premier’s list) and Yrs. 3 - 6 read 15 books (10 from the Premier’s list). Should you wish to take part; a consent form will be sent home for each child in Feb. Each child can have their name printed in ‘The Age’ & will receive a certificate of achievement from the Premier.

WORKING BEES / GROUNDS MAINTENANCE
There will be six Working Bee dates set for 2015 for school families to attend if they so wish. Built into the school fees is a $50.00 levy for each family. If families wish to attend one or more of these assigned Working Bee dates, they receive a rebate off the next Term’s school fees of $25.00 for each attendance. Families can attend two working bees in order to receive a maximum of $50 in rebates. There is a list of maintenance tasks required to be completed, which is coordinated by members of the Parents Association.

The assigned dates are Sunday mornings from 9.00 – 11.00 am. Families who attend are required to remain for the two hours, unless otherwise indicated by the attending Maintenance Coordinator.

ALL ATTENDEES MUST SIGN ON & SIGN OFF THE WORKING BEE ATTENDANCE LIST.
SCHOOL UNIFORM

The School Uniform is available from the Parents’ Association UNIFORM SHOP which is staffed by volunteers and
Open fortnightly on Wednesdays from 3:00 – 3:45 p.m. – Dates are notified in the School Newsletter.

<table>
<thead>
<tr>
<th>GIRLS SUMMER UNIFORM</th>
<th>BOYS SUMMER UNIFORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy, Red and White Dress</td>
<td>White Short Sleeved Shirt</td>
</tr>
<tr>
<td>Black School Shoes / T-Bar or Lace Up</td>
<td>Navy Shorts</td>
</tr>
<tr>
<td>Navy School Socks with Red Strip</td>
<td>Black School Shoes</td>
</tr>
<tr>
<td>School Jumper</td>
<td>Navy School Socks with Red Strip</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GIRLS WINTER UNIFORM</th>
<th>BOYS WINTER UNIFORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy Tunic</td>
<td>Navy Trousers</td>
</tr>
<tr>
<td>White Long Sleeved Shirt</td>
<td>White Long Sleeved Shirt</td>
</tr>
<tr>
<td>School Jumper</td>
<td>School Jumper</td>
</tr>
<tr>
<td>Black School Shoes/T-Bar or Lace Up</td>
<td>Black School Shoes</td>
</tr>
<tr>
<td>Navy Blue Tights or long Navy Blue School Socks to be worn with the Tunic</td>
<td>Navy School Socks with Red Strip</td>
</tr>
</tbody>
</table>

HATS ARE A COMPULSORY PART OF THE UNIFORM DURING TERMS 1 and 4 only those purchased from the Uniform Shop are acceptable as school uniform.

SPORT UNIFORM

On Physical Education day, the children are to wear sports uniform. In summer, this consists of navy shorts, navy, red and white sports top, white socks, runners or sneakers.
During winter, school tracksuits are to be worn and they are to be purchased from the Uniform Shop. If a child does not have a school tracksuit, they are to wear school uniform, and bring their sports shorts and runners in their bag.

OTHER NOTICES FOR NEW FAMILIES

The Uniform shop will be open PRIOR TO THE SCHOOL YEAR BEGINNING IN 2015 on Tuesday 28th January from 3 - 4 pm.

To ease transition for our new children, prep. Children will attend on Monday, Tuesday, Thursday and Friday for the month of February only. Therefore, Wednesdays are not a school day for Prep children during February.

Prep children will then be ready for full time, five days per week schooling on Monday 3rd March 2014.
2015 SCHOOL TERM DATES (for students)

TERM ONE - Monday 2nd February - Friday 27 March *
TERM TWO - Tuesday 14th April – Friday 26th June
TERM THREE – Tuesday 14th July – Friday 18th September
TERM FOUR - Tuesday 6th October – Wednesday 16th December

ITEMS TO BE SUPPLIED BY FAMILIES EACH YEAR

FOUNDATION
1 large painting smock (stocked at School’s Uniform Shop) not an old shirt as paint seeps through
1 large library bag (stocked at School’s Uniform Shop)
1 large boxes of tissues per term

YEARS 1/2
1 large box of tissues per term
1 large painting smock (stocked at School’s Uniform Shop) not an old shirt as paint seeps through
1 large library bag (stocked at School’s Uniform Shop)
1 pkt. Highlighter

YEARS 3/4
1 large painting smock (stocked at School’s Uniform Shop) not an old shirt as paint seeps through
1 large library bag
1 large box of tissues per term
1 standard pencil case

YEARS 5 & 6
1 large box of tissues per term
1 art smock (stocked at School’s Uniform Shop) not an old shirt as paint seeps through
1 small, soft pencil case
1 pkt. Highlighters

PLEASE LABEL/NAMES ITEMS CLEARLY WITH A PERMANENT MARKER
Rationale:

At Sacred Heart we believe that over exposure to the sun presents a serious health risk. Students must therefore be educated as to the need for suitable sun protection, and protected from over exposure to the sun whilst at school.

Aims:

- To educate the students as to suitable sun smart protection strategies and encourage students and teachers to protect themselves from the harmful effects of the sun.

- Ensure that all students and staff maintain a healthy UV exposure balance.

- Encourage the entire school community to use a combination of sun protection measures whenever UV Index levels reach 3 and above.

- Encourage safe UV exposure whenever UV Index levels are below 3.

- Work towards a safe school environment that provides shade for students, staff and the school community at appropriate times.

- Assist students to be responsible for their own sun protection.

Implementation:

- Programs on skin cancer prevention and healthy UV exposure levels are included in the curriculum for all year levels.

- Sun protective clothing is included in our school uniform / dress code and sports uniform. School clothing is cool, loose fitting and made of densely woven fabric. It includes shirts with collars and elbow length sleeves, longer style dresses and shorts and rash vests or t-shirts for outdoor swimming.

- Students will be required to wear a sun protective school hat that protects the face, neck and ears (e.g. wide brimmed, bucket style) throughout September to the end of April as sun protection is needed whenever UV levels reach three and above, whilst outside during breaks and physical education lessons.
• Too little UV from the sun can lead to low vitamin D levels. Vitamin D regulates calcium levels in the blood. It is also necessary for the development and maintenance of healthy bones, muscles and teeth and for general health. From May to August in Victoria, average UV levels are below three so sun protection isn’t usually needed during these months.

• Students without hats will be sit in a designated shade area of the school during breaks or physical education lessons.

• Staff will act as role model and also wear hats when outside

• School will provide broad-spectrum water resistant sunscreen (SPF 30+). Sunscreen will be applied by students according to the manufacturer’s directions, under the supervision of the teacher.

• Students will be actively encouraged to wear broad-spectrum water resistant sunscreen (SPF 30+).
  - Sunscreen is applied at least 20 minutes (where possible) before going outdoors and reapplied every two hours if outdoors.
  - Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).
  - With parental consent, students with naturally very dark skin are not required to wear sunscreen to help with vitamin D requirements.

• School will provide adequate shade structure for students as practicable, particularly over high density areas such as the play equipment

• The uniform shop will have in stock school hats for parents to purchase

• Our school is registered as a sunsmart school at the Cancer Council of Victoria

Evaluation:

This policy will be reviewed as part of the school’s four-year review cycle.
# Summer Uniform Order Form

**Family Name**

**Date**

**Child’s Name / Class**

**Phone Number**

<table>
<thead>
<tr>
<th>Item</th>
<th>Size (please circle)</th>
<th>Cost</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys Short Sleeve Shirt</td>
<td>4 6 8 10 12 14 16*</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boys Shorts</td>
<td>4 6 8 10 12 14 16*</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls Summer Dress</td>
<td>6 8 10 12 14 16*</td>
<td>$42.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unisex Sports Jacket</td>
<td>4 6 8 10 12 14 16*</td>
<td>$38.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unisex Sports Shorts</td>
<td>4 6 8 10 12 14 16*</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unisex Sports Top</td>
<td>4 6 8 10 12 14 16*</td>
<td>$23.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jumper</td>
<td>6 8 10 12 14 16*</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short School Socks</td>
<td>5-12 6-8 10-13yrs</td>
<td>$8.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Bag</td>
<td></td>
<td>$45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art Smock</td>
<td>S M L XL</td>
<td>$16.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hat</td>
<td>S M L XL</td>
<td>$12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Bag</td>
<td></td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please add $1 if paying by credit card:

<table>
<thead>
<tr>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>I enclose cash/cheque □</td>
</tr>
<tr>
<td>Please debit my Visa/MasterCard □</td>
</tr>
</tbody>
</table>

**Credit card details (please print all details)**

Please Debit the following account in the amount of $_____

Please tick □ Visa Card □ Mastercard

Card Numbers: ______ / ______ / ______ / ______   Expiry Date: ______ / ______

Name of Card Holder __________________________ Signature ________________

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**PLEASE NOTE:** These prices are as of October 2014 and are subject to change.

Method of Payment Accepted by the Uniform Shop is by Cash/Cheque/Credit Card
### COMMUNITY SERVICES IN THE BAYSIDE AREA

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfred Child &amp; Adolescent Mental Health Service. (CAMHS)</td>
<td>Learning Disability Program for young people and their parents (or carers) from the City of Bayside and Specialist Agency providing service to children and adolescents with serious emotional disturbances 0-18 years.</td>
</tr>
<tr>
<td>Ph. 8552 0555</td>
<td></td>
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<tr>
<td>Bayside Support &amp; Information Service</td>
<td>Counselling service</td>
</tr>
<tr>
<td>Ph. 9555 6560 / 9555 9910</td>
<td></td>
</tr>
<tr>
<td>Bayside Youth Services</td>
<td>Organise special events &amp; programs for young people and families. An information and referral service is available for young people, parents and community members.</td>
</tr>
<tr>
<td>Ph. 9599 4387 / 95994429</td>
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<tr>
<td>Centacare Catholic Family Services</td>
<td>Is an agency of the Archdiocese of Melbourne committed to the development of families in order that children, young people and adults, are enabled to develop and sustain safe, supportive and nurturing relationships in all stages of their lives.</td>
</tr>
<tr>
<td>Ph. 9287 5521/9287 5522 (E. Melb.)</td>
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</tr>
<tr>
<td>Child Care Centres – Bayside</td>
<td>11 Sandringham Road / 461 Bluff Road</td>
</tr>
<tr>
<td>Ph. 9521 9822 / 9521 6422</td>
<td></td>
</tr>
<tr>
<td>Family &amp; Child Mediation Centre</td>
<td>Family Law Mediation &amp; Conciliation, Parent/Adolescent Mediation, Relationships programs, Financial Counselling</td>
</tr>
<tr>
<td>Ph. 9556 5333</td>
<td></td>
</tr>
<tr>
<td>Maternal &amp; Child Health Centres</td>
<td></td>
</tr>
<tr>
<td>Sandringham – Ph. 9521 6405</td>
<td>33 Abbott Street</td>
</tr>
<tr>
<td>Hampton – Ph. 9521 6401</td>
<td>483 Hampton Street</td>
</tr>
<tr>
<td>Highett – Ph. 9532 3219</td>
<td>2A Livingston Street</td>
</tr>
<tr>
<td>Southern Family Life</td>
<td>Family counselling, outreach &amp; support, parenting &amp; relationships programs, youth counselling, housing, mediation</td>
</tr>
<tr>
<td>Ph. 9598 2133 / Fax. 9598 8820</td>
<td></td>
</tr>
<tr>
<td>Web page : <a href="mailto:info@familylife.com.au">info@familylife.com.au</a></td>
<td></td>
</tr>
<tr>
<td>South Eastern Centre Against Sexual Assault</td>
<td>Providing support counselling for sexual abuse victims</td>
</tr>
<tr>
<td>-------------------------------------------</td>
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</tr>
<tr>
<td>Angela Taylor Protection Unit.</td>
<td>Promoting anti-violence strategies to young people</td>
</tr>
<tr>
<td>Ph. 99288741 (For info. &amp; Administration)</td>
<td>Crisis Assessment Team regarding mental health Issues :</td>
</tr>
<tr>
<td>Ph. 9594 2289 (Crisis Line at Monash)</td>
<td>Ph. 1300369 012</td>
</tr>
<tr>
<td>Ph. 9329 8433 (Crisis Line for Women)</td>
<td></td>
</tr>
<tr>
<td>Ph. 9349 1212 / 1800 806 292 (After Hours)</td>
<td></td>
</tr>
<tr>
<td>Taskforce Community Agency</td>
<td>Family &amp; Friends’ Support Group – non profit community organisation that provides employment programs, drug &amp; alcohol counselling and support for families, friends &amp; partners.</td>
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<tr>
<td>Ph. 9532 0811</td>
<td></td>
</tr>
<tr>
<td>Youth &amp; Family Services - Bayside</td>
<td>Ph. 9599 4444</td>
</tr>
<tr>
<td>Parentline</td>
<td>Ph. 13 22 89</td>
</tr>
<tr>
<td>Mensline</td>
<td>1300 789 978</td>
</tr>
<tr>
<td>Kids Help Line</td>
<td>1800 55 1800</td>
</tr>
<tr>
<td>Women’s Domestic Violence Crisis Service</td>
<td>1800 015 188</td>
</tr>
<tr>
<td>Post &amp; Ante Natal Depression Association</td>
<td>Support group for women experiencing post natal depression. Based in Northcote, there is also a Crisis Assessment Team in Monash Medical Centre &amp; a Neighbourhood House, ‘Moongala’, situated at 824 Centre Road East Bentleigh</td>
</tr>
<tr>
<td>Ph. 9428 4600 (90 High St. Northcote)</td>
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<tr>
<td>Ph. 1300 369 012 (Monash Medical Centre)</td>
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