



SACRED HEART PRIMARY SCHOOL

Parent Handbook

**9 THE PARADE,
(P.O BOX 100)
YEA 3717**

PHONE: (03) 5797 2723

E-MAIL: principal@shyea.catholic.edu.au

WEBSITE: www.shyea.catholic.edu.au



**A community of hope and acceptance
Guided by the message of Jesus
Sharing the joy of discovery**

School Address

9 The Parade
Yea 3717
(PO Box 100)
Yea 3717
office@shyea.catholic.edu.au
Telephone: 5797 2723

Parish Priest:

Father Vinh Nguyen
vinh.nguyen@cam.org.au

Principal:

Mrs. Judy Degenhardt
Telephone: 5797 2723
E-mail: principal@shyea.catholic.edu.au

Melbourne Archdiocese Catholic Schools**Director of Catholic Education**

Mr Paul Sharkey
PO Box 3
East Melbourne 8002
Tele: 92670228

Melbourne Archdiocese Catholic Schools**Zone Education Consultant (Outer Eastern Zone)**

Mr. Rob Scanlon
PO Box 1121,
Croydon 3136
Tele: 9724 0200

2022 STAFFING

Principal: Judy Degenhardt principal@shyea.catholic.edu.au

Business Manager: Meryl Connell/Leanne Jones
office@shyea.catholic.edu.au

Administration Officer: Jacinta Barker jacinta.barker@shyea.catholic.edu.au

Teachers:

Prep/1

Home Group: Mrs Stacey Elliott
stacey.elliott@shyea.catholic.edu.au

Grade 2/3

Home Group: Ms Zoe Taylor
zoe.taylor@shyea.catholic.edu.au

Grade 3/4

Home Group: Mr Chris Slevin
chris.slevin@shyea.catholic.edu.au

Grade 5/6

Home Group: Mrs Melissa Ferris
melissa.ferris@shyea.catholic.edu.au

Specialist Teachers:

I.T.: Ms. Denise Hall
dhall@shyea.catholic.edu.au

Art: Ms. Allison Penhale
allison.penhale@shyea.catholic.edu.au

Physical Education: Ms Emmi Hoefchen
emmi.hoefchen@shyea.catholic.edu.au

Music Teachers: Mrs Barbara Wheeler-Scott
barbara.wheelerscott@shyea.catholic.edu.au

Mrs. Helen Leary
(Violin instruction & Drumbeat Program)

Indonesian Teacher: Mrs. Inga Rhodes
inga.rhodes@shyea.catholic.edu.au

Teacher Assistants: Jacinta Barker, Rebecca Christie, Sara Sundblom and
Moniqua Gorman

Education in Faith Leader: Anne Danieli

Literacy Leader/Learning & Teaching: Denise Hall

Student Wellbeing Leader: Melissa Ferris

Mathematics Leader: Stacey Elliott

SACRED HEART PRIMARY SCHOOL YEA

OUR VISION

A community of hope and acceptance
Guided by the message of Jesus
Sharing the joy of discovery

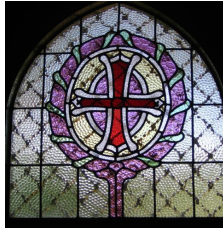
SCHOOL PRAYER

Together we pray as a school
Thank you Saint Mary McKillop
for inspiring our community at Sacred Heart School
Thank you Jesus our Shepherd
for teaching us about honesty, loyalty and love.
May we grow to be ready to face the future.
May the laughter and fun stay in our school forever.
Jesus is with us and for us,
Amen

DEMOCRATIC PRINCIPLES

The programs of, and teaching in, Sacred Heart School support and promote the principles and practice of Australian democracy, including a commitment to:

- elected Government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.



Sacred Heart Primary School was opened in 1957. Provision for the education of Catholic students in Yea dates back some seventy- five years.

Sacred Heart is situated on 4.5 acres in Central Victoria. The students come from diverse backgrounds and some travel considerable distances in order to attend the school. The Parish covers 2048 square km and is administered by a Parish Priest.

The school buildings include an administration area, three main learning areas, a library, an art room and a multi- purpose hall, which is used for music, drama, meeting, school assemblies, school performances and parish functions. There is ample provision within the school grounds for either active or passive recreation. The children and parents have worked together to establish a vegetable garden, an orchard and a chook shed. This is a long term project which will see the children become involved in further planting out, maintaining the garden, cooking with the produce and learning about sustainable gardening practices.

Our vision incorporates the whole school community – students, staff, families and other members of the parish community. Through our shared beliefs and practices we strive to build a strong sense of belonging for all members of the school community

The school is supported by an Advisory Council and an active Parents and Friends Association.

We welcome home-school partnerships in a number of areas, including classroom helpers, assisting at working bees, fundraising efforts and sharing talents and skills with the children.

Sacred Heart School is part of the Sacred Heart Parish and we work together to ensure the children are provided a rich, contemporary education which is faith based.



Sacred Heart Learning and Teaching Statement

At Sacred Heart School we value....

- ❖ the teachings of Jesus Christ
- ❖ the Catholic ethos which embraces hope, trust, compassion, respect, friendship, support, acceptance, honesty, integrity and faith
- ❖ the belief that we grow through our faith
- ❖ every member of our community
- ❖ the unique gifts each child, parent and staff member brings to the school community
- ❖ the sense of family
- ❖ the building of respectful and trusting relationships between all members of our community
- ❖ the belief that we are all learners and belong to a learning community
- ❖ learning and providing children with the opportunities to think, question, explore and care for the world they live in
- ❖ the building of partnerships both locally and globally.



At Sacred Heart School we strive to.....

- ❖ work in the service of God
- ❖ be of service to those in the community in which we live
- ❖ model our Catholic ethos by showing hope, compassion, empathy and trust through our daily interactions with all
- ❖ always put the needs and care of the children first
- ❖ contribute to the wellbeing of all in our school community
- ❖ set high standards and work in collaboration with parents and staff so that each child may achieve their full potential and for the benefit of all
- ❖ create a learning environment that is exciting, challenging, confidence building and achievable; a safe and enjoyable place where children want to learn, a place where they feel valued and loved
- ❖ provide learning opportunities that are equitable and inclusive
- ❖ be the best that we can be
- ❖ be teachers who make a positive difference in the lives of those around us
- ❖ celebrate each person's successes.



RELIGIOUS EDUCATION

The central aim of the curriculum is to develop in each student the opportunity for a conscious relationship with God by fostering:

- an awareness of self as a person created and loved by God, uniquely gifted, free and worthy of respect.
- an awareness of others as they develop their relationship with others and God.
- an awareness of the world where God shows his love through the actions of others.
- an awareness of the faith community in the way it lives and spreads its message.

Through our shared beliefs and practices we strive to build a strong sense of belonging for all members of the school community.



SACRAMENTS -

Reconciliation and Eucharist programs are offered in Year 3 and 4 every second year. The Confirmation program is offered in Year 5 and 6 in the alternate year.



PRAYER

Prayer is an essential part of our school life. Communal and personal prayer is encouraged for staff and children. The celebration of the Eucharist is central to our prayer life. Paraliturgies are planned for significant times in the Church Year and students and their families are able to participate in a variety of liturgical celebrations.

Each class has a time of daily prayer where children are encouraged to assume leadership roles, to reflect in silence and to pray spontaneously for personal and community needs. Prayer is an integral part of our daily living as God is present in all experiences in our lives.

TEACHING & LEARNING CURRICULUM



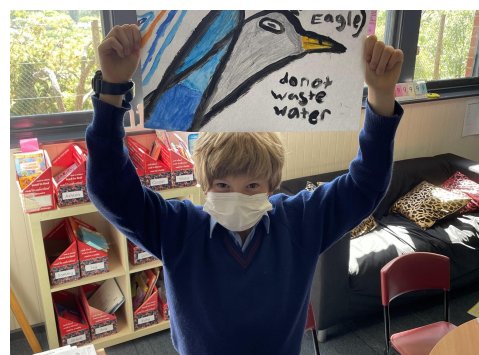
Sacred Heart offers a comprehensive curriculum with an integrated approach that is both broad in scope and one that provides rich learning experiences.

The Inquiry Based Learning approach is integrated throughout the curriculum and the children are encouraged to pose questions, explore and investigate. Mathematics and Literacy are key learning areas that are seen as equally important.

The children have specialist lessons in Art, Physical Education, Kitchen/Garden, Indonesian and Music.

Each year we focus on an area from the Performing Arts or Creative Arts to give the children an opportunity to experience a variety of art forms. The school places great emphasis on music, and children from Year 3 to 6 are involved in a formal instrumental program.

All classrooms are equipped with 1:1 technology for student use. The provision of up to date technology across the school is seen as an important and integral part of children's education. Classroom helpers are most welcome with a current Working with Children Check and valid COVID vaccination certificate.



ASSESSMENT AND REPORTING

Assessment is the process of gathering and analysing information about students' learning and achievements, what they have learned and how they have gone about learning. Therefore, a wide variety of assessment techniques, including student self-assessment, are used to identify student progress.

Formal reporting is as follows:

Parent /Teacher/Student meetings are conducted twice a year. Other meetings are conducted by arrangement.

Written school reports are prepared in June and December.

Parents are encouraged to maintain contact with their child's teacher throughout the year.

SACRED HEART SCHOOL YEA

2022 TUITION FEES AND LEVIES

Tuition Fees and Levies are on the school website and given as an insert with this Parent Handbook.

CSEF ALLOWANCE

CSEF Allowance and school fee discounts are available to any parent holding a Health Care Card.

SCHOOL OFFICE

The School Office is open Monday to Friday from 8.30am to 3.30pm. Money for fees, etc. can be paid and general enquiries and appointments can be made at these times.

BUS TRAVEL

Parents of children who need to travel to school by bus are asked to complete a form, which is available from the school office.



EXCURSIONS AND CAMPS



During the year all students participate in various excursions which are connected to a current program or integrated topic of the curriculum. A camp is held each year for Year 5 and 6 children usually for a period of three to four days. We attempt to go to a different venue each year, giving the children a diversity of experiences. Year 3/4 children participate in an overnight camp in a local area.



NEWSLETTERS

Weekly newsletters are accessed via the **SkoolBag App** which can be used on all smart phones, iPads and computers. It will be **emailed** home to any parents who do not have access via the **SkoolBag App**. Please let the school administrator know if you need the newsletter either emailed or in hard copy.

ALERTS OR REMINDERS

The school uses the **Skoolbag App** and our **Facebook Page** to alert parents of any important messages or to remind parents of upcoming events. Please ensure the school has an update record of your mobile phone number. If you do not have a mobile phone you must let the school administrator know so that a hard copy message can be given to your child or a phone call made to you.

SCHOOL WEBSITE

www.shyea.catholic.edu.au

<https://www.facebook.com/sacredheartyea/>

The school has an up to date school website with a calendar of upcoming events. The website contains more detailed information about the curriculum and the operation of the school. The school Facebook page and the Skoolbag App are used as a regular communication tool.

SACRED HEART PRIMARY SCHOOL UNIFORM POLICY

CHILDREN ARE REQUESTED TO BE IN FULL SCHOOL UNIFORM AT ALL TIMES.

THE UNIFORM IS TO BE PURCHASED FROM THE SCHOOL UNIFORM SHOP.

- children are not permitted to wear make-up or jewelry (other than plain sleepers or studs)
- hair longer than collar length should be tied back
- school navy hats to be worn during all outdoor activities during summer and warmer months
- all property and clothing needs to be clearly labeled.



SUMMER UNIFORM

GIRLS

BLUE CHECK DRESS
SCHOOL KNIT JUMPER
WHITE SCHOOL ANKLE SOCKS
BLACK SCHOOL SHOES

BOYS

GREY SHORTS + BLUE SCHOOLSHIRT
SCHOOL KNIT JUMPER
GREY SCHOOL ANKLE SOCKS
BLACK SCHOOL SHOES

Black runners are permitted but must be plain with no colour stitching or coloured soles.

WINTER UNIFORM

GIRLS

SCHOOL TUNIC
WHITE PETER PAN SHIRT
SCHOOL KNIT JUMPER
NAVY SCHOOL TIGHTS
BLACK SCHOOL SHOES

BOYS

GREY SCHOOL PANTS
BLUE SCHOOL SHIRT
SCHOOL KNIT JUMPER
GREY SCHOOL SOCKS
BLACK SCHOOL SHOES

Black runners are permitted but must be plain with minimal colour stitching or coloured soles. ***When purchasing runners for school please keep colour to a MINIMUM. No fluro***

SPORTS UNIFORM

GIRLS

NAVY TRACKSUIT PANTS
NAVY SHORTS
BLUE POLO SHIRT
SCHOOL BOMBER JACKET
SPORT SOCKS
RUNNERS (WHITE OR BLACK)

BOYS

NAVY TRACKSUIT PANTS
NAVY SHORTS
BLUE POLO SHIRT
SCHOOL BOMBER JACKET
SPORT SOCKS
RUNNERS (WHITE OR BLACK)

ACCIDENTS AND FIRST AID

If a child sustains a small injury in the playground, then a teacher will attend to it. All staff has training in First Aid. If, however, a serious accident occurs to the child, the parents, or emergency contact person, will be notified immediately and appropriate action taken. In some cases, this may mean an ambulance is called and the child is escorted to hospital.

A written record of more serious injuries is kept. Should a child require medication during school hours, parents are asked to write a note detailing dosage etc. A record is kept of all medication administered during school hours. Only a daily dose of any medication should be provided

Parents who request that their children are given treatment for asthma during school hours are asked to provide the school with an Asthma Plan written by their family doctor.

HEALTH REQUIREMENTS

Parents would like their children to be healthy all the time. However, if a child has an illness or condition - for example asthma, epilepsy, or an allergy, etc. the teacher should be informed. The teacher should also be informed of any possible side effects of medication that your child is prescribed.

Prep children are all required to have an Immunization Certificate prior to commencing school.

In the case of the following conditions, your child shall be excluded from school-

MEASLES Child to remain home until 4 days from appearance of rash or until the doctor has given permission for the child to return to school.

RUBELLA Child to remain home until fully recovered or at least 4 days from the onset of rash.

MUMPS Child to remain home for 9 days or until swelling goes down.

SCHOOL SORES Child to remain home until treatment has commenced.
(Impetigo) Sores on exposed surfaces must be completely covered with a watertight dressing.

CHICKEN POX Child is excluded from attending school until recovered or at least five days after the eruption first appears.

HEAD LICE Child is excluded from school until treatment has been commenced.

INFLUENZA Child is excluded from school until well (plus influenza like illnesses).

SUNSMART POLICY

This SUNSMART policy has been developed to ensure that all children attending this school are protected from skin damage caused by the harmful ultra-violet rays of the sun.

As part of general Sunsmart strategies, our school has a policy that -

1. Every child wears a school hat when outdoors in Terms 1 and 4.
2. The selection of school hats has been made on the basis of their appropriateness to cover ears, neck and face.
3. Education for children, teachers and parents will be arranged so that all become more aware of the dangers of the sun's rays and how to protect our physical health and wellbeing.
4. Parents/carers are encouraged to apply sunscreen to their children before they come to school and to have sunscreen available in the children's bags for re-application during the day.
5. All children will be encouraged to seek shade while eating and playing.
6. Consideration will be given to the timing of outdoor activities

School Homework Requirements

In general, scheduled homework should be flexible and it is anticipated that homework tasks should be completed on three to four nights a week. Homework will not be provided during school holiday periods or periods of approved leave.

Homework may include practice in literacy and mathematics. The regular homework routine may change to allow children to focus on other experiences such as a research project, religious activity or a whole school area of interest. Homework may also include practising and playing musical instruments and finding material on the internet for research projects.

Student Behaviour Expectations

Sacred Heart's school staff has established a set of school rules. These rules apply to all students regardless of the learning setting (i.e.: same rules apply in class, during music, library, for specialist lessons and out of school activities).

All staff strongly commit to teaching and revisiting these rules through regular positive reinforcement and the implementation of logical consequences.

The school rules are

SACRED HEART SCHOOL RULES

- **FOLLOW INSTRUCTIONS**
- **LISTEN TO THE SPEAKER**
- **SPEAK APPROPRIATELY**
- **KEEP HANDS, FEET AND OBJECTS TO YOURSELF**
- **ALWAYS MOVE SAFELY**
- **CARE FOR PEOPLE, PROPERTY & OUR ENVIRONMENT**

Students are encouraged to take pride in their work and the work of others. They are also encouraged to be responsible and care for their property (books, stationery items, etc.) and the property of their classmates and the school.

Students are encouraged to look after our school environment by picking up rubbish, taking care of equipment and putting equipment away and reporting any damage to the office. Students are encouraged to take pride in their appearance and be neat and well groomed.

IN THE PLAYGROUND

All teachers and support staff are responsible for the supervision / care of students within the confines of the school buildings and school grounds. Staff wear fluorescent vests at all times when on duty.

We welcome all families at Sacred Heart Primary School and value their contribution to the school community.

