The information contained within this handbook is designed to introduce you to many of the routines, procedures and opportunities that exist at Sacred Heart Catholic Primary School Yeppoon.
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Welcome to the Sacred Heart Catholic Primary School community. I am pleased that you have chosen Sacred Heart Catholic Primary School as your partner in the education of your child. We hope your time with us will be an enjoyable and rewarding experience for you and your family.

I believe that for effective education to take place there must be open and honest communication between parents, teachers and students. We encourage you as parents to become involved in the school and the activities and experiences your child will encounter during their time at Sacred Heart School.

At Sacred Heart Catholic Primary School we understand that your child is an individual and as such have their own particular needs, interests and characteristics. We believe in supporting and nurturing your child to develop as an individual and as a member of our school and wider community. We firmly believe that the primary educators of children are the parents and that the partnership between parents and teachers, one of mutual support, is crucial to the successful education and happiness of children.

As a community, we are committed to working with parents in ensuring that all children achieve their potential.

It is my hope the information contained in the booklet will assist you and your family in adjusting to your new school environment. If the school staff or I can be of any assistance to you please do not hesitate to contact us.

I look forward to working with you and your child during your time at Sacred Heart Yeppoon.

Mary Schick
Principal
MISSION STATEMENT

With Jesus as our companion we honour the past, enrich the present and shape the future as we celebrate our

Journey together
Excellence in learning and life
Spirit of love, forgiveness and fun
Unity in developing personal gifts and potential
Support of one another in a safe and caring community

Through respect for God, self, others and the environment
ACKNOWLEDGEMENT OF COUNTRY

As Indigenous and Non-Indigenous people together let us have a sense of the importance of the country upon which we are standing, where learning and ceremony has taken place over many thousands of years.

Let us sense the land beneath our feet and acknowledge to whom it belongs - The Dharumbal people – and pay our respects to their elders and all elders, past, present and future.

For we too are one in land, one in spirit, one in faith united in God’s love.

LOGO & MOTTO

Enriching Spirits. Educating Minds.

The central figure with outstretched arms shows that we are a welcoming, loving and joyful community. This figure also represents Jesus who is the centre of our lives at Sacred Heart School. Orange is the colour of “acceptance of all people”.

The rising red sun urges us to rise to the challenges of the present whilst looking forward with hope, faith and trust to the future. The colour red reminds us that love is central to all that we do.

The top of the blue heart looks like waves which are significant because of our beach location. This shows that our environment is precious and special to us. We show respect for our environment.
STATEMENT OF SPECIAL RELIGIOUS CHARACTER

The guiding charism of Sacred Heart Catholic Primary School is the love of Jesus symbolised in the Sacred Heart of Jesus. This love, which we commit ourselves to, has been described by the missionaries of the Sacred Heart founded by Jules Chevalier in 1854 as follows:

“A Spirituality of the heart focuses on the love of God, for each of us personally and for all people, and it leads to a way of life that reflects the qualities of the heart of Jesus: Compassion, Mercy, Service, Prayer, Fidelity, Obedience to God’s will.”

The person and life of Jesus are central to the school mission statement and life of the school community.

PROFILE OF SACRED HEART CATHOLIC PRIMARY SCHOOL

Sacred Heart Catholic Primary School is located on the Capricorn Coast. The Presentation Sisters established Sacred Heart Catholic Primary School in 1958 with 41 students enrolled. The school was on a limited site beside the Catholic Church in John Street, Yeppoon. Sr Pius Stubberfield P.B.V.M. was the first Principal and the Parish Priest at that time was Fr M O’Connell. The separate primary school grew out of St Ursula’s College. The Presentation Sisters ceased to provide principals to Sacred Heart School in 1977 and since then, have had a limited presence. The last religious member of staff was in 1993.

As enrolment continued to increase and, based on recommendations made by a committee formed to investigate the future needs of Catholic education on the Capricorn Coast, a decision to relocate the school to a new site at Lammermoor Beach was taken in 1987. The school opened at Lammermoor Beach in 1991. Enrolment numbers at Sacred Heart peaked in 2008 with an enrolment of 615 students. In 2009, a new Catholic Primary School, St Benedict’s, was opened to the north of Yeppoon. In 2014 the last classes of Year 7 students attended the school. In 2017, Sacred Heart Catholic Primary School will cater for students from Prep to Year 6 and the projected enrolment number is 450.

Since 1991 the school has continued to expand with new classrooms, extensions to the administration building and library and an additional car park in Bottlebrush Drive.

Sacred Heart Catholic Primary School has excellent resources with a court-size covered area, full size oval, modern play equipment and a sacred site and labyrinth. The school is located close to the Sacred Heart Church. Lammermoor Beach is within walking distance and, within the school grounds, there is a paper bark swamp which includes a large area of remnant vegetation.
The Catholic School strives to be a community in which Christ's teachings and example are recognised in the attitudes and actions of staff, students and parents. At the same time, the school is a community where instruction and learning take place.

"The curriculum of a Catholic School is the total life of the school and comprises all the experiences and opportunities for learning designed by teachers for the full Christian development of students."

"The Effectiveness of Catholic Schools" - M. Flynn

The Catholic school is very much part of the local Catholic parish community. As such, the parish priest provides leadership in the formation in faith of the school community.

The Catholic school exists primarily to assist students in their journey towards wholeness. The objectives of the Catholic school can be summed up by the words of Christ Himself:
- "Love the Lord your God with all your heart (emotional) and with all your soul (spiritual) and with all your mind (intellectual)"
- "Love your neighbour as yourself (social)" (Luke 10:27)

In choosing to enrol your son/daughter at Sacred Heart Yeppoon you have taken another step in fulfilling the promises that were made when the child was baptised. It must be emphasised that merely enrolling your child here does not complete that responsibility which parents have in bringing their child to Christ.

The Church reminds us that parents are the first and foremost educators in faith of their children. It further reminds us that the values and attitudes expressed and lived within the Christian home are essential pre-requisites if education in a Catholic School is to be meaningful. Without such support from home, the child will be subjected to opposing and competing sets of values which often results in confusion and the rejection of his/her faith.

Parents have a vital role to play in the faith education of their children. You should therefore see yourselves not just as parents sending your children to a Catholic School but as parents working hand in hand with the school and the wider Church in bringing your child to Christ.

We welcome children of other faiths if enrolment numbers allow. In doing so, we expect full support of the school’s philosophy and goals and the expectation that you, as parents, will support your children’s faith development in the context of your own tradition.

In pursuit of these goals, the school provides a total education where emphasis is given to balancing the spiritual, moral, personal, intellectual and physical growth of the individual, with academic achievement.

The responsibility for maximising growth does not rest with the school alone. It requires a shared commitment by all concerned – the individual student, the family, the Church and society.

Christ is the foundation of our whole educational enterprise and Sacred Heart School strives to fulfil the direction and promises of the Gospel, so that each student is given the opportunity to become what God has intended him/her to be.
THE DEFINING FEATURES OF CATHOLIC SCHOOLS IN THE 21ST CENTURY

The Queensland Bishops’ Research Project into Catholic Education established the Defining Features of Catholic Schools in the 21st Century for each diocese in Queensland. In the Rockhampton Diocese, the six key defining features state that Catholic Schools are called to:

1. Give witness to the message of Jesus and the mission of the Church
2. Have a clear Catholic identity
3. Be communities of care
4. Offer a relevant and holistic curriculum of quality teaching and learning
5. Be open and accessible to all who seek their values
6. Be characterized by inclusive partnerships within a community of faith

The Diocesan Director of Catholic Education, Miss Leesa Jeffcoat, uses these defining features to give us a very succinct statement or vision for Catholic schools:

“Catholic schools have a special and vital role in the Church’s mission in education. Through providing a learning environment that is spiritually nurturing, intellectually challenging and emotionally caring, Catholic school communities will continue to provide support to lifelong learners so that they will be able and willing to envision and contribute to the creation of a just, equitable and compassionate world”

PASTORAL CARE

Pastoral Care is a network of care that pervades every facet of the school curriculum and culture. (Choosing Life Pastoral Care for School Communities, Kevin Treston, 1997)

Pastoral Care is:

- The expression of the members of the school community (students, staff, parents) in caring for one another
- The integration of the academic, social, religious dimensions of a school’s curriculum so that an atmosphere of care pervades the whole culture of the school
- Directing the energies of the school towards a holistic development of each person in the school community
- Seeking to fulfill the great yearning of Jesus, I have come that they may have life and have it abundantly (Jn 10:10)

Good pastoral care is exemplified by:

- Quality teaching and learning
- Good discipline
- High expectations of student performance
- Teachers caring for students at the human level
APPLICATION FOR ENROLMENT

Prep is now the first compulsory year of schooling for all Queensland schools. An **Application for Student Enrolment** form must be completed in respect to every child for whom such enrolment is sought. Before an application can be considered, the following conditions must be met:

- Parents must be prepared to accept the conditions of enrolment fully in respect to each child. These conditions will include willingness by parents for their child to participate in formal religious education classes and the other religious practices of the school.

- A commitment to payment of school fees and levies.

- A copy of Baptismal Certificate (if applicable), Birth Certificate and Immunisation certificate must be provided. The school will arrange for copying of original documents where required.

- Children entering Prep in 2017 will need to be five years of age by 30 June 2017.

<table>
<thead>
<tr>
<th>Child’s Birth Date</th>
<th>Eligible for Preparatory year in</th>
<th>Eligible for Year 1 in</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 July 2011 – 30 June 2012</td>
<td>2017</td>
<td>2018</td>
</tr>
<tr>
<td>1 July 2012 – 30 June 2013</td>
<td>2018</td>
<td>2019</td>
</tr>
</tbody>
</table>

Parents should arrange an interview with the Principal.

Enrolment DOES NOT AUTOMATICALLY FOLLOW as a result of an application.

Since the school exists to serve the Catholic Church, preference for enrolment will be given to Catholic children whose family worship life is centred in the Capricorn Coast Catholic Parish.

Children of other faiths will be welcomed providing there are places and it has been established that the parents making the application can support the ethos of this school and the Catholic identity of the school is not compromised. Enrolment of children of other faiths to the exclusion of Catholic children will be avoided.

Students are not excluded from Sacred Heart Yeppoon if genuine financial hardship prevents the payment of school fees in total or in part. However, exemption from payment of fees must be sought (in writing) each year from the principal.

A copy of our enrolment policy is available on request.
CURRICULUM
The implementation of the Australian Curriculum commenced in Prep in 2012. The learning areas of English, Mathematics, Science, Humanities and Social Sciences (HASS), and the Arts have since been implemented.

In learning areas where the Australian Curriculum is not available, teachers will continue to use the relevant Queensland curriculum. This means that, to inform teaching, learning and assessment in Prep, teachers will continue to use the *Early Years Curriculum Guidelines (EYCG)*

HOW TO TEACH
At Sacred Heart Catholic Primary School a “play-based” approach to learning in Prep will continue as outlined in the EYCG and supported in the Australian Curriculum documentation.

The EYCG promotes purposeful, planned and collaborative active learning as the method of engaging in curriculum across five contexts:

- Play
- Real-life situations
- Investigations
- Routines and transitions
- Focused learning and teaching

ASSESSMENT AND REPORTING
Assessment is used to gain information about students and therefore inform teaching and learning experiences. Assessment is gained in a variety of ways, for example through conversations, observations and work samples.

To align with the introduction of the Australian Curriculum in Prep, a written report card will be provided to parents twice yearly. Religion, English, Mathematics, Science, Humanities and Social Sciences (HASS), the Arts and will be reported on using a five point scale to include the descriptors:

- Applying
- Making connections
- Working with
- Exploring
- Becoming aware.

The remaining curriculum areas will have a written description in response to aspects of the Early Years Curriculum Guidelines – Active Learning Processes, Health and Physical Learning, Social and Personal Learning and will be reported on using a three point scale:

- Working towards expectations
- Meeting expectations
- Exceeding expectations
CURRICULUM

SACRED HEART CURRICULUM FRAMEWORK

CURRICULUM ORGANISATION
At Sacred Heart School we recognize that curriculum coherence and continuity is realised through a common curriculum which the school develops from the Melbourne Declaration, Australian Curriculum, Queensland Studies Authority and relevant Catholic Education documents.

VISION
Sacred Heart School strives to be both a genuine faith community and an excellent educational community. The gospel of Jesus and his very person are to inspire and guide our Catholic school in every dimension of its life and activity. (The Holy See’s Teaching on Catholic Schools 2006)

As a school community we aim to make learning in our school stimulating, supportive, challenging, meaningful, enjoyable and rewarding. Our school curriculum vision supports the Sacred Heart’s School Mission Statement and our school motto - Enriching Spirits, Educating Minds.

LEARNING AREAS

RELIGION
The school Religion Program guides educational activities that occur in classrooms to develop religious concepts. This formal curriculum program is complemented by many other school activities such as prayer, meditation, masses, liturgies, labyrinth walks, Making Jesus Real (MJR) focus and prayer assemblies. In all aspects of our school life we endeavour to bear witness to the Gospel values.

ENGLISH
At Sacred Heart, dedicated learning time is allocated to provide uninterrupted sustained sessions where students can engage in English experiences. Learners are encouraged to master reading, listening, speaking, writing and viewing. The aim of this program is to build knowledge and skills to effectively communicate in our literate world.

MATHEMATICS
The development of mathematical skills is essential for students to investigate and make meaning of their world. Sacred Heart students are encouraged to demonstrate an understanding that mathematics is a way of thinking, reasoning and working. They are offered opportunities to construct new knowledge by engaging in purposeful mathematical activities and investigations.

OTHER LEARNING AREAS
- Science
- Humanities and Social Sciences (HASS)
- Technologies
- Health & Physical Education
- The Arts

Specialist teachers provide lessons to all students in Physical Education and The Arts.
CURRICULUM DOCUMENTS
The Sacred Heart Curriculum Framework has been developed to align with the following documents:

DIOCESAN LEARNING FRAMEWORK
Sacred Heart School supports the Rockhampton Diocesan Learning Framework’s purpose of: “inviting and challenging learners of all ages to be and become reflective and self-directed as we journey with Christ in our ever-changing world…”
(Catholic Education Diocese of Rockhampton)

RELIGION SYLLABUS P-12 CATHOLIC EDUCATION DIOCESE OF ROCKHAMPTON
The core content of the Religion Syllabus is organised into the four strands of Scripture, Beliefs, Liturgy and Prayer and Morality.

MELBOURNE DECLARATION OF EDUCATIONAL GOALS FOR YOUNG AUSTRALIANS
The goals for Australian schooling are:

Goal 1: Australian schooling promotes equity and excellence

Goal 2: All young Australians become:
   o successful learners
   o confident and creative individuals
   o active and informed citizens

THE AUSTRALIAN CURRICULUM
The Queensland Curriculum and Assessment Authority and Queensland’s schooling sectors have agreed on a staged approach to the implementation of the P-10 Australian Curriculum in Queensland. Sacred Heart Catholic Primary School, under the direction of the Diocesan Catholic Education Office and the QCAA, has implemented English, Mathematics, Science, Humanities, Social Sciences (HASS), Technologies, Health and Physical Education, and the Arts. Other learning areas to follow in 2017 and beyond are in accordance with directives from these authorities on curriculum areas awaiting final endorsement.

CROSS-CURRICULUM PRIORITIES
The Australian curriculum gives special attention to three cross-curriculum priorities: Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia’s engagement with Asia, and Sustainability. The curriculum also identifies a comprehensive set of knowledge, skills and dispositions or general capabilities that will assist students to live and work successfully in the twenty-first century. The seven General Capabilities are: Literacy, Numeracy, Information and Communication Technology capability, Critical and Creative Thinking, Ethical behaviour, Personal and Social Capability and Intercultural Understanding
WHOLE SCHOOL APPROACHES

MAKING JESUS REAL (MJR)
MJR is a whole school approach to bringing the presence of Jesus alive in the every day actions of our lives. MJR provides the opportunity to recognise Jesus in practical and relevant ways throughout each day.

MEDITATION
Daily meditation time is encouraged from Prep to Year 6. Meditation provides students with the opportunity to experience reflective silence and stillness, and to encounter the quiet presence of God in their lives.

INQUIRY-BASED LEARNING
Inquiry-based teaching approaches are integral to the implementation of the seven General Capabilities. Dynamic learning environments are created by encouraging class and student-centred inquiries, thoughtful open-ended questions, student questioning, collaboration and communication.

DIFFERENTIATED TEACHING AND LEARNING
Setting high expectations for each student’s progress is also supported by using smaller differentiated groups. Provision is therefore made for the teacher to provide explicit instruction to maximise student learning in smaller differentiated groups. Within these groups, students are provided with regular and timely feedback so they are clear about what actions they can take to make further learning progress.

INFORMATION COMMUNICATION TECHNOLOGIES IN THE CLASSROOM
Using current technologies in classrooms further encourages students to connect, extend and challenge learning. Sacred Heart School is a Google Apps for Education school (GAFE) which enables all students and teachers to use Google products and platforms for teaching and learning. Students each have access to a Google school portal that links to a classroom page containing information about activities and learning. On this site students are able to access ebooks through the library, information about homework and learning areas, games to extend learning, classroom blogs and various other relevant resources. Access to these pages in Years 2 - 6 is via a unique username and password for each child, further ensuring the security of personal work. In Prep and Year 1 a group username and password is provided as student’s transition to this mode of learning.

Students’ work stored in Google products, including Gmail’s, drive, documents, presentations and blogs, are able to be accessed by teachers and security filters apply.

In using this software, students have access to iPads, laptops and desktop computers in Prep to Year 2, while in Years 3 – 6 additional Chromebooks are available in each classroom. Interactive whiteboards are placed in all classrooms and wireless connectivity has recently been upgraded to improve accessibility to all.
ASSESSMENT AND REPORTING

Assessment involves the purposeful and systematic collection of information about children’s achievement. The information gathered is used to extend learning, provide feedback and make judgments about children’s learning.

Contemporary assessment practices are:

- assessment for learning — enabling teachers to use information about children’s progress to inform their learning
- assessment as learning — enabling children to reflect on and monitor their own progress to inform their future learning goals
- assessment of learning — assisting teachers to use evidence of children’s learning to assess achievement against goals and standards.

STUDENT WRITTEN REPORTS

Reports are provided to parents in an electronic format at the completion of both Terms Two and Four. Achievement codes and reporting descriptors used align with the phases of the Australian Curriculum. These reports are archived in the school’s Parent Lounge portal which provides a secure location for parents to access using a unique username and password. The school office provides this username and password.

Students in Years 3 to 10 are assessed against a five point achievement code and the reporting descriptors used are A, B, C, D and E.

Students in Years 1 and 2 are assessed against a five point achievement code and the reporting descriptors are Very High, High, Sound, Developing and Support required.

Prep is also assessed against a five point achievement code of Applying, Making Connections, Working With, Exploring and Becoming Aware. Comments are provided regarding Social and Personal Learning, Active Learning Process and Health and Physical Learning. These comments align with the Early Learning Framework.

NATIONAL ASSESSMENT PROGRAM – LITERACY AND NUMERACY

The National Assessment Program – Literacy and Numeracy (NAPLAN) continues annually with students in Years 3, 5 and 7 being assessed using common national tests in Reading, Writing, Language Conventions (Spelling, Grammar and Punctuation) and Numeracy.

The assessment and reporting described above provides formal procedures for assessment and reporting. We value the opportunity to discuss your child’s progress at scheduled parent-teacher interviews, class meetings and information evenings and through less formal individual discussions throughout the year. Parents can make an interview with their class teacher at any time throughout the year.
LEARNING SUPPORT
Sacred Heart has high expectations for all students. Teachers are encouraged to provide learners with an equitable access to the curriculum through thoughtful practices and well aligned adjustments. As a priority, the school endeavours to ensure all learners achieve to their potential.

A team of dedicated teachers and teacher assistants have been allocated to the area of Learning Support. The Learning Support Team assists teachers to meet the needs of each student and assists in implementing Education Adjustment Programs.

The school has a commitment to early years education and intervention. A Writing Reading Acceleration Program (WRAP) is provided by a Reading Recovery Trained teacher for children in Years 1, 2 and 3 who have identified reading difficulties.

SCHOOL COUNSELLING SERVICE
The school's counselling service is provided and is available by appointment to all members of the Sacred Heart School community. It is a confidential, professional service that aims to support individuals and families. Appointments may be made through the school office.

STUDENT WELFARE PROGRAM: SOLVING THE JIGSAW
Solving the Jigsaw, Changing the Culture of Violence and Building a Culture of Well Being, is a violence prevention and wellbeing program which provides a whole school approach to violence and bullying. A trained facilitator implements the program over two days each week. The program supports children to gain confidence and self-esteem and also to gain enhanced social skills. Bullying behaviours are addressed through group awareness and children become more resilient by expressing themselves in a positive manner.

STUDENT PROTECTION IN CATHOLIC SCHOOLS
Student protection and wellbeing are paramount in all Catholic Schools in the Diocese of Rockhampton. By the very nature of their mission and ethos, Catholic schools in the Diocese of Rockhampton place the highest priority on the safety and care of the children and young people who are their students. All students have a right to expect that the school will always do all that is possible to protect them from any kind of harm and create safe learning environments.

Catholic Education is committed to best practices in student protection and the development of proactive approaches to equip people with the skills and knowledge to identify risks of harm and respond appropriately.

http://www.rok.catholic.edu.au/schools_protection.htm
Sacred Heart Catholic Primary School - we protect our rights by encouraging responsibility, and the expectation of RESPECT:
- For ourselves and each other.
- For our property and the property of others.
- For the environment.

Our expectation for respect is based on Gospel values and the School Mission Statement.

BEHAVIOUR MANAGEMENT PHILOSOPHY
At Sacred Heart Catholic Primary School we endeavour to develop the full potential of each child in a supportive faith-filled school community. With Jesus as our model, we strive to nurture a culture of respect: self-respect, respect for others and respect for our environment.

Sacred Heart Catholic Primary School is to provide a learning environment that is welcoming, safe and supportive. The school values right relationships and puts people before structures and processes. (Duignan 2009) We foster the development of the whole child and all aspects of student well-being: intellectual, physical, emotional, moral, cultural, spiritual and aesthetic development. (Melbourne Declaration 2009)

All members of the Sacred Heart Catholic Primary School community must accept their responsibility for establishing and maintaining positive relationships and for promoting responsible behaviour. Behaviour expectations are to be clearly communicated and programs that promote effective social skills and positive relationships are to be provided.

Behaviour management in an effective learning community is a positive way of building and maintaining relationships and developing self-disciplined and responsible children.

A Behaviour Management Implementation Procedures booklet is available.

DECLARATION AGAINST BULLYING AND VIOLENCE
(The Queensland Schools Alliance Against Violence (QSAAV))
At Sacred Heart Catholic Primary School:
- We strive to ensure all students are able to learn and work in an environment where they feel safe and are free from bullying and/or violence.
- We seek every opportunity to encourage school staff, parents and students to work together to develop the knowledge, understanding and skills that support learning, positive behaviour and constructive social relationships.
- We implement policies and strategies guided by current research on effective approaches to the prevention of bullying and violence.
- We use our role in the community to raise awareness that bullying of and violence toward children and young people are issues for the whole community and require a community response.
THE SCHOOL DAY:

- 8.35am  Warning bell
- 8.40am  Assembly / Classes commence
- 11.00am LUNCH
- 11.40am Classes resume
- 1.40pm  AFTERNOON TEA
- 2.00pm  Classes resume
- 2.55pm  Bus bell
- 3.00pm  School concludes

Students are expected to be at school in sufficient time to either attend the whole school assembly or to begin classes. Students should not be at school before 8.15am as supervision cannot be guaranteed before that time. Children are asked to bring a healthy snack for a ‘Brain Break’ at 10am.

School concludes at 3.00pm each day. All students are expected to leave the school grounds by 3.20pm each day as supervision cannot be guaranteed after that time.

We request that parents/caregivers notify the school if they are unavoidably detained and therefore will be late in collecting their children. Some children can become quite distressed if a parent or the caregiver is later than expected.

Students not collected from school by 3.30pm may be placed in the care of the Sacred Heart Outside School Hours Care Service at the parent’s/caregiver’s expense.
SPORT AND PHYSICAL EDUCATION
All children are encouraged to participate actively in sporting activities organised by the school. Formal swimming instruction is provided for all primary classes as a part of the school physical education program. All children are expected to participate in swimming classes, except when they are ill or have a physical disability. The Sports Houses are Cana (Purple), Jordan (Orange), Tabor (Green) and Galilee (Yellow).

INSTRUMENTAL MUSIC
A wide variety of instruments are offered to our students through this program. At present, students are studying: voice, violin, guitar, brass, woodwind and percussion. Visiting private teachers withdraw children from class for instruction and are responsible for their own fees and fee collection. Children involved in this program are invited to become part of the school string orchestra and band.

RAINY DAYS
The school has a Wet Weather Procedure for lunch breaks. In the event of heavy rain where severe flooding is imminent, children may be released early to go home with parents/caregivers.

ABSENTEEISM - VARIATION TO ROUTINE
When children are absent from school or need to leave early, a written explanation, phone call or email, stating the cause of the absence, is required.

SCHOOL RECORDS
Information, given by parents when children are enrolled, forms the basis of our student and family records. We ask that any changes of address, telephone numbers etc. be communicated to the school office promptly so that our records remain current. This information is vital if we need to contact you urgently.

ASSEMBLIES
Whole School Assemblies are held each Monday and Friday at 8:40 am in the Multi-Purpose Area. On Monday important messages for the week are communicated and the National Anthem is sung. The assembly on Friday is usually a Prayer Assembly with one of the classes leading this assembly.

On other days during the week year level assemblies are held. At these assemblies student awards are given and birthdays acknowledged.

All assemblies commence with the School Prayer.
SCHOOL BANKING
School banking with the Commonwealth Bank is available to all children. An application form can be downloaded at commmbank.com.au/schoolbanking under the “For Parents” tab. School banking is facilitated by a volunteer from the parent body.

LOST PROPERTY
All items of clothing, particularly hats and winter wear, should be clearly marked with your child’s name so that, if lost, they can be returned to their owners. Items of lost property are kept in the lost property cupboard in the Multi-Purpose Area.

BOOKCLUB
The school operates a Bookclub for all students through Scholastic. Order forms are sent home and returned with full payment on or before the notified date.

DENTAL CLINIC
All children in the school are eligible for free dental treatment when the mobile dental van visits the school each year. Before any examination or treatment can be conducted, written consent is required from a parent or guardian. These forms are sent home prior to the dental van’s arrival. Contact number for the Dental Van is 0408 771 129.

LIBRARY
The library is the resource centre of the school and all children are encouraged to use it as much as possible. All children are required to have a plastic or material library bag or folder for borrowing purposes to protect the books they borrow.

All classes have a set time for borrowing resources and library use. Children may also borrow and return books during lunch times. In addition to this children are able to borrow and return ebooks through their class page using a unique username and password. Parents and families are most welcome to use the library resources.

MONEY
It is important that money for specific purposes is placed in an envelope, clearly marked with the name, amount and activity. All money should be handed to the classroom teacher upon arrival at school or handed in at the office. Children should not leave money in their desks or school bags. EFTPOS facilities are available at the office.

SCHOOL BUSES
A number of school buses provide transport to Sacred Heart School for those children eligible to travel on them. Information regarding eligibility for travel on these buses and the routes available can be obtained by phoning the Transport Department in Rockhampton 49 311539.

Details of buses providing access to Sacred Heart can be obtained from the school’s office or from Young’s Bus Service Yeppoon phone 49 393131.
FINANCIAL ASSISTANCE ~ SCHOOL TRANSPORT
Government assistance may be available to parents who drive children to school or who pay bus fares. Eligibility depends upon government policy and application forms are available from the school upon request. If you think you could be eligible it is worth requesting a form.

ARTS PERFORMANCES
Throughout the year various groups visit the school to stage musical, dramatic and/or dance performances for the students. These performances are usually of a very high standard and all children are encouraged to attend. Parents will be notified as to exact dates and costs in the school newsletter.

TUCKSHOP
Tuckshop is open on Wednesday and Friday each week. Helpers are always welcome. A price list and menu is supplied at the start of each year and updated when needed. On-line ordering is available through FlexiSchools.

NUT FREE SCHOOL
Students are requested not to bring any nut products to school. The tuckshop and Outside School Hours Care are also Nut Free. A number of students enrolled at the school are allergic to nuts.

WEAPONS AT SCHOOL
Any weapon or instrument that could be used to cause harm is prohibited at any Sacred Heart School sanctioned activity. Students breaching this requirement may face serious consequences including suspension and the termination of their enrolment. The matter should be reported to the police.

NEWSLETTER
A weekly Sacred Heart School E-Newsletter is published. Parents who provide an email address will receive the newsletter by email. Parents who do not have access to email can receive a paper copy. At present, the newsletter day is THURSDAY. It is important that parents read the newsletter to be kept informed of news and events pertaining to the school.
VISION
Families and schools work together as partners in the education of children.

Research has demonstrated that engaging families in their children’s education improves student achievement, attendance and behaviour.

KEY DIMENSIONS OF FAMILY-SCHOOL PARTNERSHIPS
- Partnership through parenting
  Recognising that parents are the primary educators of their children and that parents and families have a lasting influence on their children’s attitudes and achievements at school
- Partnership through communicating
  Establishing effective two-way communication
- Partnership through participation
  Attending school events and supporting school activities
- Partnership through volunteering
  Volunteering time and skills to support the school
- Partnership through learning at home
  Information and assistance provided by the school to parents about helping their children at home
- Partnership through decision making
  Collaborating in school decision making through the School Board, Parents and Friends Association, sub-committees and task groups and consultation meetings
- Partnership through collaborating with the community
  Identifying and integrating resources and services from the community to strengthen school programs, family practices and student learning and development

PARENT / TEACHER INTERVIEWS
Formal parent / teacher meetings are scheduled twice each year. Parents or class teachers may wish to meet at other times to discuss a child's progress. To ensure the most effective interview, we ask that parents make an appointment with their child’s teacher so that all the relevant material and information can be made available. If parents have any concerns about their child please do not hesitate to contact the class teacher.

PARENT INFORMATION EVENINGS
Parent Information Evenings are held early in the year to allow both teacher and parents to become acquainted. Teachers will give a brief overview of the curriculum program for the year and share their hopes and expectations. This is a good opportunity for parents to share with their child's teacher any information about their child - strengths, interest areas, their own unique talents etc.
PARENT VOLUNTEERS
Parent participation is encouraged in many aspects of school life at Sacred Heart Yeppoon. Parents are invited to assist in many aspects of school life:

- Assisting in the classrooms
- Attending P&F Meetings
- Serving on the School Board
- Attending Parent Consultation meetings
- Working on a sub-committee/taskforce
- Supporting activities organised by the school community
- Coaching or managing sport teams
- Working in the tuckshop

PARENTS AND FRIENDS ASSOCIATION
The Parents and Friends Association is an integral part of the school community. It represents all the parents of the school as the official parent body in the school community. The P&F provides the opportunity for parents to share their opinions on issues and assists in improving the educational opportunities for the children. In particular, the P&F aims to participate in the optimum spiritual, intellectual, social and physical development of pupils at Sacred Heart Yeppoon by:

- providing a medium of support, information and involvement of parents/carers in their children’s education and the school community.
- developing collaboration between parents/carers and school staff.
- promoting the principles of Catholic education.
- fostering a distinctive Christian environment in the school.
- providing a medium for parents/carers to participate at Diocesan, State and National levels.

The P&F Executive comprises a President, Vice-President, Secretary, Treasurer and Principal. A number of sub-committees exist and include Tuckshop, Uniforms and Hearts Parents (friendship group).

Meetings are conducted at 6.30pm on the first Tuesday of each month unless notified of a change.
SCHOOL BOARD

A School Board provides a structure and process for genuine partnership in planning and decision making within a Catholic Education community.

AIMS OF THE SCHOOL BOARD

- Identify, enunciate, nurture and celebrate the Special Religious Character of the school
- Support processes developed by the school staff aimed at improving student learning outcomes in accordance with the education vision and mission
- Promote Catholic education that:
  - Lives out the local Church’s education mission
  - Strives for educational excellence
  - Contributes to society

DECISION MAKING

The philosophy and practice of Collaborative Ministry and Sharing Wisdom are the essence of decision making.

“To each the Lord gives a piece of the wisdom. To no one does He give all the wisdom of God. We all get different pieces. And as a consequence, we must share our wisdom. We must hear, respect and treasure one another’s wisdom. We must work for a climate that is open and respectful.”

POLICY DEVELOPMENT

Schools adopt polices approved by the Diocesan Education Council. The School Board may need to develop guidelines to support the implementation of these policies. School Boards may also identify specific areas of school life they believe require the development of policies.

MEETINGS

Board Meetings are held once each month. An Annual General Meeting is held once a year. Parents wishing to serve on the School Board must attend an in-service which deals with aims and responsibilities and shared decision making.

SCHOOL REVIEW AND IMPROVEMENT

Each Catholic School in the diocese participates in collaborative review processes to reflect on what is happening in key areas of the school to ensure that all students have access to an authentic, quality Catholic education. As part of these processes, schools prepare and submit the necessary documentation to maintain government accreditation. Regular reviews of the school are carried out both internally (by school staff) and externally (by the Catholic Education Office). A formal external review is held every five years. Recommendations are collated and form the basis for the School's Development Plan. This School Development Plan is revisited and updated annually.

A focus year for School Review and Improvement at Sacred Heart Catholic Primary School was in 2014 and an external Validation Team visited the school in May.
STUDENT PROTECTION HANDBOOK FOR VOLUNTEERS
Each year volunteers must read the Student Protection Handbook for Volunteers and sign the Volunteer Register at the school. This register is available in the office and in the tuckshop.

WORKPLACE HEALTH AND SAFETY INDUCTION FOR VOLUNTEERS
Each year volunteers must undertake workplace health and safety induction and sign the WH&S Training Record which is available in the office and tuckshop.

Volunteers are expected to sign in and out:
- Classroom and library helpers to sign at the office
- Tuckshop helpers to sign at the tuckshop

Volunteers are expected to follow the principles of:
- Safety
- Respect
- Support
- Ethical Communication
- Ethical Conduct
- Keeping confidentiality

BLUE CARDS FOR VOLUNTEERS
A Positive Notice Blue Card for Child Related Employment is not required by parent volunteers within school hours. However, a Blue Card is required for volunteers who are not parents and this includes grandparents. Parents who are after-school-hours coaches or managers of teams that train on our school grounds, on the oval or in the covered area, are required to have a Blue Card. Blue Cards for Volunteers can be applied for through the school office.

WORKPLACE HEALTH AND SAFETY
Diocesan Occupational Health and Safety Policy Statement:
The Catholic Diocese of Rockhampton is committed to providing a safe and healthy working and learning environment for employees and non-employees.

In order to achieve a safe environment for staff, students, parents and visitors, Sacred Heart will continue to develop management systems covering Workplace Health and Safety, which meet all legislative requirements for the diocese.

The school Workplace Health and Safety Officer’s responsibilities include the co-ordination of Occupational Health and Safety, Injury Prevention, Staff Welfare, Risk Management Strategies and Hazard Identification.
GENERAL INFORMATION

PARKING
The school has two car parks, one off Barracuda Crescent and one off Bottlebrush Drive. Teacher supervision is provided after school in the covered area adjacent to the Bottlebrush Drive car park. A ‘drop off and quick pick-up area’ is available in the Bottlebrush Drive car park.

MEDICATION
Parents requesting that children are to receive medication at school must complete the form available from the office. All medication must have a doctor’s or chemist’s label attached. All medication is administered by the office staff who hold current First Aid Certificates. For Workplace Health & Safety reasons teachers should not be asked to administer medication unless on a camp or excursion.

SUN SAFETY INFORMATION
Sacred Heart School is a SunSmart school. The school uniform and hat are a sun protective design. Children are required to wear a hat when playing or undertaking activities in the sun. The school has two large covered structures and other areas with shade sails. Alternative indoor activities are available in the lunch break. Sunscreen is available for staff and students.

HEADLICE
Headlice spread rapidly and persistent carriers place all others at risk. It may be necessary to exclude carriers from school until they have been treated by one of the many medications available at a chemist. Information about headlice is available on www.health.qld.gov.au/headlice.

INFECTIOUS DISEASES
Some medical conditions require exclusion from school to prevent the spread of infectious diseases among staff and children. Pupils who are unwell should NOT attend school. The school cannot accept the responsibility for caring for sick children, as this is unfair on the staff and can be distressing for the child.


NO DOGS IN SCHOOL GROUNDS
For safety reasons, no dogs are to be brought into the school grounds at any time.
TEXT BOOK LISTS
A list of school text and stationery required by students at each year level is provided when your child is enrolled at the school and prior to the conclusion of school each year.

Stationery items are available from the local newsagencies and office supply stores.

ANNUAL PLACEMENT OF CHILDREN INTO CLASSES
Consideration will also be given to the following when conducting the annual placement of students into classes:
* Equal numbers
* Balance of sexes
* Social development and interrelationships between students
* Academic balance
* Consideration to children receiving intensive learning support.

It is the Principal's responsibility, in partnership with the staff, to prepare class lists. Any parent concerns need to be addressed, in confidentiality, to the Principal.

SCHOOLCARE INSURANCE
Every day there are accidents involving children. To assist parents with costs associated with those accidents, we have SchoolCare Accident insurance provided by Catholic Church Insurances Limited. The SchoolCare Accident policy provides protection to all students attending our school. The cover includes accidental injury cover for school camps, school sports (including sports out of school hours as long as they are organized by the school) and travelling to and from school or school activities. It also includes activities organized or authorized by the school. This includes before and after school care if organized by the school.

DETAILS OF POLICY: Catholic Education Rockhampton
04 PAE 0144421
Disability/P.A. School Hours 275000 – Basic Cover.

INFORMATION
If you have any questions please call the SchoolCare Accident HelpLine 1300 138 498

MAKE A CLAIM
You can print a claim form and the policy wording from www.ccinsurances.com.au. Your child’s school will need to endorse the claim form prior to it being submitted. You will need a Doctor or Dentist's Certificate and copies of the accounts or invoices for any claimable expenses.

PLEASE NOTE:
Federal Health legislation prohibits Catholic Church Insurances’ SchoolCare insurance from paying any Medicare service including the Medicare Gap. The SchoolCare Accident insurance only provides cover for accidental injury to your child. We are prevented by legislation from payment of benefits relating to illness.
SACRED HEART OUTSIDE SCHOOL HOURS CARE

Contact Phone: 0409 337 725
Co-Ordinator: Rosie Stevens

The Sacred Heart Outside School Hours Care Service offers after school care for those students with working parents/guardians. Since opening our doors in January 2001, it has been the program’s aim to provide a safe, caring and fun environment for the children of Sacred Heart at a price that parents can afford.

The service operates each afternoon during term from 3.00pm to 6.00pm. Afternoon tea is provided in the cost. The service is run from the Outside School Hours Care building and is eligible for child-care assistance through Centrelink.

We accept all children enrolled at Sacred Heart Yeppoon including the Prep children. This program was established specifically to cater for the needs of the Sacred Heart Yeppoon community and as such endeavours to provide a warm, protective, Christian environment for the children and a quality service for the parents.

Parents form a ‘Parent Committee’ and meet on the second Monday of each term at 6pm in the OSHC room. This meeting runs for one hour and children can accompany parents to it.

For further inquiries contact the Service Co-ordinator on the above number.
The wearing of CORRECT school uniform each day at Sacred Heart School is compulsory for all students in Prep - Year 6.

PREP UNIFORM
A Prep shirt is available and is compulsory. Prep students are to wear a plain red hat. All other uniform items are the same as those listed below.

GIRLS UNIFORM
- Red and navy polo shirt
- Navy skort
- Socks: Choice of white ankle socks with blue soles embroidered with Sacred Heart around the top or white ankle socks
- Black joggers or black leather shoes
- Navy school hat

BOYS UNIFORM
- Red and navy polo shirt
- Navy shorts
- Socks: Choice of white ankle socks with blue soles embroidered with Sacred Heart around the top or white ankle socks
- Black joggers or black leather shoes
- Navy school hat

UNIFORM SUPPLIER
Uniforms are available from SEASIDE EMBROIDERY in Hill Street, Yeppoon (beside Youngs Bus Service office). The phone number is 49 392556.

OTHER UNIFORM INFORMATION:
Children attending activities away from school may be excluded from the activity if not in full school uniform (this is at the discretion of the Administration Team).

Children with pierced ears are to wear small, plain, studs (ONE per earlobe). No other body piercing is acceptable. Hair is to be cut in an acceptable style suitable for primary school children. If hair is past the shoulders it must be tied back. Hair colouring is not acceptable for primary school children. Hair is to be fastened by small plain clips, plain band or a ribbon in the school colours – plain red, blue or white. Multi-coloured beads, ribbons etc are not to be used. Plaits and braids are to be kept to a minimum.

Jewellery should be avoided, however signet rings, simple crosses on small plain chains and watches may be worn. If the item is of sentimental or financial value we suggest that it not be worn to school.
Parents of students at Sacred Heart Yeppoon contribute to the cost of educating their child/children by the payment of school fees and school-based levies.

The fees and levies payable will be as prescribed annually by the Diocesan Education Planning and Finance Committee.

**Why are school fees necessary?**

Federal and State governments acknowledge the right of parents to choose the school which best suits their children’s needs for educational, religious, cultural or other reasons. However, in comparison with funds spent on children in government schools, government funds committed to non-government schools remain limited. Your contribution through school fees is essential to the continued operation of your Catholic school.

Collection of school fees at Sacred Heart is carried out in accord with the Diocesan Enrolment Policy and School Fees Policy.

**DIOCESAN POLICY AND GUIDELINES FOR THE COLLECTION OF SCHOOL FEES**

1. The Finance Secretary must ensure that the school accounting system accurately reflects each family's current fee liability and any concessions granted. For the families who have arranged to pay weekly, fortnightly or monthly etc. a record of individual payment plans should be maintained.
2. Where practicable, accounts should be sent out in the second week of every term requiring payment within 14 days.
3. All payments with overdue accounts that have not contacted the school and do not have a payment plan should receive a copy of ‘Urgent Notice – Overdue Account’.
4. If no payment is received or contact made with the School within 14 days of sending the ‘Urgent Notice – Overdue Account’ letter, a follow-up phone call should be made by the finance secretary to ascertain whether the family have received the reminder notice and to inquire as to how the overdue account is to be finalised.
5. If there is still no action to settle the overdue account the matter should be referred to the Principal who will consider any local knowledge and information from the Parish Priest, after which the ‘Final Demand – Overdue Account’ letter should be sent. This letter states that if the amount is not paid within 14 days, or if no immediate contact is made with the school, the matter will be handed over to the collection agency.
6. If no response or reply is obtained following this second letter, 7 days after it is sent, the matter is to be referred to the Principal, who may then place responsibility for collection in the hands of the Diocesan Collection Agency, Pacific Mercantile.
7. If necessary, the Director of Catholic Education may authorize legal action to recover any outstanding debt.

Families experiencing genuine financial difficulties may apply for a reduction in school fees payable. Any reduction given will be determined on a case-by-case basis, and in keeping with the family's current financial circumstances. Concessions given are for the current year only and must be negotiated annually with the school principal.
TUITION FEES
Student discounts apply for all children in diocesan controlled schools from Prep to Year 12. If family members attend St Brendan's College or St Ursula's College, the appropriate discount applies to the children attending Sacred Heart Yeppoon ie. if one family member attends St Brendan's, one family member attends St Ursula's and one family member attends Sacred Heart, the child at Sacred Heart is eligible for a 35% discount on tuition fees.

2017 TUITION FEES SCHEDULE

<table>
<thead>
<tr>
<th>Students in Diocesan Schools</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four or more</th>
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</thead>
<tbody>
<tr>
<td>Discount Percentage</td>
<td>0%</td>
<td>12.5%</td>
<td>35%</td>
<td>50%</td>
</tr>
<tr>
<td>PRIMARY - per week (40wks)</td>
<td>$29.75</td>
<td>$26.03</td>
<td>$19.34</td>
<td>$14.88</td>
</tr>
<tr>
<td>PRIMARY - per term</td>
<td>$297.50</td>
<td>$260.30</td>
<td>$193.40</td>
<td>$148.80</td>
</tr>
<tr>
<td>PRIMARY - per year</td>
<td>$1190.00</td>
<td>$1041.30</td>
<td>$773.50</td>
<td>$595.00</td>
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SCHOOL-BASED LEVIES
School-based Levies are charges for curriculum resources, library books, printing levies, electricity for air conditioners and SchoolCare Insurance for each child.

2017 SCHOOL LEVY SCHEDULE

<table>
<thead>
<tr>
<th>No. of students at Sacred Heart Yeppoon</th>
<th>One 0%</th>
<th>Two 10%</th>
<th>Three 20%</th>
<th>Four 30%</th>
<th>Five 40%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per week</td>
<td>7.40</td>
<td>6.60</td>
<td>6.00</td>
<td>5.15</td>
<td>4.45</td>
</tr>
<tr>
<td>Per term</td>
<td>74.30</td>
<td>66.35</td>
<td>60.00</td>
<td>51.50</td>
<td>44.55</td>
</tr>
<tr>
<td>Per year</td>
<td>297.20</td>
<td>265.20</td>
<td>240.00</td>
<td>206.00</td>
<td>178.20</td>
</tr>
</tbody>
</table>

SCHOOL BUILDING LEVY
Each family will be charged a building levy of $85.00 per term ($340 per year) in conjunction with normal school fee billings. As this amount forms a collectable part of school fees no tax deduction is possible.

TECHNOLOGY LEVY
* $95.00 per student – Maximum of $190.00 per family per year ($23.75 per student per term)

PARENTS & FRIENDS ASSOCIATION LEVY
* $25.00 per family per term - $100.00 per family per year
SCHOOL FEE PAYMENT OPTIONS
Payments may be made by Cash, Cheque, Direct Debit, Direct Deposit, EFTPOS, BPAY, Mastercard or Visa Card and can be delivered to the School Office or mailed to the School at:-
PO Box 241,
Yeppoon Qld 4703
PayWay is a simple, secure, internet-based solution to manage payment of school fees. In addition to direct debits via DDF, you are now able to set regular recurring payments by credit card, are able to pay directly through your Parent Lounge account or pay via BPAY.

RECURRING CREDIT CARD BILLING
If you wish to make regular recurring payments as you would normally from a bank account but prefer to use a Credit Card so as to gain advantages of frequent flyer points etc., it is as simple as completing a form. This form is available on the school website under the Communication tab, titled DD Westpac. Otherwise please contact Sacred Heart School Finance Secretary Helen Jeffries at shy_finance@rok.catholic.edu.au to have the form return e-mailed or call in to the office to have a printed copy provided.

BPAY
BPay is the electronic bill payment service offered by Australia’s leading banks and financial institutions providing a convenient, fast and easy way for debtors to pay their bills anytime/anywhere through the security of your telephone or internet banking.

PAYMENT BY CREDIT CARD
If paying by Credit Card all details (see below) must be completed.

- Cardholder’s Name __________________________________________________________________________________________
- Signature _________________________________________________________________________________________________
- Amount ______________________________
- Card Number ____________________________________________________________________________________________
- Security Code __________ (Last 3 digits on back of card)
- Expiry Date ____ / ____

PAYMENT BY DIRECT DEPOSIT/INTERNET
Bank Details:
Bank Name: Westpac Bank
BSB No.: 034 210
A/C Name: Sacred Heart Primary School
A/C No.: 81 0234
‘Your’ Account Code on your statement: (e.g. 123456) must be included.
TERM DATES - 2017

Term 1: 10 weeks
Monday, 23 January  School commences Term 1
Thursday, 26 January  Australia Day Holiday
Friday, 17 February  Pupil Free Day – Bishop’s In-service Day
Friday, 31 March  Last Day of Term for Students

Term 2: 10 weeks
Tuesday, 18 April  Students commence Term 2
Tuesday, 25 April  ANZAC Day
Monday, 1 May  Labour Day Holiday
TBA  Yeppoon Show Holiday
Friday, 23 June  Last Day of Term for Students

Term 3: 10 weeks
Monday, 10 July  School commences Term 3
Friday, 15 September  Last Day of Term 3

Term 4: 9 weeks
Monday, 2 October  Queen’s Birthday Day Holiday
Tuesday, 3 October  School commences Term 4
Monday, 16 October  Pupil Free Day
Friday, 1 December  Last Day of Term 4

If you have any queries or require any further information, please contact the school, phone (07) 49 336288 during office hours Monday to Friday 8.00am – 3.30pm or write to
PO Box 241, Yeppoon, Qld, 4703
Fax (07) 49 336470
Email: shy@rok.catholic.edu.au