

Sacred Heart Catholic School Goomalling



Parent Information Booklet 2016

www.shcsgoom.wa.edu.au



FROM THE PRINCIPAL

I am pleased to present the 2016 edition of our school parent information booklet.

This handbook has been prepared to inform parents and students of policies, practices and procedures, which will make cooperation between home and school easier.

Additions and amendments may occur during the year, and we will endeavour to keep parents informed of these changes as they occur.

I hope the handbook will be useful and informative for you and your children whilst attending school at Sacred Heart.

*Steve Miranda
Principal*

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STAFF LIST 2016

PRINCIPAL:	Steve Miranda
PRE KINDY/KINDY: Pre Primary	Elicia Bove
YR 1-2:	Donne Holmes
YR 3-4:	Bronwyn Smith
YR 5-6:	Rachel Clarke
ART/SCIENCE	Kendra Edmonds
SUPPORT TEACHERS:	Kendra Edmonds
MUSIC:	Cherie Broadhurst
SPORT:	Steve Miranda
HISTORY/GEOGRAPHY:	Kendra Edmonds
MULTILIT TUTOR:	Tanya Forward
PP/YR 1 TA:	Cherie Broadhurst / Alison Jones
PRE-KINDY TA:	Tanya Forward
SPECIAL NEEDS TA:	Leanne Taylor Fiona McKechnie
BURSAR/ADMIN:	Lesley West
ADMINISTRATION:	Deanne Even
GROUNDSPERSON:	Taz Gougoulis
CLEANER:	Fiona O'Connor

Calendar for 2016

Term Dates

Term 1 -	Monday 1st February to Friday 8th April
Term 2 -	Tuesday 26 th April to Friday 1st July
Term 3 -	Monday 18th July to Friday 23 th September
Term 4 -	Monday 10 th October to Thursday 15th December

The following are Public Holidays during school term time;

Monday 7th March; Friday 25th March; Monday 28th March.

Student Free Days 2016

Term One:

Term Two: Tuesday 26th April, Friday 6th May,
Friday 3rd June

Term Three: Monday 18th July.

Term Four:

1. Sacred Heart Catholic School - Goomalling

Goomalling has a population of approximately 550 and is located 130km north east of Perth. Goomalling is in the central wheatbelt and relies heavily on the surrounding farms for employment. The town has its own hospital that operates around the clock and has excellent sporting facilities with a swimming pool, netball, tennis courts, lawn bowls, golf course, gymnasium and oval.

The Principal, staff and school community of Sacred Heart welcome each family and student to the school.

2. A Brief History

Sacred Heart Catholic School was founded in 1912 by the Presentation Sisters from Geraldton and was known as the Presentation Convent. In its early days, the school boasted a girls and boys boarding school. With the withdrawal of the Sisters in 1986, the proud tradition and success of the past continues with the service of a caring and dedicated staff under the direction of the Archbishop of Perth who, together with the other WA Bishops, has authorised the Catholic Education Commission to determine major policies.

3. Vision Statement

Sacred Heart Catholic School aspires to be known as a community where all students have the opportunity to flourish in an environment that empowers them to be Christ like.

- **FLOURISH** - We aspire that Sacred Heart Catholic School students will be happy, balanced and strong students who will flourish across all domains of life.
- **ENVIRONMENT** - The potential of all will be realised in a positive and safe environment that recognises the God given gifts of each individual.
- **CHRIST LIKE** - The school environment will empower others to live a Christian life through the essence of Catholic faith and values.

4. Mission Statement

Sacred Heart is a unique Catholic rural community where everyone is nurtured, respected and valued as God's children. We strive to develop each child's full potential by recognising their individual giftedness as part of God's creation.



5. OUR VALUES

At Sacred Heart Catholic School:

RESPECT – We value and respect the dignity of ourselves and others within our school and wider community. We respect the Earth and our environment as gifts from God. We respect others by developing a sense of social justice by being compassionate, kind and empathetic.

UNIQUENESS – We value children developing self-confidence and a strong sense of well-being, independence and individualism.

NURTURING – We value that children learn in a safe and supportive environment, where they are supported by their relationships with others, to feel capable and unique.

OPPORTUNITY – We value opportunities for all community members to develop their identity and to achieve their full potential, whilst being encouraged to enjoy all environments and experiences.

6. The Philosophy and Basic Principles of Life at Sacred Heart

The philosophy and basic principles of learning at Sacred Heart is reflected in the strategic direction of the Catholic Education Office of Western Australia.

LEAD – DEFINING OUR STRATEGIC DIRECTION

Learning – is what we do. We are committed to learning at every level.

Engagement – is essential. We are committed to Catholic Education’s mission through positive relationships with all.

Accountability – is not optional. We have personal and collective responsibility for our systems’ success

Discipleship – is our calling. We are committed to deepening our relationship with Jesus.



7. School Fees

Although Catholic schools receive some government funding, school fees constitute an essential proportion of the school income. The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from Sacred Heart. Confidential arrangements can be made with the Principal if there are financial difficulties. Families on Health Care Cards receive a substantial discount on fees and no child is turned away because their family cannot pay fees.

School Fees for 2016

	2016 Per Annum School Fees
1 st child:	\$690.00
2 nd child	\$552.00
3 rd child	\$414.00
Kindy	\$358.00
Amenities	\$50
Building levy (PP to Yr 6 only)	\$140 per family

8. School Hours

Session 1 8.45am to 10.45am

Morning Recess 10.45am to 11.05am

Session 2 11.05am to 12.45pm

Lunch 12.45pm to 1.25pm

Session 3 1.30pm to 3.05pm

School Concludes 3.05pm

9. Supervision

Teacher supervision begins at 8.30am and students should not arrive at school before then. Students are supervised after school until buses have collected students. Any students not collected will be catered for until alternative arrangements are made.

10. Library After School Opening

The School Library will be open every Thursday afternoon until 4.00pm for students to use with the supervision of their parents. The Library facilities are available at this time for homework, supervised computer use and reading.



11. Sign In/Out

If Parents need to take their children out of class during the school day, or they are arriving late to school, they must sign them in/out. The book is located in the School Office.

12. Absences

Student absences are recorded each day during the first morning session. Parents are required to contact the office, via email or a phone call to notify that their child will not be attending school. If no notification has been received through the office parents will be sent an SMS to inform them that their child is not at school. All absences require a note, by law, to be sent into school for school records. Whilst an email is sufficient for a note a telephone call needs to be followed up with a written note.

13. 3 Year Old Kindergarten

Class is held from 8.45am -12.30pm on Monday and Wednesday. This program is not funded by the government and must be paid for per child. The school can arrange to take the Pre-Kindergarten children over to Gumnuts Day-Care, should this be required.

14. Kindergarten Hours – Three Full Days

Session Times: Monday, Wednesday & Friday 8.45am to 3.05pm.

Children can be enrolled in the Kindergarten program if they turn four before 30 June that year.

15. School Uniform

The school uniform is compulsory for all students from Pre-Primary to Year Six.

Winter Uniform

Boys

Navy windcheater with crest
Light blue short sleeve button through shirt with crest
Grey school trousers
Black school shoes
Grey socks

Girls

Navy windcheater with crest
Light blue short sleeve button through shirt with crest
Navy blue winter skirt OR
Navy blue trousers
Black school shoes
Navy tights or short white socks

Summer Uniform

Boys

Light blue short sleeve button through shirt with crest
Grey shorts
Sandals (blue) or black school shoes with short grey socks

Girls

School dress (with crest)
Sandals (blue) or black school shoes with short white socks

Hat - Students are required to wear a wide brimmed hat that are available from the office and the school has a 'No Hat, No Play' Policy.

Kindergarten students are able to purchase a polo shirt from the uniform shop, however, this is not compulsory.

All uniforms are available to purchase via the school uniform shop.



16. Labelling

All items brought to school should have your child's name clearly printed on them, including all clothing and their bag.

17. Grooming

Cleanliness and grooming standards are expected to be maintained. Hair should be neat and tidy, and if past the collar in length, it must be tied back. Children are not permitted to wear nail polish.

18. Crunch and Sip

Sacred Heart School has a Crunch and Sip healthy eating policy. All students are required to bring in a piece of fruit or vegetable to eat in class during the morning session. The students are also required to have their drink bottle with them in class. We promote healthy eating at all times at school and lollies, chocolates and soft drinks are strongly discouraged.

19. Birthdays

We celebrate each child's birthday at Sacred Heart and acknowledge them at the morning assembly. Parents may wish to send in a birthday cake or cupcakes for the class to share to help celebrate a birthday. However, parents are asked to be mindful of our healthy eating policy and avoid sending in lollies with the cake. Parents are also asked to be mindful of our nut friendly policy when preparing cakes for the children.

20. Pastoral Care

Sacred Heart places a strong emphasis on the pastoral care of students, parents, families and staff. Children are encouraged to see themselves as valued and respected members of their class and school community. A sense of caring concern and responsibility towards others is fostered in all children.

21. Fruits of the Spirit Values Program

The values program for 2014 utilises the Fruits of the Holy Spirit. We will have a whole school focus each term of two of the Fruits of the Spirit. The children will be encouraged to look for ways to demonstrate the fruit in their everyday lives and especially in their interactions with others. The fruits will offer the students a life-long journey of exploration and hopefully become their measuring stick as they strive to become "better people" on the journey of life.



22. School Rules

Sacred Heart has a core set of school rules with which all students are made aware of. The school rules outline the codes of behavioural expectations for all children at the school. The underlying principles behind our school rules are that every child should act with honour, loyalty and respect to themselves and others.

The school rules are:

*We are proud of Sacred Heart Catholic School.
We follow our rules to make it a safe, secure and happy place to be.*

At Sacred Heart we will:

- 1. Show respect for ourselves, teachers, others and property.**
- 2. Walk safely on hard-covered areas.**
- 3. Ask permission to leave the school grounds.**
- 4. Respond to all bells promptly.**
- 5. Wear hats when we are outside.**

23. Parish Priest

The Parish Priest has an important role to play in the pastoral care program of the school. Teachers and the Parish Priest will work together in developing the Sacramental program that will be of most benefit to the children

concerned. The Parish Priest is Father Ken D'Souza and can be contacted on 9629 1147.



24. Curriculum

Religious Education and Sacraments.

Sacred Heart Primary School offers a Catholic education, teaching Christian values and perspectives. Religious Education is at the core of our school's existence. In accordance with Catholic Education Commission policy, all teachers gain Accreditation to teach in a Catholic School and to teach Religious Education. Religious Education follows the Perth Archdiocese Religious Education Units of Work. This program is to promote understanding of Christian beliefs and practices. Religious Education is taught with the same demands and rigour as other learning areas.

All classes are active in planning for school community Masses and Liturgies throughout the year. Masses and Liturgies will be regularly communicated to parents and parents and friends are encouraged to join us for these occasions.

The Religious Education program includes preparation for the Sacraments of Baptism (if required), Reconciliation, Eucharist and Confirmation. During 2014 the Sacraments of Reconciliation and Confirmation will be offered. Parents who would like to have their children Baptised are asked to notify Fr Ken, in the first instance.

Curriculum Learning Areas

At Sacred Heart, learning is facilitated through a developmental approach that emphasises cooperative learning, inquiry, explicit teaching and differentiation. We provide a relevant, comprehensive and varied curriculum to suit all student needs, interests and abilities. Literacy and Numeracy are both taught as whole school blocks and reflect the Australian Curriculum. History and Geography, Science, Visual Arts, Music and Physical Education are all taught as specialist areas for all students from Pre-Primary to Year Seven. In 2014 the whole school curriculum focus will be Spelling, the Language of Literacy and the teaching pedagogies of differentiation and explicit teaching.

Higher Order Thinking Skills and 21st Century Learning

During 2014 we will be incorporating the development of higher order thinking skills, using a Bloom's Taxonomy matrix, to encourage critical thinking across the curriculum. Higher Order Thinking (or HOT Skills) will be explicitly taught in all classes from Kindy to Year Seven. The development of HOT skills will provide our students with the skills they need to be critical and creative learners to meet the needs of 21st Century learners.

Physical Education

Sacred Heart School has a Physical Education teacher. In 2014 the PE teacher is Mrs Kendra Edmonds. All the children, from Pre-Primary to Year Seven will have PE and/or sport on Tuesday and Thursday. Sport uniforms will need to be worn on these days. The students will be taught explicit PE skills to assist them with participation in a range of sport games. The Junior students all participate in a Perceptual Motor Skills Program to ensure that they receive a balanced education. They will also participate in swimming lessons, swimming carnival, athletics carnivals, cross country and a variety of sport clinics. Our long term goal with the teaching of PE and Sport is to encourage children to participate in sport for life, as a healthy lifestyle choice.



MultiLit and Reading Support

Sacred Heart School uses the MultiLit reading tutoring program for students who may be experiencing some difficulty with reaching the desired outcome for reading. This program is available for four students each term and is only available for students from Year Two to Year Seven. The children access the program for as long as their reading needs require individual teaching and support. In 2014 the Multi Lit tutor is Ms Tanya.

Music

Music is an integral part of the school curriculum because it is considered to be part of the total education of children. The aim is to create an atmosphere where children can develop an appreciation and enjoyment through singing, movement, listening, instrumentation and music appreciation. At an extra

cost, students can access instrumental lessons privately – outside of school hours.

25. School Choir

In 2014 Sacred Heart School is introducing a School Choir. The choir is available on a volunteer basis for all students from Year Two to Year Seven. Choir class will provide the children with an opportunity to learn more about the art and skill of singing and incorporate performance skills. Choir will be held under the direction of Mrs Broadhurst and will be held every Wednesday morning from 8.30-9.00am.

26. Homework

Teachers will outline the school homework policy at the Parent Information Evening which is held early in Term One. Parents support is encouraged to ensure homework is completed regularly and to communicate with teachers should there be any difficulty with set homework.



27. Library

The school Library is available to students each week to borrow books and for teachers to use for lessons. The children are all encouraged to borrow each week from the Library and a cloth Library Bag is required for this purpose. Please look after the Library books as they come home and report any damage or loss of books to the Library Officer, Mrs Jocelyn Frearson. There is a parent corner in the Library that parents are welcome to use to look at the parent magazines and journals and to meet with other parents during the school day.

28. Assessment

Children are continually assessed in all learning areas. Ongoing assessment assists teachers' planning and programming and identifies any need for remediation or extension.

Formal testing that takes place for all students includes:

- Pre-Primary students participate in the collection of PIPs Literacy and Numeracy data twice each year.

- Students from Year One to Year Three participate in the collection of Literacy and Numeracy data for the Early Years Learning Data.
- Students in Years Three and Five participate in NAPLAN Literacy and Numeracy tests.
- Students in Yr 5 participate in WAMSE Science and S&E tests.

In addition to this all students receive ongoing assessments for reading, using levelled reading assessments, and Mathematics using the Maths Assessment Interview. During Term One a Learning Journey evening is held for students to discuss and display their learning, across all areas, to their parents. Two and Three Way Interviews are held for parents and/or students and teachers at the end of Term One and during Term Three. Formal reports are sent home at the end of Terms 2 and 4. Parent interviews are formal opportunities for parent/ teacher meetings, although it is recommended that parents keep in regular contact with their child's teacher throughout the year.

29. Parent Volunteers

Parents are the prime educators of their children. The school supports the family in this role. Together parents and staff will share the responsibility of teaching Christian values. The school encourages parent volunteers to assist with class activities, to listen to reading or to help out in the Library. Parent involvement in the school results in improved outcomes for their children. Parents are encouraged to come and see their class teacher if they would like to assist with class activities from time to time.

30. Allergy Aware

Sacred Heart School is an 'Allergy Aware' School. This means that we are Nut Free and we communicate to parents at the Parent Information Night any other allergies that are relevant at the start of the year. While we cannot ensure that this is followed we ask that all parents follow these instructions to ensure the safety of other children at school.

31. Medical Information

At any time that there are new allergic reactions or ailments parents are requested to contact the school in writing as soon as possible.

Any medication that needs to be administered to children during school hours must be done so by Parents. Staff are only permitted to give medication when parents provide a signed form which clearly explains the administering process.

32. Information Technology

Information Technology is integral to the teaching and learning programs offered at Sacred Heart. IT compliments student learning and student engagement. It is not a learning area and as such, is integrated through learning areas, where appropriate. We are very fortunate at Sacred Heart to have Interactive Whiteboards in every classroom, 7 ipads in each class, a

bank of 20 Chrome Book lap top computers for portable use, desktop computers in each room, staff laptops, iPods, an Apple TV in the Science/Art Laboratory and a completely wireless network system around the school to allow students the very best opportunities possible. We value a layering approach to the use of information technology to ensure students are exposed and confident with the use of a range of appropriate technologies necessary to equip them for 21st Century learning.

33. Camp

To enhance and consolidate learning, students in Year 4-6 attend a three night camp at Ern Halliday Camp School, Sorrento, every second year. This is part of the school curriculum and it is an expectation that all students attend this as gazetted school days.

34. Discipline/Bullying

At Sacred Heart:

- All children have the right to learn, work and play in a friendly, safe and helpful school.
- Each child is respected as an individual and is made to feel valued.
- By working together through a school wide approach to discipline/bullying, we can increase the probability that students will learn responsibility and respect from one another.
- We share our Christian values in the way we relate to others.

Children will be encouraged to develop self discipline. They will be asked to realise they have responsibilities and they should be aware of their rights and the rights of others.

Self discipline will be promoted by:

- The development of self esteem.
- The administration of observable justice.
- Restitution.

35. Parents and Friends' Association

The role of the P & F is to express the commitment of parents to the school. They become effectively involved by:

- Maintaining the school environment and upgrading equipment and resources.
- Providing opportunities for parents to socialise with the school community.
- Informing parents of current educational developments.
- Working closely with the teachers to achieve goals.

The P & F consists of a committee of volunteer parents and friends. A parent/guardian of a child attending the school, or any person who supports the objectives of the association are admitted as a member. It offers a forum for collaboration between parents, teachers and the Principal and it is designed to give parents a voice on relevant issues that will benefit the

education of their children. In 2015 the President for the P&F is Mrs Kim Quartermaine.

36. School Board

The School Board plays an important role in the operation of the schools finances and the general management of the school's resources. The functions of the Board include:

- Planning for the present and future operation of the school.
- The management of finances associated with the school.
- Advising the Principal with school policy that has financial implications.

Members are elected to the Board at the annual December AGM and membership is for a two year period with renomination available for up to a six year period.

37. Communication

Communication between school and home is vital for the transfer of essential information about individual students and about general school issues. Parents wishing to see their class teachers can ask teachers for a suitable interview time or ring and make an appointment. Parents are encouraged to see class teachers whenever the need arises or simply to touch base with how their child is progressing.

38. School Newsletter

Our weekly newsletter is an important means by which the school communicates with parents and students. Information and notices concerning school procedures, activities and coming events, as well as community items, are included within the newsletter. The school newsletter is emailed to parents every Wednesday and posted onto the school website. Hard copies of the newsletter are available to those parents who request it.

39. School Website

Sacred Heart School maintains a comprehensive and up to date website. The school website has a wealth of information about the school and also has photographs and descriptions of various events as they are held throughout the year. Each class has a page on the website for photos, examples of student work and term class outlines. The website can be accessed at: www.shcsgoom.wa.edu.au

40. Student Accident Insurance Cover

All students are covered by a comprehensive policy offered though Catholic Church Insurance. The policy provides 24 hour protection against everyday accidents.



***We wish all our families a happy
and successful association with our school
during their time at Sacred Heart Catholic School.***