

Sacred Heart Parish School



Parent Handbook 2014

On behalf of the Parish, we welcome you to our School. We're a school that prides itself on establishing right relationships with all community members. Our school works as a team in which each of us offers our unique gifts and talents to build the best possible educational environment for the children. We share this responsibility with you, as a parent, the parish members and our parish priest. At our school, we endeavour to live the Gospel values.

Our Mission

Sacred Heart Parish School Mission Statement

Sacred Heart Parish School is a community of children, parents and staff and is a vital part of our local Catholic parish.

It is a community of faith, based on a belief in God and a Christian way of life. Our community seeks to base itself on Gospel values: characterised by care; respect and compassion for all, irrespective of their social, religious or financial status. Christian spirit and values permeate all areas of learning and school life, and determine the whole atmosphere of the school.

Our school community acknowledges and seeks to reinforce the aim of each family to develop their child's potential as a total person – spiritually, intellectually, emotionally, physically and socially.

Our school community, mindful of the needs of those who belong within it, also seeks to respond to the needs of the broader community, of which it remains a part.

All this is reflected in our school motto-

'BECOME WHO YOU ARE'



Faith Education



Faith is a gift which must be nurtured if it is to grow into a loving and personal relationship with God. Our Education in Faith program follows the guidelines approved by the Toowoomba Catholic Education Office. The program enfolds the riches of our Catholic traditions as it speaks of God, the Church and us gathered together in community.

In our faith education program we endeavour to enlighten each student about their own personal worth and uniqueness, understanding more clearly that “God is with us” in the everyday realities of life. We invite children to discover the meaning of God’s activity in their lives, encountering and knowing the Faith of our Catholic Christian community. Children are encouraged to come to a genuinely lived faith response through dialogue with God, with each other, with their teachers and with their families.

The spiritual life and development of our school is co-ordinated by the Assistant to the Principal, Religious Education (APRE), Miss Tegan Baldwin. Tegan is only too happy to answer any questions you may have about faith development at Sacred Heart.

Prayer:

Formal and personal prayer is part of our everyday school life.

Missions:

Children give generously each year to the missions. Small fundraisers throughout the year also help with the raising of funds (eg. raffles).

Sacramental Program:

The sacramental program is parish based.

Building Community Pastoral Care:

Sacred Heart Parish School is run under the umbrella of Toowoomba Catholic Education but we have strong connections with the Sacred Heart Parish. We would hope not just to be a school community but also to be involved with the broader community of Cunnamulla and surrounds. Our school will be a place of welcome where all feel valued.

Mass or Liturgy of the Word is held each weekend in the Church on the school grounds at 6pm every Saturday evening and at 9am every Sunday except for the first Sunday of each month.

Religious Education:

At Sacred Heart Parish School we believe that our faith affects every aspect of our lives and those of the children we teach. Our Religious Education Program therefore permeates all subject areas at the school. Our School policies are based on the Gospel values of love, honesty, justice, reconciliation, forgiveness, compassion and charity. We follow the Brisbane guidelines for Religious Education, and as such see Religious Literacy as a Key Learning Area.

Liturgies:

Liturgical celebration, whether it is whole school or class, will occur on a regular basis. You will be notified of these times through the school newsletter. Parent involvement in these celebrations is desirable and greatly appreciated.

SACRED HEART PARISH SCHOOL PRAYER

Dear Lord, bless our school,
So that working and playing together,
We may be like Jesus in words and actions.
Lord of the loving heart,
May our hearts be loving too.
Lord of the gentle hands,
May our hands be gentle too.
We ask this through Jesus our teacher.

Amen

Fees and Levies



The fees and levies paid by each family go towards the running cost of the school. **Without them the school cannot operate.** It is an expectation of the school that all families pay school fees. However, in cases of extreme financial hardship, part or full exemptions may be granted. The Principal must be consulted if you wish to be considered for such exemptions.

School fees may be paid in full, by Cash, Cheque, EFTPOS and Direct Debit from the NAB or Commonwealth Bank, using the Centrepay facility or by making payments weekly etc.... These arrangements can be made at the school office.

School accounts are sent home early each term and are to be finalised by the date nominated on the invoice. Our fees and levies are reviewed at the end of every year. In 2013, the school fees will be:

| <i>Tuition Fees</i> | <i>One child.</i> | <i>Two children.</i> | <i>Three or more children</i> |
|--|--------------------------|-----------------------------|--------------------------------------|
| Whole Year Fees & Levies | \$ 740 | \$ 1020 | \$ 1140 |
| <i>Resource Levy</i> | \$50 | \$70 | \$90 |
| <i>Capital Development Levy</i> | \$50 | \$70 | \$90 |
| <i>Terms 1/2/3/4(totals)</i> | \$185 | \$255 | \$285 |



Uniforms

The school uniform represents the pride we have for our children and our school. A smart, neat and user-friendly uniform encourages the children to take pride in their appearance and in the school. The school uniform requirements are listed below:

Summer Uniform

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|------------------|--|
| Polo Shirts | Green/Yellow polo shirt (available from the school office) |
| Sports Shirt | White polo shirt (available from the school Office) <i>Worn once a week – usually Thursday.</i> |
| Skorts or Shorts | Bottle green skorts (available at Target, Best & Less, Hanna's Toowoomba) Bottle green shorts (available at Target, Best & Less, Country Wear) |
| Socks | White socks |
| Shoes | ALL BLACK shoes (preferably joggers) Flat brown /black sandals (optional) COLOURED JOGGERS ARE NOT SCHOOL UNIFORM |
| Hat | Green school hat (available from the school Office) |

Winter Uniform

Green tracksuits for both boys and girls are worn during the winter months. These are purchased from School. An order form will be sent out during Term One.

A green or white skivvy may be worn under the tracksuit for extra warmth.

Other Uniform Requirements

Hats: Our school policy has a 'NO HAT – NO PLAY'. We are a Sun Smart School.

Jewellery: The only jewellery allowed is one set of fine studs or sleepers, a chain with some form of religious significance and watches.

Nail Polish: Nail polish and visible tattoos are not acceptable.

Hair: Children's hair must be neat and tidy. If hair is below the collar it needs to be tied back with appropriate white or green accessories. It is expected that hairstyles reflect the code of dress required by the school. The colouring of hair and unusual hairstyles are not acceptable

Policies & Procedures

Absentees:

It is in the best interest of parents, students and staff that a note of explanation or a phone call to the school be made in the event of absenteeism. The Education Act requires children between the ages of 5 and 15 to attend school each day, unless there is a valid reason for absence. **It is expected that parents should ring the school by 9:30am if their child is not attending school that day.**

Allocation of Sporting Houses:

There are two sporting houses at Sacred Heart Parish School; McAuley and Xavier. Children are placed in the sporting teams in the first weeks of enrolment. Children of the same immediate family remain in the same team. Although we will make every effort to accommodate your wishes, children are placed in houses according to the balance of boys and girls and age, not necessarily family history.

Arrival:

Supervision commences at school at 8:15 am. There are two drop off points: in front of the office on John St and at the gate outside the Church on Alice St. Before school, children are to assemble behind the staff room. **Please note that children are not to arrive at school before 8:00 am.**

8:30-8:40am is time that has been put aside for the children to be under the supervision of the teachers in their classrooms in order to prepare for the day. It is advisable that your children arrive at school no later than 8:30am so that they have time to organise themselves for the day. The first teaching session begins at 8:40am.

Assemblies:

All parents and friends are welcome to attend our assemblies in the Church each Friday morning at 8.45 am. Our assemblies are a means of celebrating as a school community and passing on information.

Behaviour Management:

A copy of the school's current Behaviour Management Policy is distributed at the start of each year and with all enrolment packages. A copy of this policy can also be obtained from the office. This policy is reviewed on an annual basis.

The School's Code of Conduct is as following:

As a Student at Sacred Heart, I will:

1. Follow Directions
2. Keep my hands, feet and other objects to myself.
3. Respect other people and their property.
4. Wear my uniform correctly and with pride.

Change of Routine:

To help us keep your child safe, if you change your routine for collecting your child, please inform the school via a letter to the teacher or by giving the office a ring.

Children's Lunches:

It is important that children have the correct diet as well as exercise. You can help by providing healthy food, encouraging outdoor activities and limited television and computer time at home. Processed foods are quick and simple, but the worst thing we can give our children. Food additives have been linked to behaviour problems and a lack of concentration. **Soft drink, Iced Coffee, Chewing gum and lollies are not permitted at Sacred Heart.** It is very important that parents provide their children with a nutritious breakfast before coming to school.

Lunch breaks are:

10:30 am – 11:00 am - Morning tea.

1:00 pm – 1:40 pm – Big Lunch

Please do not send any food which requires heating or hot water as we are unable to do this.

Tuckshop:

The tuckshop operates twice a week (Tuesdays and Fridays). Tuckshop is pre-ordered by placing your child's order on a paper bag. Children's lunches are then delivered to the classrooms. Drinks can be bought over the counter. A menu is distributed with "Links" at the beginning of the year or when there is a change. Parents are invited to provide cakes and assist with the preparation of lunches.

Co-curricular Activities:

Sacred Heart strives to provide its students with varied opportunities to learn interesting skills outside of the classroom context. These events will be advertised in Links. If you have an interest or hobby you would like to share with the children, we would love to have you involved!

Key Learning Areas:

At Sacred Heart Parish School, ten KLAs (Key Learning Areas) are taught to the students. The syllabus documents, which encompass what curriculum is being taught, comes to us from the ACARA National Curriculum and the Queensland Studies Authority.

Queensland is the only state where curriculum development is undertaken by a statutory body, which encompasses educational expertise from the three education systems (Catholic Education, Independent sector and Education Queensland). As a Catholic School we add Religious Education to the other nine areas, including English, Maths, History, Geography, Health & PE, Science, LOTE (Language other than English), The Arts, Technology. These areas may be taught separately, but are often combined under the heading of a theme, which is known as Integrated Curriculum.

Information Technology:

Sacred Heart aims to provide our students with the very best in access to the latest technology. The school has five computers per classroom and we have a student to computer ratio of three students to one computer. The children receive weekly classes in the use of computers. We also have interactive whiteboards and video conferencing facilities.

Health and Physical Education:

The school values the Key Learning Area of Health and PE. Students are involved in a weekly one hour Physical Education lessons in the cooler weather of Terms 2 & 3. The school also operates a swimming program in Terms 1 and 4. All students are expected to participate in this program.

Dismissal:

Students are expected to prepare to leave after dismissal at 3pm unless attending a supervised school activity. Children in Prep and Year One need to be picked up from their classroom.

Educational Support Service:

As this is a very important part of our schooling, we have a Learning Support Teacher (LST) who works with the classroom teacher and school counsellor to ensure the best outcomes for all students. This is accomplished by:

- Identifying children with special needs through testing, observation and teacher referral.
- Developing and modifying programs to meet individual or group learning needs in the relevant curriculum areas.
- Identifying children who require extension outside the regular classroom curriculum.
- Working with Occupational and Speech Therapists as well as other service agencies associated with the Toowoomba Catholic Education Office.

Exemptions:

As part of the enrolment expectations at this school, parents are asked to commit themselves to supporting their children in growing towards the Christian goals of the school. To this end, all students are expected to participate in all activities of school life. Exemption from participation in any activity may only be granted by the Principal upon receipt of a formal application in writing from parents or guardians.

Holidays During Term Time:

Parents are encouraged not to withdraw children from school for family holidays outside the designated holiday periods. If parents chose to do so, please inform the school as soon as possible. Please note, that the school will not provide work for students on holidays during term time.

Infectious Diseases:

The school complies with the Queensland Department of Health regulation with regard infectious diseases. Certain illnesses have recommended exclusion times when a child should be kept at home and away from contact with other children. A list is available on request.

Library:

The school possesses a well-stocked library for the enjoyment of our students and all students borrow a book on their library day. For the protection of the books, all students are required to use a bag for the transportation of their library books. If your child chooses to bring their library books home, we ask that you please ensure that the book is returned to school in good condition by the due date. Loss or damage of library books may result in your child being unable to borrow until the book is replaced.

Lost Property:

Parents are asked to name all their child's personal items in a permanent manner to avoid lost property. We ask you to check your children's belongings regularly to ensure the writing is still legible. All lost property is placed in the office. Parents are asked to claim lost property through the office. Property not claimed by the end of each term will be given away.

Medication:

No child is allowed to keep medication in their possession eg bag, desk or pocket. If they require medication that isn't prescribed, a note must be given to the school secretary who holds the medication throughout the day. If the medication is prescribed, parents must fill out a school medical form in the office. It will not be administered unless this process has been followed. Parents are responsible for delivering and collecting all medication.

Parents and Friends Association (P&F):

The school has a P&F association. This group meets regularly in the staffroom at the school. The dates of these meetings are advertised in "Links". All parents and friends are welcome to attend.

Rural and Remote Education Access Program (RREAP):

Cunnamulla is in the South-West RREAP area and as such, Sacred Heart receives fantastic support from the RREAP office. RREAP supports our school with additional funding opportunities, specialist teacher visits and an instrumental music program.

Procedures for Students leaving School during the school day:

Students leaving the school during the day require a verbal or written notice by their parent/guardian to the school. On all occasions, collection/departing point for these students is via the office.

Sickness & Accidents:

In the event of students being too unwell to remain in class, parents will be contacted to come and collect their child. **Please ensure your contact information is regularly updated.** In cases of an accident requiring medical attention, parents will be notified.

Sports Uniform:

The children are required to wear their sports uniform every Thursday unless otherwise noted in Links.

Transport:

Parents who drive their children to school are asked to park on the school side of the street, as the oval side is a no standing zone. All children must use the pedestrian crossing if walking home. Children riding bikes to school must dismount at the gate and walk their bike safely to the bike racks.

Valuables:

We ask parents not to send valuables or toys of any kind to school. We cannot be accountable for their safety. Please be advised that students are not allowed to bring mobile phones to School.

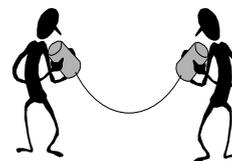
Resource List:

The Resource List for books and materials required will be made available in Term 4 of the year preceding your child's commencement at the school. Exercise books, scrapbooks, colours, pens etc, will make up part of the resource list along with other specific class requirements. It is vitally important that all children have the correct equipment to help facilitate their learning at Sacred Heart.

Returning Information:

If parents are returning information; school fees, book club, surveys etc. these are to be sent to the office.

Communication with Parents



Interviews & Grievances:

Parents wishing to have an interview with a teacher may do so before or after school via an appointment made through the office or directly through the teacher. Please inform the teacher of your specific reasons for the interview to give them the opportunity to prepare for your meeting adequately.

We ask parents to approach their classroom teacher first if they have any concerns regarding their child's progress at our school. If your concerns need further attention, an appointment can then be made with the Principal.

A concern that is not addressed directly and is left 'in the car park' will never be rectified. By working in partnership and treating each other with respect, we can ensure that your child's needs are being met.

Newsletter:

The school newsletter "Links" will be sent home every Tuesday unless otherwise indicated. 'Links' contains important information for parents so if you do not receive a copy, please contact your child's teacher.

Parent Information Night:

A Parent Information Night is held for each class as early as possible in Term One. These meetings allow parents to ask questions about teaching methods, classroom organisation and learning content. They also allow parents and teachers to get to know each other.

Phone calls to the school:

The school office is a very busy place, so to ensure that a message reaches your child it should be delivered before 1:30pm. In case of emergency, please ring at any time.

Reporting:

School reporting will occur throughout the year in the forms of Parent/Teacher interviews as well as a formal written report once a semester.

School Notice Board:

Our school notice board at the front of the school has messages and reminders.

School times:

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|---------------------|---|
| 8.30 am | The bell rings and the Morning Session Commences. |
| 10.30 am – 11:00 am | Recess |
| 11.00 am | Middle Session |
| 1.00 pm – 1:40 pm | Lunch |
| 1.45 pm | Afternoon Session |
| 3.00 pm | School Concludes |

Please note: It is illegal to park on the Alice St Oval side of John St opposite the office. You are also required to keep the disabled parking zone free.

School Contact Information

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|----------------|--------------------------------|
| Office Hours | Mon – Fri 8.00 am – 3.00 pm |
| Location | 46 John Street, Cunnamulla |
| Postal Address | PO Box 224, Cunnamulla. 4490 |
| Telephone | 07 46551 486 |
| Mobile | 0409 110 662 |
| Fax | 07 46551400 |
| E mail | cunnamulla@twb.catholic.edu.au |