Prayer for Lent
Heavenly Father, during this Lenten season, give me a new and expanded vision for my life. Help me to live full of faith. Teach me to find hope.

A Safer Place for All

Dear Parent’s / Guardians

The wellbeing and safety of the children at Sacred Heart is always at the forefront of our minds as parents and staff. As a result I have been working with the Student Wellbeing Team to ensure that we have effective positive behaviour management procedures in place in order to minimise unsafe incidents for the students.

The staff of Sacred Heart School in particular the wellbeing team has been reviewing the Positive Behaviour Management Procedures. I am pleased to announce we are now trialling a better management system for all students in terms of breaches of behaviour. This is for minor, major and critical incidents that may occur in our school from time to time. A definition of each of these behaviours, the consequences for these behaviours as well as examples of these behaviours has been included in this newsletter.

If an incident occurs in the playground, classroom or offsite the teacher is responsible for dealing with the incident in the following manner:

1. Determine if the incident is minor, major or critical
2. Determine the consequences for the behaviours including reflection sheets
3. Determine the follow up action required. This may include parents / guardians and the wellbeing team being notified
4. Inform the classroom teacher (if the incident is observed by another teacher )
5. Report the issue using the incident report forms if required

The wellbeing team oversees all the incidents that occur in the school. The team meets on a regular basis and discusses the individual incidents, the severity and looks for repeated behaviours. At this point the team prioritises the needs for students involved in any of the incidents. This includes those students creating the incident and those on the receiving end. Actions are then determined and plans put in place in order to make our school even safer.

As you can see it takes a whole school approach with many members of staff looking out for the wellbeing of all the students in the school. If you are ever concerned of an incident that occurs in the school, the first port of call is to report it to the class teacher. The teacher will then follow the procedures as outlined. As always both Jan Morice and I will be available if you would like to discuss the positive behaviour management procedures or any other matter.

Regards
Brian Martin
COMING EVENTS

3 March
School Photos
Parent Forum 7pm

12 March
Literacy Family Night 3:45-4:45 & 6:30-7:30

4 March
Parent Forum 2.20pm

13 March
House Cross Country

9 March
Public Holiday Labour Day

14-15 March
Mother Daughter Camp

11 March
School Ed. Board AGM

School Calendar
The 2015 School calendar may be downloaded by following this link
http://www.shoakleigh.catholic.edu.au/calendar.html

Parent Handbook
The Parent Handbook may be accessed ONLY by following this link
http://www.shoakleigh.catholic.edu.au/private.html. There is no link on the website

REMINDERS

School Photos
School Photos will be taken on Tuesday 3 March
Advancedlife School Photo Envelopes have been sent home.

SUMMER SCHOOL UNIFORM is to be worn on photo day even if your child has sport on this day.

You may send your child’s runners with them but black school shoes are to be worn for the photos.

PORTRAIT PHOTOS will be taken of all students as well as CLASS PHOTOS.

YOU MAY PLACE YOUR ORDER ONLINE this year with the code on the envelope so you do not have to return an envelope unless you are paying by cash or cheque.

SIBLING PHOTOS may also be ordered. Please collect an envelope from the school office. Please note online sibling orders must be placed by Sunday 1 March.
You are under no obligation to purchase photos.

SCHOOL CLOSURE DAY
Monday 9 March – Public Holiday - Labour Day
Friday 6 March – School Open (closure day cancelled)

SUBWAY 24 MARCH
Subway orders will be delivered to the school on Tuesday 24 March. Lunch Orders must have been sent to the office by Friday 6 March.

SIBLINGS AND NEW ENROLMENTS FOR 2016
2016 enrolments open on 16 February and will close at the end of June. School tours are available for new families wishing to enrol a child for next year and an information/enrolment pack may be collected on these dates.

School Tour Dates:
Wednesday 4 March 9.15am
Monday 16 March 9.15am
Tuesday 21 April 9.15am
Friday 15 May 2.10pm
Wednesday 27 May 9.15am
Tuesday 16 June 9.15am

SCHOOL OFFICE
Carmel Newsome will be on leave from Monday 2nd March until the beginning of term 2.
Marion Casserly will work in reception during normal office hours whilst Carmel is on leave.
Current families - If you have a younger child to enrol into our school for 2016 please collect an enrolment form from the school office or download a form from our website. Please return the enrolment application to the school office.

If you know of any families who wish to enrol in our school, or if you have another child who will be attending Sacred Heart next year, please pass on this information.

MOBILE PHONES

We, at Sacred Heart, do not encourage primary school children to have a mobile phone at school. For safety and privacy reasons, when the students are at school there is no need for them to have access to a mobile phone. If parents need to be contacted, or messages given to the students from parents, this is dealt with through the office. Our policy regarding mobile phones is that, if they are provided by you for your child, they must be registered and left at the school office in the morning and collected after school. You need to clearly label the mobile phone with the child’s name and complete the form below to register that your child will be bringing a mobile phone to school.

Mobile Phone Use

! (Parent/Guardian) ________________________________

I give permission for _____________________________________________

of Grade __________

to bring a mobile phone to Sacred Heart Primary School. I acknowledge that the phone is to be registered and left at the school office before school and collected at the end of the school day. The mobile phone is to be clearly labelled with the child’s name and grade level.

Signature (Parent/Guardian) ________________________________

Date ___________________

ADMINISTERING MEDICATION – NOTICE TO PARENTS

- Children who are unwell should not attend school.
- The administration/ office staff or teacher on Sick Bay duty will be the staff responsible for administering prescribed medications to children.
- Non-prescribed oral medications (e.g.: head-ache tablets) will only be administered by school staff if sent in with specific written instructions from parents.
- All parent requests for staff to administer prescribed medications to their child must be in writing on the form provided FROM THE OFFICE and must be supported by specific written instruction from the medical practitioner or pharmacist’s including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- All student medications must be in the original containers
- Consistent with our Asthma policy, students should carry an asthma inhaler with them.
- No medication is to be kept in the classroom or left in school bags
- Parents must take medication to the office.
**Minor Behaviours**
They are minor breeches of the school rules. They do not seriously harm others. They do not violate the rights of others. They are not a pattern of repeated behaviours. They do not require involvement of administration or a written incident report. They may/may not impact on others.

**Major Behaviours**
They are inappropriate behaviours identified as deliberate actions. They are offensive/dangerous to the physical and emotional wellbeing of self and others. Repeated minor behaviours may fall into this category.

**Critical Incidents**
They are defined as an emergency medical or behavioural situation. They are usually an occurrence that is sudden, urgent and usually unexpected. They could potentially result in serious harm to self and or others.

<table>
<thead>
<tr>
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**Consequences** for these behaviours to be given, e.g. five minutes on Time Out. Notify classroom teacher at a suitable time. **No forms to be filled out**

**Incident Report** and a **Reflection Sheet** must be filled out. Incident report to remain with classroom teacher. A copy must be sent to the office in the black satchel to be recorded on the tracking sheet. Teacher discretion, in consultation with classroom teacher, to be used for **Parent Notification**.

**Requires immediate action. Critical Incident Report** must be filled out. Notify Principal/Deputy Principal and classroom teacher. Principal/Deputy to make a phone call to the parents. **Parent Notification** form must be sent home.

**Minor Behaviours include:**
- running indoors / on the deck
- not walking the bike in school grounds
- incorrect use of equipment
- not playing school approved games
- playing in the toilets
- minor physical contact (pushing and shoving)
- not having a hat during playtime
- wearing incorrect uniform
- not completing set tasks that are at an appropriate level
- refusing to work
- not being punctual (lateness after breaks)
- not in the right place at the right time
- a failure to respond to adult request
- non compliance
- uncooperative behaviour
- minor dishonesty (lying about involvement in a low level incident)
- littering
- personal technology devices not handed into the office
- leaving classroom without permission
- inappropriate language (written or verbal)
- calling out
- poor attitude
- using a disrespectful tone
- lack of care for the environment
- not playing fairly
- minor disruption to class
- minor defiance
- leaving class building without permission but remaining within school grounds
- minor victimisation (teasing)
- inappropriate use of technology devices.

**Major Behaviours include:**
- throwing objects
- possession of weapons (knives, other items which could be considered a weapon being taken into school – including toy weapons)
- serious physical aggression
- fighting (scratching, biting, pushing, hitting, punching, kicking)
- serious or continued inappropriate use of technology devices or social networking sites, which impacts on the good order and management of the school
- major dishonesty that has a negative impact on others
- use of a mobile phone in any part of the school for voice mail, email, text messaging, or filming purposes without authorisation
- petty theft
- offensive and aggressive language
- verbal abuse/ directed profanity
- stealing/ major theft
- wilful property damage/vandalism
- bullying (victimisation/ harassment/ cyberbullying)
- major disruption to class
- blatant disrespect
- major defiance.

**Critical Incidents include:**
- possession of real weapons (knives, other items which could be considered a weapon being taken into school)
- serious physical aggression where contact has been made causing injury to self or others
- serious, or continued inappropriate use of personal technology devices or social networking sites which impacts on the good order and management of the school
- leaving school grounds
- possession/selling of drugs
- major defiance
- serious bullying/ victimisation/ harassment/ cyberbullying.
Dear Parents/Guardians,

**RE POSTPONING 6 MARCH CLOSURE DAY**

It has come to my attention that the planned closure day on Friday 6 March may not have been adequately communicated to all the members in our community. To prevent undue stress on families with short notice, I have decided to postpone the closure day that was scheduled on Friday 6 March. This day will be rescheduled in term 2 with the date to be advised.

I apologise for any inconvenience that this may have caused you or your family. Future closure days will have at least the standard 4 school weeks notice to you.

Other confirmed closure days for this year are:
- Monday 9 March – Public Holiday
- Friday 5 June – Staff Professional Development
- Monday 2 November – Staff Professional Development
- Tuesday 3 November – Melbourne Cup
- Friday 27 November – Staff Professional Development

Regards
Brian Martin
Principal
Thanks for your interest in the Mother Daughter Camp at Camp Manyung. We have had a wonderful response and it promises to be a great weekend!

Payment

For those who haven't paid yet can you please do so by no later than Friday 6th March. The cost is $137 per person with a family's second daughter discounted to $100. If you require financial assistance to attend the camp please contact Brian Martin. Payment can be made by cash or cheque (made out to Sacred Heart Primary Auxiliary) and handed to the office.

SIBLING ONLINE ORDER INSTRUCTIONS – 2015

SCHOOL PHOTOS ARE NOW AVAILABLE FOR SECURE ONLINE PURCHASE

SIBLING/FAMILY PHOTOS ONLINE ORDERING

PLEASE NOTE: Your school photos are booked for a Tuesday 3rd March, therefore all sibling online orders need to be placed online by midnight on the Sunday 1st March.

STEP 1: Go to www.advancedlife.com.au before photo day and enter your 9 digit school code:

• Online orders will be closed 2 days prior to the day of photography.
• Your online order close off date is therefore 1/03/15
• Orders can also be placed with a cash or cheque payment by returning a sibling order envelope up until the day before photo day.
• You can collect a sibling order envelope from your school office.
This year at Sacred Heart we are going to working in conjunction with the Commonwealth Bank to provide student banking facilities at school. This is an opportunity for the students in our school to learn first hand about the benefits of saving and watching their money grow.

If your child has an existing Dollarmite account with the Commonwealth Bank they will be able to make weekly deposits at school. They will be provided with rewards and incentives along the way to encourage them to make deposits each week.

If you do not have a student banking account with the Commonwealth bank a representative will be available at assembly on the 23 March to register your child or you can fill out the form that will be sent home.

We are hoping to start in the first week of Term 2. We will continue to keep you updated with any developments.

Cecilia Campisi-Schock, Noura Atluri and Georgia Balaskas.

Thank you, thank you, thank you!
To all the parents who attended the Literacy Helpers Training sessions held recently. We were really delighted that we had 26 parents attend and look forward to your assistance in the classroom. This helps to build a closer connection between home and school. Some parent helpers have already started assisting in the classroom!

If you are available to do some laminating of resources for Literacy please contact me or leave your details at the office. You do not have to have completed the literacy training to assist with this task. Kathy Brick (Literacy Coordinator)
Literacy Family Night

Please join us!

When: Thursday, 12th March

Come along as a family and have a fun time discovering how you can help your child with Literacy - reading, games etc

**Suitable for all year levels**

2 sessions: 3:45-4:45p.m. and 6:30 – 7:30p.m. (same session repeated)

Book through
http://www.schoolinterviews.com.au

Code: EP2BG
LITERACY FAMILY NIGHT

Thursday 12 March

Session 1: 3:45pm - 4:45pm
Session 2: 6:30pm - 7:30pm

SACRED HEART PRIMARY SCHOOL

Go to www.schoolinterviews.com.au
Enter this school event code EP2BG.
Then follow the steps.

Enter your details Choose session Click Go Click Finish

When you click finish, your booking will be emailed to you automatically - check your junk mail folder if you do not receive your email immediately.

You can return to www.schoolinterviews.com.au at any time, and change your session - until bookings close.
St Louis de Montfort’s Parish and School Aspendale is celebrating its Golden Jubilee Anniversary in 2015

All past students, staff and families are invited to our Twilight School Open Day on Thursday 5th March 2015 anytime from 2-8pm

Afternoon Tea from 4:00-4:30pm
BBQ Dinner from 6-7pm
Fireworks Display on oval at 8:30pm

Come and visit to have a tour of the school, view our history, contribute to the narrative of our story, renew acquaintances, and accept our hospitality

For more information visit www.stlouisaspendale.catholic.edu.au
NAB AFL OAKLEIGH AUSKICK
Venue: Oakleigh South Primary School Riley Street, South Oakleigh
Information Day: Saturday 21st March 9 – 10.30am
Cost: $95; Register on line at www.aflauskick.com.au
Further information contact the Oakleigh Auskick Coordinator Mr. Kerry Ryan 0413 691 885