INFORMATION BOOKLET

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Educating for Life “Thinking to learn ..... Learning to think”
CORE PRACTICES OF THE SCHOOL

MISSION

At Sacred Heart Catholic Primary School each child will have the opportunity to learn the skills necessary to participate meaningfully and actively in society through a motivating and challenging environment involving an up to date curriculum.

We aim to facilitate the growth in faith of each child through scripture, tradition and participation in the sacraments and prayer.

VISION

At Sacred Heart Catholic Primary School our goal is to provide a learning environment, which is inclusive, stimulating, affirming and safe, where there is a strong sense of justice and where all individuals are valued and given equal opportunities.

We endeavour to live the gospel values and work in partnership with parents, parish and community. We nurture and develop the whole person, encompassing all learning areas while recognising individual talents and needs.

Through participation in the traditions of our Catholic faith we strive to create an active, vibrant community enriched by diverse cultures our families bring. At Sacred Heart we cater in particular for children from Sacred Heart Parish and children from the city of Oakleigh.

We value and respect cultural diversity. Our school emphasizes gospel values of generosity, honesty, co-operation, courtesy, diligence and respect for self, others and property. Opportunities are provided for the development of community spirit among staff, parents and students.
CATHOLIC SCHOOLS
As a Catholic school we work in partnership with parents to incorporate Gospel values into all life situations and to achieve excellent academic outcomes. Therefore, we:

- Provide opportunity for parents to be involved in their child’s faith development and sacramental preparation through faith development sessions.
- Encourage and value parental participation in many activities including classroom activities, excursions, School Education Board and Parent Social Committee;
- Listen to ideas, suggestions and concerns of parents and, where possible, act upon their recommendations;
- Conduct regular parent teacher interviews and reporting opportunities;
- Provide assistance and referral suggestions for specialist assistance; and
- Communicate through fortnightly newsletters, children’s diaries and informal and formal meetings.

We endeavour to create a community where Christian values are encouraged – by being lived. This means:

- We treat the people in our school with gentleness and courtesy.

We endeavour to:

- Welcome newcomers;
- Encourage creativity;
- Look for non-violent solutions to our problems and try to create peace in school;
- Develop in the children a respect for each other, for property, school buildings, equipment, etc;
- Be happy to celebrate publicly our thanks to God for our world and our people – through Masses, Paraliturgies and prayer;
- Develop in children the skills they need to contribute to their rapidly changing society in a meaningful and Christian manner;
- Provide excellence in the teaching we offer and set high expectations from the children;
- Give children knowledge of, and pride in their heritage.
TEACHING AND LEARNING STATEMENT

Children learn best when:

- their basic needs and rights are being met
  
  THEREFORE we provide active pastoral care.

- they are valued as individuals
  
  THEREFORE as teachers we are approachable and we welcome children’s questions and conversation by recognizing, accepting and supporting their differences.

- they are in a supportive environment
  
  THEREFORE we provide opportunities for them to learn co-operatively, e.g. taking turns, listening.

- they have opportunities to experience success
  
  THEREFORE –
  
  o we provide activities and opportunities which match their abilities
  o we support and encourage
  o we encourage students to set goals/targets in their learning

- they are expected to learn
  
  THEREFORE we create an atmosphere where they are encouraged to achieve ‘realistic’ levels of skills and understanding and are guided to achieve their potential.

- there is respect for teachers
  
  THEREFORE teachers need to act in the manner that promotes and values mutual respect.

- they are taught explicitly
  
  THEREFORE teachers provide explicit teaching, clearly stated learning intentions, demonstrations, explanations, revision and feedback.

- they are realistically challenged and motivated by age and interest appropriate activities, taking into account what they already know, including their home and cultural environment
  
  THEREFORE we will question, converse and test to establish current knowledge. Teachers will provide opportunities to –
  
  o carefully and regularly plan at year levels within Foundation to Year 6 curriculum
  o allow time for students to absorb information and reflect on these insights
  o visit and revisit learning situations until understandings are established
  o provide a variety of stimulating teaching approaches and resources across the curriculum to engage and challenge students.

- their various learning styles are recognized and they are involved in and exposed to a wide variety of learning experiences
  
  THEREFORE teachers will provide opportunities for them to be actively involved in problem solving, decision-making, analysing and evaluating, within a range of curriculum areas.
CURRICULUM

Our Religious Education Program informs children of Gospel values and leads them in the integration of these values in their life experiences; we follow the text “To Know Worship and Love.”

SACRAMENTAL PROGRAMS

The Sacramental Program is run by the school staff and Parish Priest who work with parents to prepare children to receive the sacraments of Reconciliation year 3, Eucharist (First Communion) year 4 and Confirmation year 6.

Inquiry units of work are taught through a broad, effective curriculum using innovative, challenging approaches students are stimulated to become independent thinkers who are able to listen critically and justify their own opinion with confidence. Self-belief and emotional wellbeing are valued in the school community. These learning areas are based on the Australian Curriculum and AusVELS.

Of prime importance in the education of students at Sacred Heart school is the development of skills and competency in language, literacy and numeracy and technology.

The ClaSS (Children’s Learning and Success Strategy) model is followed for literacy development. This consists of a two hour learning block each day for reading and writing. There is focused teaching in small groups and co-operative learning groups to ensure developmental learning to meet specific individual needs. Trained parent helpers and teacher aides support teachers in the classroom for this program.

One of the fundamental beliefs is that all children can succeed if given the appropriate support, experiences and opportunities.

The Reading Recovery Program provides carefully planned individual assistance for students who do not meet reading standards by the end of the Foundation year.

A similar model and philosophy is part of the mathematics program where the school is part of the EYNI (Early Years Numeracy Initiative) program.

Student progress is carefully monitored and assessed and tracked from Foundation to year 6.

Science, Technology and Health are taught through Integrated Studies units where information communication technology and our well-resourced library enhance learning. Children have access to internet, email and many global learning resources through our computer lab, Multimedia room and classrooms.

Children work in co-operative groups where they support each other in their learning as they develop skills to take responsibility for their own learning.

Physical Education, Visual Arts, Performing Arts, and LOTE/Italian are taught by specialist teachers or level rotational programs.
Physical Education skill development sessions are conducted each week followed by a further session where these skills are practised in team games. In addition to the skill development program Foundation children participate in a Perceptual Motor Program, years 1 and 2 in a Swimming program, years F to 6 in a Gymnastics program and years 5 and 6 in a mixture of major games against house teams, interschool competition and specialist coaches conducting lessons in; e.g. badminton, volley ball, hip hop dance, Tae Bo and Karate.
The house teams compete against each other in our Annual Sports Days.

Wellbeing: Research tells us that children learn best when they are happy and safe. At Sacred Heart we have initiatives such as clubs, which assist in developing good peer relationships and social acceptance which are important for the well-being and academic success of the children. We take part annually in ‘Day for Daniel’ activities to raise awareness of child safety, protection and harm prevention.

School Awards are related to the Ten Catholic Social Teachings and encourage students to be inclusive, strive to do their best, engage in social justice action and be guided by Jesus’ teachings.

A Friendship Tree in a quiet area of the playground provides opportunities for children to reach out to others and be inclusive. Swell Week occurs at the beginning of each year where teachers and students engage in social emotional learning activities that teach children in our school to be resilient, make good choices and act responsibly. They develop self-esteem, confidence and the ability to take risks and respect themselves, each other and school property.

Our Positive Behaviour Management program allows for an affirmative atmosphere in the classroom and supports students’ learning. Teaching strategies that support positive behaviours begins by making expectations clear, teaching children how to meet them and reinforcing children’s appropriate behaviour. When we need to address particular behaviours for individual children, our Positive Behaviour Management procedures enable us to work with parents and carers to develop a positive behaviour plan.

PERCEPTUAL MOTOR PROGRAM (P.M.P.)

Foundation children are taken through a sequentially designed number of developmental activities, which greatly assist fine and gross motor development and promote language skills. Parents are involved in setting up the equipment and assisting with small groups for the program.

EXCURSIONS AND INCURSIONS

As an integral and enriching part of the curriculum children will be involved in excursions and visiting groups during the year. Notice will be given prior to the excursion. Permission is required for excursions. Excursion costs are kept to a minimum as far as possible and are included in the levies paid at the beginning of the year. Some parents may be required to accompany classes on excursions. These parents must have a Working with Children Card.
CAMP PROGRAM

All students from Foundation to Year 6 will participate in our camping program.

This program takes into account the curriculum, social and emotional needs of children and expands as the children move through the school. The camping program has 100% of the teachers involved support. The camp program develops sequentially as follows:

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Camping Program</th>
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<tbody>
<tr>
<td>Foundation</td>
<td>Outdoor Education / Curriculum Focus (afternoon tea and activities) e.g. Teddy Bear Picnic</td>
</tr>
<tr>
<td>Yr 1/2 (2017)</td>
<td>Outdoor Education (dinner and evening activities) e.g. Life Be In It</td>
</tr>
<tr>
<td>Yr 1/2 (2018)</td>
<td>Curriculum Focus (dinner and evening activities) e.g. building resilience</td>
</tr>
<tr>
<td>Yr 3/4 (2017)</td>
<td>Outdoor Education Camp in School Hall 1 night (1 night offsite in 2019)</td>
</tr>
<tr>
<td>Yr 3/4 (2018)</td>
<td>Curriculum Camp local camp 1 night e.g. Sovereign Hill</td>
</tr>
<tr>
<td>Yr 5/6 (2017)</td>
<td>Outdoor Education Camp in Victoria 2 nights (3 nights in 2019)</td>
</tr>
<tr>
<td>Yr 5/6 (2018)</td>
<td>Curriculum Camp in Canberra 4 nights</td>
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Applications for parent helpers are expected to occur in the term before each camp. The camping program will be a significant part of your child's education with benefits well into your child’s future.

The school has been notified by the Department of Education and Training that financial assistance is available to all parents of students attending a school camp, provided the parent has a valid Health Care Card registered with the school. The financial assistance offered is $125 per child through the form of a government rebate.

LOTE/ITALIAN

All children from Foundation to year 6 learn Italian language and culture each week as part of the LOTE (Languages Other Than English) program with a specialist teacher.

INFORMATION COMMUNICATION TECHNOLOGY

Information Technology is incorporated across the curriculum. Children use computers, iPads, cameras and other devices throughout their daily learning.

HOMEWORK

The amount of time expected to be spent on homework is outlined more specifically in each level’s Information Booklet.
DIARIES

Diaries are a major means of communication for all children from years 3 to 6. Parent signatures and comments on work are seen as a valuable link between home and school. Requirements of each class teacher regarding the use of diaries will be outlined in each level Information Booklet.

PARENTAL PARTICIPATION

We believe that to achieve effective learning we need to work in partnership with parents, so we encourage and value parental participation in many activities including assistance in class programs. Please see the Principal or Deputy Principal on ways you can volunteer in our school.

CLASSROOM COORDINATORS

In each class we endeavour to have two parents to liaise between a class teacher and the parents, i.e. to facilitate communication, to clarify procedures and organize class social functions. An opportunity to share general information and plan for each term occurs at the PA meeting each term.

PARENT ASSOCIATION

All parents at Sacred Heart are automatically members. We have a dedicated group of parents who take on executive roles in the P.A. (Parent Association)

This group meets twice a term in the evenings to organize social events for students, families and parents. The principal/deputy principal attend these meetings and values the input and ideas put forward by this group.

SCHOOL EDUCATION BOARD

The School Education Board is an elected body of parents and teacher representatives who act in an advisory capacity to assist the parish priest and principal on matters related to the operation of the school and development of policies.

COMMUNICATION

Open, honest communication from all sections of the community is necessary for a healthy school atmosphere. We invite parents to share any concerns with the principal, deputy or class teachers.

We provide communication through:-

NEWSLETTERS

The newsletter keeps the school community informed of coming events and recounts of recent happenings. It is given out every second Friday and is a valuable source of information and dates.

The School Calendar outlines the main events throughout the year. Both the newsletter and calendar can be found on the school website:

The School calendar may be accessed by following this link http://www.shoakleigh.catholic.edu.au/calendar.html
The Skoolbag App is an alert reminder service for parents/carers in our school community. This is for both Apple devices from the app store and android devices from the playstore. The Skoolbag App provides you with an easy free way to let you know key information about school activities. It provides you with a convenient way to receive school notifications and it communicates directly with iPhone, iPad, Android, and Windows Phones devices. School newsletters, school notices and alerts will be communicated directly to your smartphone through the Skoolbag app.

ASSEMBLY
Assembly occurs on various Mondays at 2.30pm. Dates for assemblies can be found in the school calendar. Each class takes a turn to lead the assembly with a prayer and to share some aspect of their work with the school. The year 6 students lead the assembly and all classes have the opportunity to speak in front of the assembled group. Birthdays are celebrated, as are special achievements and events. Students are rewarded for academic, personal and sporting achievements. Parents are encouraged to attend these assemblies.

INFORMATION NIGHTS are held to support parents in the education of their child. This may include information sessions on: e.g. literacy, numeracy, cyber safety, social skills, building resilience, religious education.

PARENT/TEACHER COMMUNICATION
1. Information nights are held in the first few weeks of term one where parents meet with the teacher to inform the teacher about their child.
2. Progress meetings are held for each class in April and August where the students’ progress is discussed. Children are invited to attend these meetings.

REPORTS are available in June and December.

GENERAL INFORMATION

SCHOOL HOURS
School hours are from 8.40am to 3.20pm and punctuality is valued.

Morning Recess is from 10.55am to 11.35am

Lunch - 1.40pm to 2.20pm

OFFICE HOURS
The School Office is open between 8.30am and 3.30pm.

FEES
See the attached sheet for current fees and levies.
PHOTOGRAPHS

In common with most schools, individual and class photographs are taken annually. There is no obligation to buy these photographs.

SCHOOL BANK

Children have a chance to open a bank account with the Commonwealth Bank. Application forms are available from the school office. Bank books are collected weekly.

HEALTH

Good health plays an important part in school progress. The School Medical Service provides a screening test during Foundation year. Officers from the School Medical Service will visit the school periodically.

The School Dental Service is available to the school every two years.

SCHOOL LUNCHES

At Sacred Heart we have a healthy food policy.

Morning recess - children may have fruit, vegetables, a sandwich or biscuits and cheese (or similar healthy food).

Second lunch - children may have sandwiches or dry biscuits, salad (or similar healthy food), fruit and a healthy treat.

LOLLIES, CHIPS, SALTY BISCUIT SHAPES AND CHOCOLATE COATED BISCUITS ARE NOT PERMITTED AT SCHOOL

Some children are not allowed this food because of allergies etc. and it is very difficult for teachers to monitor what children are eating, is in fact what has been sent from home. Children will often swap food and in particular “treats”.

Perishable foods are not suitable for lunch as refrigeration is not available. Yoghurt containers with twist tops can be brought to school but must be kept next to an icepack. Other types of yoghurt are not to be brought to school due to the potential spillage.

For the safety of children who may have severe nut allergies (anaphylaxis) please ensure that nuts and nut products are not brought into the school. This includes peanut butter, nuts, nutella etc.

UNIFORM

At Sacred Heart School we have a reasonably priced school uniform which unites the students and signifies equality. Details of the uniform are available and the parents run a second hand shop.

ENROLMENTS

School tours take place during term 1, 2 and 3. Tour dates can be found on the school website or promotion boards during term 1. Foundation enrolments are on-going from the beginning of March. Enrolment forms are available at these sessions or on the website.
Catholic families within our Parish are given priority and enrolment confirmation occurs during Term Three. Enrolments close end of June.

In Term Four there will be an opportunity for your child to attend an orientation program.

The Orientation program consists of:

- Small group orientation sessions
- Big groups
- Individual assessment tasks
- School liaison with kindergartens
- Big group orientation
- Orientation Night for parents
- Welcome Mass and sausage sizzle for new families

BEFORE AND AFTER SCHOOL CARE PROGRAM

Before School Care operates from 7.00am to 8.30am.

After School Care is available from 3.20pm to 6.00pm daily.

This program exists to provide a safe environment for all children of school age. The service is open to all school families. Activities are recreational and structured. Fees are reasonable and rebates are available. All families are required to register with Camp Australia even if you are not planning on using the service. Prior registration is required for casual usage of the program including emergency usage.

This program is conducted by CAMP AUSTRALIA

### PRINCIPAL

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**WEBSITE:** www.shoakleigh.catholic.edu.au

### PARISH PRIEST:

**Fr John Magri**  
**PRESBYTERY:** 19 - 21 Johnson Street  
Oakleigh. 3166  
**PHONE:** 9568 1206  
**FAX:** 9568 1468

### SCHOOL OFFICE:

**Mrs Carmel Newsome**  
**Mrs Loretta Ballas**  
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