

# SACRED HEART PRIMARY



Together we grow  
and rejoice

# HANDBOOK

# Welcome To Sacred Heart Primary

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## Contact Details

### School

**Address:** 12 Ralph Street, Westmead 2145.

**Phone:** (02) 9635 1758

**Fax:** (02) 9893 7415

**Principal:** Mrs Mary Kastoun

**Email:** [sacredheartwestmead@parra.catholic.edu.au](mailto:sacredheartwestmead@parra.catholic.edu.au)

**Website:** [sacredheartwestmead.catholic.edu.au](http://sacredheartwestmead.catholic.edu.au)

### Parish

**Address:** 14 Ralph Street, Westmead 2145

**Phone:** (02) 9635 9262

**Fax:** (02) 9633 9813

**Parish Administrator:** Father Walter Fogarty (from April 2015)

**Email:** [shpwestmead@bigpond.com](mailto:shpwestmead@bigpond.com)

**Website:** <http://www.sacredheartwestmead.com.au/>

## A Catholic School

The Catholic School strives to hand on our cultural heritage, to educate children in faith, to develop in the student a sense of mission and the desire to live out a Christian commitment. In doing this, they would try to live as a community of faith and exhibit the qualities of a Christian community.

A characteristic feature of each Catholic school is the priority given to the religious education program and to the fostering of a community of faith.

The Principal and the entire staff of Sacred Heart School are involved in this endeavour.

# General Information

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## School Hours

<b>Before 8:30 am</b>	<b>Legally, students should not be in attendance before official supervision begins.</b>
<b>8:30 am-8:50 am</b>	Supervision begins and students move onto main paved area.
<b>8:50 am</b>	School begins, students line up in class groups for morning assembly then proceed to class
<b>10:50am</b>	Recess
<b>11:15am</b>	Play ceases, student clean-up, go to the toilet and wash hands
<b>11:20am</b>	Classes resume
<b>1:20pm</b>	Lunch
<b>1:30pm</b>	Play begins
<b>1:55pm</b>	Play ceases, student clean-up, go to the toilet and wash hands
<b>2:00pm</b>	Afternoon classes begin
<b>3:10pm</b>	Classes dismissed

Please note:

All students are to be collected from the undercroft area after school; no student is allowed to leave the school grounds unless supervised by an adult or to walk home with their parents consent.

Supervision of students ceases at 3.30pm. Parents should endeavour to pick their children up by this time.

## Term Dates

<b>School Term Dates 2017</b>	
<b>Term 1</b>	Friday 27th January 2017 to Friday 7th April 2017
<b>Term 2</b>	Monday 24th April 2017 to Friday 30th June 2017
<b>Term 3</b>	Monday 17th July 2017 to Friday 22nd September 2017
<b>Term 4</b>	Monday 9th October 2017 to Tuesday 19th December 2017

*\*Please note: The above dates do not include Staff Development Dates. These will be advised throughout the year.*

All term dates and other school events can be found on the [school website](#) and in the [School Newsletter](#).

## Before And After School Care

From 2012, the school has a COSHC located on the premises offering before & after school care. This is only for students of Sacred Heart Primary and is run by Parramatta Catholic Education Office. For further information please contact our COSHC Centre by:

phone: 02 9840 5643

email: [COSHCSacredHeartWestmead@parra.catholic.edu.au](mailto:COSHCSacredHeartWestmead@parra.catholic.edu.au)

website: [www.coshc.catholic.edu.au](http://www.coshc.catholic.edu.au)

## Collection Of Children From School

The school is responsible for the care and safety of students between the hours of 8:30am and 3:30pm. In the event that it is necessary to collect your child during school hours (e.g. Doctor/dentist appointment), we ask that you do not go directly to the classroom. Please make your way to the school office, where staff will contact your child(ren)'s classroom directly and ask for your child to be sent to the office with their bag to meet you. A pink partial absence note must be completed at the office before you take your child.

Students arriving at school after the bell must be accompanied by a parent or guardian, and go directly to the school office and complete a pink Partial Absence Slip. Your child will be given a late pass so they can make their way directly to the classroom.


If your child is to be collected at any time by someone other than parents, please contact the school office, or provide written permission to your child's classroom teacher with the name/s of persons collecting your child. We are not permitted to release children into the care of anyone other than their parents without this authorisation.

For the safety of all students and staff members, parents/visitors entering the school grounds during school hours must identify themselves at the school gate intercom before being let in by the office staff. They must then make their way directly to the school office. Parents must not go to any classroom without first going to the school office. The school gates are locked at 9:00am and reopened at 2:45pm. These provisions are in place to ensure that all staff and students are safe at all times.

## Canteen

The Sacred Heart canteen is run by the generous parents who donate their time for the children. The canteen is open most lunch times for snacks. Once a week the children are able to pre order a "Special Treat" lunch order from the canteen. A roster of canteen helpers is organised each term and we appreciate all the help we can get.

## Internet Usage

Part of our mission at Sacred Heart is "to acknowledge and accommodate the different stages and styles of student learning in the implementation of the curricula by providing a challenging and relevant curriculum and utilising appropriate technology." The  [Sacred Heart Westmead Acceptable Use Policy](#) demonstrates our commitment to the development of skills and attitudes in the use of computers and the Internet for staff and students.

## Communication Channels

The following procedures are in place to provide structures for the effective communication of issues and concerns.

Parents are advised to contact the school office if they wish to make an appointment to see their child's classroom teacher. The office staff will pass this information on to the relevant teacher, who will then contact you to make a suitable mutual time.

If further assistance is required, parents are advised to contact the school office who will organise an appointment to see the Assistant Principal or Principal.

## Lost Property

Please enquire at the school office to check the Lost Property basket. Please ensure that each item of your child's clothing is marked with your child's name to enable the return of lost articles of clothing.

## Medication

If your child is ill and requires medication during school hours, they must remain at home until the prescribed course is completed. If your child needs to take ongoing medication during school hours, it must be administered by the office staff.

All prescribed medication must be sent to the office in the original container, clearly marked with the student's names, the name of the medication, dosage, frequency of administration, and prescribing doctor's name.

For long-term medications, there are forms that must be completed before administration of the medicine can take place. These are available from the school office and will be sent home on request. A formal action plan will then be established. The Catholic Education Office advises that Sacred Heart staff will not administer non-prescribed medicines, such as cough mixture or pain relievers bought over the counter.

## Mufti

When the school has a Mufti Day it means the students do not have to wear their school uniform. They may wear smart casual clothing and a hat to school on that day. Often we have a mufti day as a fundraising event, as a special celebration or reward. As a fundraiser Mufti Day each child is asked to bring along a gold coin or the privilege of wearing ordinary clothes. This money would then allocated to that fundraiser.

## Pupil-Free Days/ Staff Development Days

Once a term, schools in the Parramatta Diocese are allocated pupil Free days by the Catholic Education Office. The staff engage in professional development but students do not attend school on that date. This allows staff an opportunity for spiritual reflection, to review curriculum changes, study a new methodology, or brainstorm and formulate policy for relevant issues. The focus of the Staff Development Day is usually discussed in the school newsletter and parents are notified in advance of the date. The first pupil free day of each year is always the first day staff return before school resumes for students.

## Sport

Students experience a wide range of sports and may compete in Swimming, Cross Country and Athletics at Zone, Diocesan and Inter-Diocesan levels. Students also have access to all levels of representation, from local to national, in their particular sport. Details regarding representative sport opportunities are distributed in Term 1 and Term 4. Further details are available at:

[www.primarysportparra.catholic.edu.au](http://www.primarysportparra.catholic.edu.au)

## Uniforms

All items of uniform are available from:

Lowes Shop Level 1 Stockland Mall Merrylands, Merrylands *or*  
Merrylands Drapery (Coolibah Merrylands)

 [Please click here for comprehensive information regarding the school uniform](#)

## Absentee Notes

If your child is absent from school due to illness or other unavoidable circumstances, you must send a note to your child's classroom teacher as soon as your child returns to school containing the following information:

Child's Name

Date(s) of absence

Reason explaining absence

The attendance roll is a legal document and written documentation to support a child's absence from school, is required. If your child is on extended sick leave, that is over 3 days, please inform the school office.

## Absence For Extended Periods

The Catholic Education, Diocese of Parramatta, has issued all schools with procedures for the approval of leave applications consistent with amendments made in June 2009 to the Education Act 1990. First and foremost, under the Education Act of 1990, I must remind all parents that you have a legal responsibility to ensure your child(ren) attend school. In the Act, the delegated officer (Principal, Executive Director of Schools or the Minister of Education) are the only officers who may grant exemptions from school attendance.

As such, Catholic Education, Diocese of Parramatta, has developed the following procedures for the application of extended leave:

Step 1: Parents are to complete an "Application for Extended Leave" (Leave between 5-100 Days).

Step 2: Send the completed form to school for approval.

Step 3: If leave is granted, a "Certificate for Extended Leave" will be signed by the Principal and sent home with your child (ren).

**Please note that the Certificate cannot be granted retrospectively, and if the application is not received with at least two weeks notice, the "Certificate of Extended Leave" may not be granted.**

## Communication From Home

If you have a note to send to the School Office, please place it in an envelope with your child's name, class and nature of contents. Your child will then place the envelope in the Office Bag provided in each classroom. Please try to send the correct monies as the school has very limited change.

## Complaints

Sacred Heart is committed to developing a Catholic school community based on mutual trust and respect. Whilst most issues can be resolved through direct discussion with the parties, there may be instances in which this is not possible. The school has formal written protocols in place to address complaints and grievances. A copy of the Complaint Handling Policy is available from the school office on request.

## Excursions/Incursions

Excursions and Incursions are an important part of learning and are planned to support the curriculum. It is important that all students participate. Separate notes will be forwarded by the school seeking your permission and outlining the nature of the excursion. These excursions and incursions are funded by the excursion fee that is part of your school fees, exceptions include: swimming lessons, dance lessons, gymnastics and the Stage 3 Camp. A permission slip must be signed by a parent or guardian and returned to the school prior to a child being allowed to attend.

## Fire Evacuation/Lockdown

Occasionally the school will conduct an Evacuation Drill or Lockdown. Please do not be alarmed if you hear of this practise as it is a training exercise.

## Morning Arrival/Afternoon Dismissal

The school may be accessed via the gate near the church on Ralph Street. Students are supervised on the playground in the morning from 8:30am. Students should not be dropped off before this time. At 3:00pm students are walked from their classrooms to the undercroft for a 3:10pm dismissal. Students are not permitted to exit the school grounds without a parent or guardian unless prior arrangements have been made. It is important to notify the school office before 3:30pm if you are going to be late. If you are running late you will need to collect your child from the school office. Your support in ensuring that students are collected by 3:30pm is greatly appreciated, as staff have meetings and planning commitments after school.

## School Newsletter

The Sacred Heart newsletter, *News From the Heart*, is available each Thursday. It includes the Faith Page, information about teaching and learning, school events, awards, achievements and our school/parish community. A hardcopy of the newsletter is available on request. *News From the Heart* is sent to parents via email, the Skoolbag app or available to download from the Sacred Heart website.

## School Notes

Notes are sent home as an additional means of communication between school and home. In some cases, notes will have a 'tear off' slip to return to school – generally permission notes. Please check your child's bag each day for notes and other correspondence.


## Skoolbag App

One of our key modes of communication between home and school is the Sacred Heart Skoolbag App. We use this app to send alerts and the weekly newsletter directly to your smartphone. The app is available for both Apple and Android devices. To locate the Sacred Heart Skoolbag App go to your App store and simply search Sacred Heart Westmead.

## Specialist Reports

When your child attends a specialist for eyes, ears, speech therapy etc., a copy of the report should be sent to the school so that any specific needs may be provided for.

## Standard Collection Notice

We are committed to maintaining the highest level of privacy in handling information you provide. The Standard Collection Notice advises you about the reasons for collecting information and the way the information will be used. For more detailed information about privacy in the Parramatta Diocese, please refer to [www.parra.catholic.edu.au](http://www.parra.catholic.edu.au) or click here for the  [Standard Collection Notice](#).

## Teacher Interviews

From time-to-time, you may wish to speak with your child's teacher. Please make an appointment to ensure you have enough time to discuss the relevant matters. To make an appointment with your teacher please contact the school office.

## Playground Accidents And First Aid

In the event of a slight accident such as a graze or knock, simple first aid is administered, such as cleaning the wound, applying a bandaid or ice pack.

However, in the case of a more serious accident, such as suspected sprains, fractures, bumps to the head etc, immediate first aid procedures will be put into action whilst attempts are being made to contact parents to inform them of the accident. It is imperative that we have your most up-to-date contact details on file, please advise the school office immediately if any of your details change.

If parent/carers are unable to be contacted in the case of an emergency, the school will seek immediate medical care on behalf of them. Written permission for the school to take this action is requested at the time of enrolment. An ambulance is always called in the event of an emergency.

If a student becomes ill in the classroom, he/she is sent to the office. If, after 30 minutes of rest, the student does not improve, parents are contacted and requested to come to the school and take their child home.

In the case of an asthma attack, the student, may be given an asthma puffer. For all asthmatic students, parents are required to provide the school with an asthma action plan. Students who are asthmatic will keep their Ventolin with them in the classroom. In the case of a serious asthma attack where medication has not been supplied, the school will follow its emergency asthma procedures using the school asthma kit whilst attempting to contact the parent or guardian.

In compliance with CEO policy, all head injuries (minor or major) that have been reported to the office, will involve parents being contacted.

## Student Personal Accident Insurance

Personal accident insurance is provided at no cost for all students enrolled in systemic schools in the Parramatta Diocese. The insurance policy, known as School Care, covers students while at school and includes travel between school and home, and any activities sponsored by the school (such as school organised sport or excursions). The cover is broad and includes up to \$5,000 towards medical and hospital costs not covered by Medicare, up to \$1,000 for emergency transport, up to \$1,000 for home tuition and varying amounts of compensation for a range of serious injuries.

## **Common School Infections**

Infections are common in early childhood. Below are regulations with regard to the length of time any student should remain away from school should a particular illness occur.

### **Chicken Pox:**

Exclude until fully recovered - minimum exclusion for 7 days after the first spots appear.

### **German Measles:**

Exclude until fully recovered - minimum exclusion for 5 days from appearance of the rash.

### **Infectious Hepatitis:**

Exclude until medical practitioner certifies recovery.

### **Measles:**

Exclude for at least 5 days from appearance of the rash.

### **Mumps:**

Exclude until fully recovered - minimum exclusion for 10 days from the onset of the swelling.

### **Streptococcal Infection:**

Exclude until fully recovered.

### **Whooping Cough:**

Exclude until fully recovered - minimum exclusion for 3 weeks from the onset of the whoop.

### **Conjunctivitis:**

Exclude until discharge from eyes have ceased.

### **Impetigo:**

Exclude until sores have fully healed. The student may return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressing.

### **Head Lice:**

Exclude until hair is completely cleaned, neither nits (eggs) nor lice being present. Students who have such problems may not be readmitted to the school without a note from parents or guardians indicating that appropriate treatment has been given and the eggs and/or lice have been removed.

For more information visit [www.chw.edu.au](http://www.chw.edu.au)

## **Buddy Program - Kindergarten And Year Six**

At our Kindergarten transition days, our prospective Year 6's are assigned a Kindergarten Buddy. Their first task is to welcome the new Kindergarten students as they arrive for their transition days. The students also write to their buddy over the Christmas Holidays to welcome them to our school. The Year 6 students play a vital role in the first few weeks of school, helping their buddy to settle in and learn the routines and procedures of school life, while gaining confidence in a new environment.

## **Book Club**

Once a term, we distribute Scholastic Book Club's specially compiled list of reasonably priced books to the students. Details on how to purchase the books are included in the forms. This is an entirely voluntary purchase.



## Lost Property

Your child's name should be clearly and permanently marked on all items, including clothing (especially hats and jackets), raincoats, drink bottles, lunch boxes, pencil containers, school bags, shoes and sand shoes. Often items are misplaced or easily picked up by another child. Families are encouraged each holidays (and throughout term) to re-mark items, as regular washing fades the names. Lost property is placed in a basket outside the school office.

## Key Learning Areas

Sacred Heart Primary follows the NSW Educational Standards Authority (NESA) curriculum documents for the six Key Learning Areas: English (Literacy), Mathematics (Numeracy), History, Geography, Science and Technology (S&T), Creative Arts (CA) and Personal Development, Health and Physical Education (PDHPE). Students also learn about Religious Education (RE) using the *Sharing Our Story* program from Catholic Education, Parramatta Diocese.

## No Hat No Play Policy

The school has a 'No Hat No Play' policy in place to protect students from the harmful UV rays of the sun. If a hat is not worn before school, recess, lunch or for outside activities/sports, a student must sit in the shade and cannot play in the playground. Due to hygiene reasons we do not have spare hats available to students to use.

## Parent/Teacher Interviews

Formal Parent/Teacher interviews occur at the end of Term 2 after students have received their Semester One Report. Your child's progress and goals are discussed with you at this interview. Interviews are booked online using the School Interviews website.

## Parish Hall

The Parish Hall is owned by the Parish and is located on the school grounds. It is often used by both the school and parish for events such as meetings, gatherings and morning teas.

## Student Banking

Students are able to open a Commonwealth Bank Dollarmite account for student banking. Students bring their bank books to school each Friday with the deposit they wish to make. Bank books are returned to students that same day.

## Athletics Carnival

Our school Athletics Carnival is usually held in Term 2. All students from Kindergarten to Year 6 participate. They may nominate to participate in longer distance races if they wish.

## Swimming Carnival

This is held at the beginning of Term 1 each year. Students from Years 3-6 (and selected Year 2 students who fall within the competitive age group and are competent swimmers) attend the carnival and compete in their preferred events. There are novelty events to cater for beginner swimmers. Parent spectators and parents helpers are always welcome at these events.

## Intensive 10 Day Swimming Program

The Intensive Swimming Program is a component of the Personal Development, Health and Physical Education Syllabus. Students are taught skills in the area of aquatics dealing with water familiarisation, water confidence, water safety, floating, movement skills, basic swimming strokes, water safety and rescue skills, stroke development, diving and emergency procedures. This program usually takes place in Term 4 for all students. The 10-day Intensive Swimming Program is run by the Olympic Aquatic Centre at Homebush.

## Second Hand Clothing Pool

You may purchase second hand school uniforms in good condition from the school office at a reasonable cost.

## Homework

Please find attached our current Homework Policy.

 [Sacred Heart Homework Policy](#)