Vision Statement
To develop Spirit, Mind and Body in our Catholic Community

Mission Statement
We will achieve this by:

• living Catholic faith, values and traditions that acknowledge our heritage

• delivering a wholistic education that supports the development of the life-long learner

• developing positive and inclusive relationships based on Christian values
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2016 Term Dates

Term 1  Wednesday 27th January – Thursday 24th March
Term 2  Monday 11th April – Friday 24th June
Term 3  Monday 11th July – Friday 16th September
Term 4  Tuesday 4th October – Thursday 1st December
Pupil Free:  Monday 17th October

Contact Details

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Website:  www.shbooval.qld.edu.au

General Information

What is Prep?

Prep is a five day a week early years educational program that has been introduced by the Queensland Government to ensure a smooth transition into Year 1.

Prep is about establishing strong foundations for success in life long learning and empowering the child to make transitions throughout their schooling and into the world of work.

- Prep is a full time program that runs five days per week. Students are expected to attend full time.
- Attendance aligns with the school’s attendance policy.
- Hours for Prep are the same as regular school hours for Years 1 to 6.
- Students should turn five by 30 June in the year they enrol in Prep.
- Assessment is in line with the Australian Curriculum Foundation Achievement Standard.
- There is no legislated maximum class size for Prep in BCE schools.
Specialist Subjects

Prep classes will participate in Health & Physical Education (1 hour), Art/Drama (45 minutes), and Music (30 minutes) each week. These subjects will be timetabled and taught by specialist teachers.

School Officers

A school officer will be allocated to each Prep classroom with a focus of supporting student learning, preparing, maintaining resources and working in partnership with the classroom teacher.

“Children are strong, rich and capable.

All children have preparedness, potential, curiosity and interest in constructing their learning, negotiating with everything their environment brings to them.”

Lella Gandini

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Curriculum

Religious Education

Sacred Heart aspires to educate and form students who are challenged to live the gospel of Jesus Christ and who are literate in the Catholic and broader Christian tradition so that they might participate critically and authentically in faith contexts and wider society.

At Sacred Heart the Religious Education Program consists of two key components; the Religion Curriculum and the Religious Life of the School. These components are focussed respectively on teaching people religion and teaching people to be religious in a particular way.

The teaching of Religion will remain consistent with all other learning areas in the Prep year. As an introduction to the Religious Life of the School, students will be involved in activities and experiences such as liturgical rituals, pastoral care and social justice programs, school and parish Masses, and whole school and class religious prayers and celebrations.

Our Religious Education Program has been validated by Brisbane Catholic Education and can be found on our website: http://www.shbooval.qld.edu.au/learning/Pages/Religion.aspx
Prep Curriculum

In Prep at Sacred Heart Parish School we teach the Foundation Level of the Australian Curriculum.

Students will be exposed to:

- English
- Mathematics
- Religion
- Geography
- History
- Science
- Health and Physical Education
- The Arts (Visual Arts, Drama, Dance, Music, Media Arts)

These are taught through the five contexts for learning:

- Play
- Investigations
- Routines and Transitions
- Real life situations
- Focused Learning and Teaching

(Early Years Curriculum Guidelines, 2006)

Learning Environment

Prep students will be actively involved in a student centred curriculum. Students will participate in a combination of indoor and outdoor learning environments where they will build on and develop a range of skills through the General Capabilities of the Australian Curriculum: Personal and Social Capabilities, Literacy, Numeracy, Information and Communication Technology, Critical and Creative Thinking, Ethical Understanding and Intercultural Understanding.
Monitoring and Assessment

Monitoring and assessing is a part of ongoing curriculum decision making. The assessment approach described here has two components, each of which describes children’s learning from a different perspective:

- Learning statements describe the focus of the learning
- The individual folio describes what a child has been learning and is supported by an index that aligns activities with the Australian Curriculum

Monitoring and assessing is an integral part of the learning/teaching process and is not always a separate activity. It is important that children have opportunities to demonstrate their learning in the full range of learning contexts.

The information gathered is used to:

- Plan for future learning
- Build a picture of a student’s learning and development
- Give direction to conversations with the student, parents or carers, specialist teachers, the student’s next teacher and other professional colleagues
- Record point-in-time judgements using observations to inform assessment.

Reporting

As per Government requirements, formal reports will be provided at the end of each semester. Opportunities will be provided for Parent/Teacher meetings however meetings can be scheduled at any time upon request. As in all year levels at Sacred Heart, student portfolios of work samples will be collated throughout each term and these may be viewed at the end of each term.
Operational Structures

Hours of Operation

Students will attend five days per week and for the full length of the school day.

Start 8:25am bell
Finish 3:00pm bell

Students will be supervised from 8am.

To assist in helping your child build a routine we ask that you be punctual in arriving at school. If your child is late, it is a requirement they be signed in by an adult at student reception. Failing to sign in at reception will result in an unexplained absence being recorded.

Break Times

First Break 10:30am – 10:45am (Supervised Eating)
10:45am – 11:00am (Supervised Play)

Second Break 1:20pm – 1:35pm (Supervised Eating)
1:35pm – 1:50pm (Supervised Play)

School Uniforms

The School uniform is compulsory and is adhered to as per the School Uniform Policy. The following are compulsory items for Prep students.

● Prep Polo Shirt
● Shorts/Skorts
● Sacred Heart Socks
● School Hat
● Shoes – predominately white Velcro joggers

Non Compulsory Items

● Sacred Heart Parish School Bag
● House Sport Shirt (Fridays and sports carnivals)

ALL ITEMS MUST BE CLEARLY NAMED

Parent Helpers

Partnerships with parents are important at Sacred Heart and considered essential in the Prep year. Please see your Prep Teacher to volunteer your services on a roster when they become available.
Excursions
Real life experiences are an important context for learning in Prep. These may involve Prep students going to another site for an excursion. These costs are all included in your fees and levies for the year. Before a student can attend any excursion a permission form must be signed by a parent or guardian. These permission forms will be sent home with a letter outlining all details of the excursion.

Library
Prep students will have the opportunity to borrow books from the Library during a rostered weekly visit. Each student is required to bring their library bag with them in order to protect their borrowed books. School policy is No Bag – No Borrow for all students.

Homework
Specifics of homework for your child will be outlined at the Meet the Teacher Evening.

Home Reading
At Sacred Heart, nightly home reading is promoted and encouraged. Each night parents can:
- read to their child while he/she listens
- read with their child (alternating who reads)
- listen to their child read to them

Students will be required to read for a minimum amount of time each night:

Prep – Year 1: 10 minutes each night

Diary
Diaries are utilised as the main form of communication by all year levels. Please check diaries daily for any important messages. Students are required to bring their diaries to and from school each day. If your child misplaces their diary, a replacement can be purchased from the school office.

Attendance
If your child is unable to attend Prep, please contact the school to notify the absence and the proposed return date. Teachers and administration need to be informed in advance of any planned lengthy absences, holidays etc. Daily student absences can be reported to the school office on 3282 5734.

If you are aware of advanced absences, you can notify your teacher via the student diary.
Outside School Hours Care

Prep year students can access our Before and After School Care Program. Information regarding fees and bookings can be made directly to OSHC on 3282 4619 or visit the web site http://centacarebrisbane.net.au/sacred-heart-oshc-booval/.

Communication

Sacred Heart and Prep teachers provide regular communication to its community through the following:

● School Newsletter (emailed directly to your nominated email address)
● Class Letters
● SkoolBag - Smartphone Application available for Apple and Android phones
● School Website www.shbooval.qld.edu.au
● School Diaries

Social Media should not be used to post pictures of other children at school events, inappropriate content or to misrepresent the school or any member of the school community in any way.

Assemblies

Assemblies are held in the Amaré Centre on a Friday morning commencing at 8:30am. All classes attend these gatherings. Parents/caregivers are encouraged to attend whenever possible.
Student Wellbeing

Pastoral Care

Classes participate in structured Pastoral Care lessons during the week. In these lessons students are taught

- Routines and Transitions
- Social and Emotional Learning (5 Keys for Success)
  - Getting Along
  - Resilience
  - Confidence
  - Persistence
  - Organisation
- Expectations
  - Be a Learner
  - Be Safe
  - Be Respectful
  - Be Responsible

The Daniel Morcombe Child Safety Curriculum

The Daniel Morcombe Child Safety Curriculum is a program run at Sacred Heart to support our school and teachers in the promotion of safety for all our students from Prep to Year Six. The program was developed by the Department of Education, Training and Employment in consultation with the Daniel Morcombe Foundation and is supported by Brisbane Catholic Education and the Federation of Parents & Friends Association of Catholic Schools in Qld.

Key learning Objectives

The Curriculum is run over 9 sessions that are held during Pastoral Care across Term 2 and 3. The Curriculum is structured developmentally across phases of learning. These phases are:

- Prep - Year 2; and
- Years 3 – 6.

This Curriculum includes lessons about personal safety and awareness, cyber-safety and telephone safety. The lessons aim to develop student knowledge and skills to recognise, react to and report unsafe situations:

- Recognise: Students learn to recognise safe and unsafe situations and safety clues.
- React: Students learn strategies that may help them to become safe or to keep themselves safe.
- Report: Students learn to report unsafe situations and unsafe phone and online incidents.
Benefits of safety education: Why teach child safety?

- Recognises limits to adults’ ability to supervise children 24/7
- Empowers students to take an active role in managing their own safety.

Benefits of safety education: What does the research say?

- Lower rates of victimisation
- Less likely to blame themselves if they have been harmed
- More likely to tell someone when they have been harmed

Johnson, B (2008); Finkelhor, D (2007)

Resources for parents

A Parent Guide for the Prep–Year 2 (Early Years) and Years 3–6 phases is available online at www.education.qld.gov.au/child-safety-curriculum

The guide outlines what students will be learning in the safety lessons in school. It also provides advice to parents about how safety messages can be reinforced at home and suggests some suitable resources to use.

Positive Behaviour for Learning

All classes follow the School PB4L Policy at an age appropriate level. Students will be taught expectations and routines through modelling practice and reinforcement on a continuous cycle.

Students are encouraged to learn from their mistakes and begin solving their own problems. Teachers will foster this by modelling problem solving as a group and using questions designed to scaffold the children’s learning.

Sacred Heart takes a firm stance to swearing, bullying and discrimination. If there is any perceived incident of bullying, we strongly encourage parents and students to report the incidents to teachers and the Leadership Team. The School Bullying Policy outlines the recommended process.
Happy, Healthy Children

**Prep Lunches**

Please pack lunch and morning tea separately. Include nutritious food items that your child can manage independently. If providing items such as yoghurt, please provide a spoon. Do not pack any items that require heating. Morning Tea can be sent along in cooler containers to be left in your child’s classroom. Lunches are stored in the fridge; a small plastic lunch box is preferable due to limited storage space in the fridge.

**Tuckshop**

Tuckshop is available to Prep students, as per the rest of the school. The menu is available on our website.

**Water Bottles**

Please provide your child with a drink bottle full of water each day. Although there is nearby access to water bubblers, it is highly recommended your child bring their own water bottle which they can access during the day. Please do not fill these with cordial or juice as water is the healthiest option. Fruit Juice poppers are permitted as part of your child’s lunch but cans and glass are an unsafe substitute.

**Nut Free**

The School has a nut free policy (including Nutella, muesli bars etc.) to avoid risk of anaphylactic shock with some of our students. The tuckshop does not sell or provide lunches or foods containing nut products. Parents are urged to adopt this voluntary ban on peanut butter and nuts when providing lunches from home.

**Toileting**

It is the school’s expectation that Prep students are toilet trained. It is understood that on rare occasions, some students may have accidents. In these circumstances, students are required to change themselves independently. If this cannot be achieved, parents will be contacted to collect their child from school to ensure that Occupational Health & Safety Regulations are met. Please note that Child Protection laws do not permit staff to assist with their personal toileting needs.

Every Prep student is required to have a spare pair of underwear, an old shirt and shorts in their bag in case of an accident. Please name these items and store in a plastic bag.
Sun Safety

Part of the Prep uniform is the School hat which must be worn at all times when outside. It is recommended that parents apply sunscreen to children before they leave home in the morning for further sun protection. A bottle of sunscreen will be available in each Prep classroom for additional application by the student if required. For more information see our Sunsmart Policy. http://www.shbooval.qld.edu.au/parent-information/Pages/Policies.aspx

Medical Protocol

Administration of Medication

If your child requires medication to be administered during the course of the school day please see the office to complete the relevant authority form.

It is a legal requirement that all medication supplied be labelled by a chemist; outlining the student's name, dosage requirements and administration instructions.

Accident or sudden illness

For injuries of a minor nature, first aid will be administered by teachers in the Prep classroom. Should a serious illness or accident occur, every effort will be made to contact parents immediately. It may be necessary to seek instantaneous medical service. It is therefore essential that school records are kept accurate and parents are expected to keep the school informed of emergency contact numbers and all other pertinent medical information. Please notify the office and teachers of any changes to these details.

Exclusion of sick students – Infectious Diseases

Please refer to the School Parent Handbook for health regulations and the minimum period of exclusion for various childhood diseases/conditions. This can be located on the school website. www.shbooval.qld.edu.au

School Fees and Levies

Sacred Heart has set a Resource Levy to cater for all resources used in the classrooms. A copy of the fee structure is available on the school website. www.shbooval.qld.edu.au
Music Program

Sacred Heart provides all students (including Prep) with an opportunity to be involved in an Instrumental Music Program which offers private tuition for keen and committed students. It is designed to develop the child’s musical, social and personal awareness through participation in instrumental music instruction, ensembles, rehearsals and performances.

For information regarding costs, please contact the school office.

Related Websites

BCE Prep Website
http://www.bne.catholic.edu.au/schools-curriculum/phasesofschooling/Pages/PreparatoryYear.aspx

QSA – Early Years Curriculum Guidelines
https://www.qcaa.qld.edu.au/981.html

Early Childhood Australia
www.earlychildhoodaustralia.org.au

Early Childhood Teachers Association
www.ecta.org.au

ACARA – Australian Curriculum
www.acara.edu.au