Contents

Vision Statement ....................... 4
Key Contacts ............................ 5
Hours ........................................ 5
Contact Details ............................ 5
About Us ................................. 6
School Prayer ............................. 6
History of Sacred Heart Parish &
School ........................................ 7
Enrolment of Pupils ...................... 9
Purpose /Policy Statement ............. 9
Enrolment Priorities ..................... 9
Procedures ............................... 10
Prep Enrolments ......................... 10
Curriculum ............................... 11
Learning Areas ......................... 11
Assessment ............................. 11
Reporting .................................. 11
Semester Reporting ..................... 12
Homework .............................. 12
School Library/Resource Centre ...... 12
Camps .................................. 12
Excursions, Incursions .................. 13
Religious Education ................. 13
Religious Identity and Culture ....... 14
Love and Service in the Mercy
Tradition .................................. 14
House Patrons ............................ 14
Evangelisation and Faith
Formation ............................... 16
Sacramental Process .................... 16
Ecumenical Faith ....................... 16
Multi-faith Context ..................... 17
Prayer ................................. 17
Staff Prayer ............................. 17
Parent Prayer ............................. 17
Rosary Group ............................ 17
Weekly Assemblies ...................... 17
Worship ............................... 17
Social Action and Justice .......... 18
Stewardship ............................ 18
Sustainability ........................... 18
Expectations Poster ................. 19
Student Wellbeing ..................... 20
School-Wide Expectations .......... 20
Responding To Inappropriate Behaviour 20
Questioning Techniques .............. 21
Pastoral Care at Sacred Heart ...... 21
Positive Behaviour for Learning (PB4L) 21
Social and Emotional Well-Being .. 22
Allocated Pastoral Care Lessons .... 22
Keys to Success Poster .............. 23
KidsMatter™ Team ..................... 24
Student Support Team ............... 24
Sacred Heart Cares ..................... 24
The Daniel Morcomme Child Safety
Curriculum ............................... 25
Key Learning Objectives .............. 25
Positive Reinforcement at Sacred
Heart ....................................... 26
Feedback: Encouraging Expected
Behaviour ................................. 26
Awards ................................. 27
Student of the Week ................... 27
Sacred Heart Award .................... 27
Yellow Cards ............................ 27
Sisters of Mercy Medal ............... 27
Catherine McAuley Award .......... 28
Academic Awards ..................... 28
Sports Awards .......................... 28
Cultural Award ......................... 28
Stewardship Award .................... 28
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
Key Contacts

Principal          Mr Brendan Creevey
Parish Priest      Fr Joji Thomas
Assist. Principal  Administration Mr Kurt Dutney
Assist. Principal  Religious Education Mrs Kelli Broadbent

School Secretaries Mrs Anne-Maree Moore
Mrs Megan Preston
Enrolments Secretary Mrs Sonya Ryan
Financial Secretary Mrs Karen Robb
Parish Secretary   Mrs Cathy Peacock

Hours

School Office 8:00am – 3:30pm

Contact Details

Address: 25 Cothill Road, BOOVAL QLD 4304
Phone: 3282 1976
Email: pbooval@bne.catholic.edu.au
Website: www.shbooval.qld.edu.au

Parish Centre: 8:30am – 4:30pm
Phone: 3282 1888
Email: booval@bne.catholic.net.au
Website: www.boovalcatholicparish.org.au/
About Us

Sacred Heart Parish School is located in the historic City of Ipswich. We are a community that models itself on the Charism of Love and Service through the example of the Sacred Heart of Jesus. This is articulated through our school motto Amare est Servire, To Love is to Serve. Our Mission and Vision for our school is to develop the spirit, mind and body of each student by fulfilling our mission of living the Catholic Faith and delivering a wholistic education, to support the development of lifelong learners based on Christian values.

We are committed to providing quality, contemporary learning opportunities for all students. We develop an authentic, student-centered curriculum which embraces learner diversity. We deliver quality learning and teaching experiences that address the requirements of the Australian Curriculum. We challenge our learners to be confident, critical and creative thinkers.

We are a dedicated, professional staff who work collaboratively to ensure the best possible education for each child. As well as providing a comprehensive curriculum for students, we include extra curricula activities such as Band, Chess, Choir, Wakakirri and Sport activities. We promote a peaceful awareness of self and acknowledge, embrace and celebrate individuality.

School Prayer

Loving and Gentle God,

We thank you for our school Sacred Heart.

We thank you for our caring friends, families and teachers.

Give us the courage and gentleness to respect and care for each other and all of creation.

Guide us to act with justice, mercy and peace to be like Jesus in all we do and say.

We ask this through the Sacred Heart of Jesus.

Amen.
The history of the Sacred Heart School is entwined with that of the Booval Parish and the Sisters of Mercy. It was through the dreams and hard work of the first Parish Priest Father W. O’Sullivan, the Sisters of Mercy and the people of Booval, that the plans for the first school were drawn up and the foundation stone for the school building was laid by Archbishop Duhig on 23 November, 1930.

On 25th January, 1931 the new school was blessed and opened by Archbishop Duhig and a week later on Monday 2nd February the doors were opened to welcome the first enrolment of 83 students. By the end of the month the enrolment had risen to 103 and continued to increase to 156 by the end of 1931. That original school is now the Senior School adjacent to the previously-owned Convent.

During the following years more classrooms were required and this need was met by excavating and enclosing the under-section of the original school. At the beginning of the war past and present pupils numbered 425.

On the 29th June, 1958, 400 people attended the laying of the foundation stone of the new primary school - the present Junior School which is adjacent to the Sacred Heart Church. The new school was opened on 8th February, 1959 by Archbishop Duhig.

By 1962, it was found necessary to extend this school further as the numbers of students of high school age were taxing the resources of the local State High School. To help cope with the demand the then Parish Priest, Father GT. Fitzgerald decided to establish a Girls’ High School.

In 1964, the first 44 girls commenced their Secondary Education at Booval and for 12 years the school provided education for the girls in a new low-set brick building which had been erected adjacent to the original primary school.

In 1976, a new Diocesan Regional High School, St Peter Claver College, opened at Riverview and the Booval Girls’ School was then used to cater for primary school requirements only.
By 1978, five extensions had been added to the new school complex as well as the Dental Clinic. Our fully equipped library, tuckshop, shelter shed and covered areas were all built because of the hard work and time volunteered by parents and friends of the school community.

From 1997, a concerted effort has been made into installing and maintaining an appropriate Information Technology area. Our ICT is continually being upgraded to maintain a high standard of service for our school.

In 2000, the school applied for a government grant, which resulted in the refurbishment of the 1930 building and a new administration area. Our new Preschool opened with 29 children in 2001 and an undercover area was erected on the Senior Side in September 2001. A second preschool unit was opened in 2006. These units became our Prep classrooms in 2007. A grant from the Gaming Commission enabled us to provide new playground equipment for our Junior School in 2003. In 2005, a grant provided extra shade areas outside the Preschool rooms; the junior walk way was refurbished opening up the entry to the school and providing better wet weather protection.

In 2006, we saw the school fully air-conditioned and paid off by the hard-working P&F. This has provided students and staff with the best possible learning and working conditions.

2007 to 2008 saw a significant increase in school enrolments and the planning and building of new classrooms. Eight new classrooms were opened for use in 2009.

In 2009, our Library, Senior Computer Lab and Year 5 block underwent major refurbishment. Our bright and colourful library is now the hub of learning in our school.

Thanks to the Federal Government “Building Education Revolution” Scheme, in 2012 our school completed its new Multipurpose Centre which has been utilised for the School Tuckshop, Music classes and performances, Drama classes and performances, HPE classes and other school activities, assemblies and liturgies. It is also hired out to community groups and used for Parish events. When deciding on the name of the Centre, the School and Parish community were canvassed and it was decided to stay in the theme of the school and utilise its motto, To Love is to Serve (Amare est Servire), and label the building the Amare Centre. The Amare Centre was officially opened by Most Rev Bishop Joseph Oudeman on 1st November, 2013.
Enrolment of Pupils

Purpose /Policy Statement

Sacred Heart Parish School has developed an enrolment process in response to the following criteria:

- is transparent, fair and based on selection criteria guided by the Mercy Tradition and giving priority to current families and baptised Catholics.
- uses its resources justly and equitably to ensure a diverse student population.
- meets funding and legislative requirements.

Enrolment Priorities

Applicants will be considered as follows.

1. Placements will be offered to siblings of students currently enrolled at Sacred Heart Parish School.
2. Placements will be offered to Catholics baptised in our Parish.
3. Placements will be offered to Catholic children within our Parish boundaries. Refer to the following link for boundary lines.
4. Placements will be offered to baptised Catholic children outside our Parish boundaries.
5. Placements will be offered to all other non-Catholic children living in our Parish boundary whom willingly accept and support the ethos of our Catholic School.
6. Placements will be offered to non-Catholic children living outside the boundaries whom willing accept and support the ethos of our Catholic School.

When the number of applicants exceeds the number of places available, the following may also be considered:

- Church/faith commitment (you are invited to make a statement on the applicant’s and family’s Church/faith commitment - this also applies to members of a non-Catholic faith community).
- Previous commitment to Catholic primary/secondary schooling
- Parental expectations
- Student’s attitude to learning and his/her academic progress to date
- Other relevant factors

Students likely to require special provisions (e.g. special resources and/or a modified program and/or teacher-aide support) will be considered in accord with the procedures defined in the Students with Special Educational Needs handbook (Brisbane Catholic Education).

- Enrolment at Sacred Heart is at the discretion of the Principal
Procedures

1. Application Form is a form to be completed by parents expressing an interest in enrolling their child. The Application Form is to be accompanied by a non-refundable administrative fee. Lodgment of an application is not a guarantee of enrolment.

2. Enrolment interview takes place by the Principal or delegate. Parents and their child/ren attend this interview. A series of questions will be asked to the parent and the prospective student/s. An enrolment interview is not a guarantee of enrolment.

3. Upon acceptance, families are given an Enrolment Acceptance Form, which is to be completed by parents signifying their acceptance of the school’s offer of placement for their child. Submission of this form is to be accompanied by an Enrolment Bond which is refunded in the first term’s school fees the following year.

Prep Enrolments

We welcome the enrolment of your child into our Prep. All Queensland children are eligible to attend full-time Prep from the beginning of the school year in which they will reach the age of 5 years by 30 June.

Prep is about establishing strong foundations for success in lifelong 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. Once enrolled, students are expected to attend on a full-time basis.
- Attendance aligns with the school’s attendance policy.
- Hours for Prep are the same as regular school hours for Years 1 to 6.
- Assessment is in line with the Australian Curriculum Foundation Achievement Standard.
- There is no legislated maximum class size for Prep in Brisbane Catholic Education schools.
Curriculum

Learning Areas

The Curriculum is based around the Learning Areas managed by the Australian Curriculum Assessment Reporting Authority (ACARA) together with Religious Education which is overseen by Brisbane Catholic Education. These are:

- Religious Education
- English
- Mathematics
- Health and Physical Education (HPE)
- Science
- Humanities and Social Sciences (HASS)
- The Arts (Music, Dance, Visual Arts, Drama and Media)
- Technologies
- LOTE – Japanese (Years 5 and 6)

A year level curriculum overview outlining unit topics, concepts and assessment will be available on the Parent Portal at the beginning of each term.

Assessment

Assessing student learning is an integral part of learning and teaching. It is the process through which teachers identify, gather and interpret information about student achievement and learning in order to improve, enhance and plan for further learning.

The process of assessment involves providing students with opportunities to demonstrate what they know and can do in relation to the year level Achievement Standard in the Australian Curriculum.

A range of assessment tools allows teachers to cater for all learners and learning situations, to measure the impact of their teaching and plan for further learning and teaching.

Staff use a variety of assessment techniques and sources to gather evidence about students’ demonstration of learning. These include:

- Observation
- Focused Analysis (Success Criteria)
- Consultation
- Self and peer assessment

Reporting

Reporting is an essential component of the learning process at Sacred Heart. It provides information to students, parents and teachers which allows for the planning
for learning to continue to improve. Reporting occurs in a variety of ways:

- results from formal assessment items as indicated on success criteria sheets
- progress charts
- verbal feedback
- parent information sessions
- student progress discussions and interviews
- students’ folios and written reports

**Semester Reporting**

Formal Report Cards are provided for all students twice yearly at the end of each Semester. Reporting judgements are made on a folio of evidence collected during the reporting period. When completing biannual written reports, teachers:

- compare the folio of student work samples to the year level Achievement Standard.
- make a professional judgement about the quality of student work using a 5 point scale.

**Homework**

Homework at Sacred Heart will consist of a minimum of 10 minutes reading per night and year level appropriate spelling and times tables. These will be tested weekly.

**School Library/Resource Centre**

The Sacred Heart Library aims to provide a welcoming and stimulating environment where the love of reading and books can be promoted and where each child has access to up to date reading materials and information resources.

Classes from Prep to Year 6 have a literacy lesson by a qualified Teacher-Librarian once a week. During this lesson students are given time to borrow. A waterproof Library Bag must be used to preserve the books.

**Camps**

In Years 5 and 6 camps are offered as an opportunity to support student development and further learning in a non-school setting. They provide students with an educational experience in co-operative living and allow the opportunity to use natural surroundings to help them grow emotionally, socially, physically and spiritually.

- All camps are planned and implemented according to the guidelines and regulations of Brisbane Catholic Education
- Prior to any student attending an excursion/camp, parents/guardians must provide a signed permission/medical form
- Provision for emergencies will be anticipated, e.g. first aid kit, student medical instructions
Camps form part of the school program and students not attending camp are disadvantaged. Parents who do not allow their child to attend camp, without reasonable excuse, are failing to cooperate with the school in providing a total, well-balanced education. In the event of a student not attending camp, they will remain at home for the duration of camp.

Families experiencing financial difficulty in regard to meeting camp costs are asked to arrange a meeting with the school financial secretary to discuss payment options.

**Excursions, Incursions**

Excursions and incursions are planned to complement particular curriculum areas and can occur at various times in the school year. The cost of these activities are included in the school levies for the year:
- Full school uniform will be required unless otherwise stated
- Depending on the nature of the event, some teachers may seek support of parents as helpers. Parents must complete a signed ‘Parent Helper’ pack prior to any involvement and have participated in the BCE mandated Student Protection workshop

**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 focused 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 and is timetabled for 2.5 hours a week. Our Religious Education Program has been validated by Brisbane Catholic Education and can be found on our website.

The Religious Life of the School consists of four components, Religious Identity and Culture, Evangelisation and Faith Formation, Prayer and Worship and Social Action and Justice.
Religious Identity and Culture

The Religious practice of the Sacred Heart School community finds its roots in the tradition of the Sisters of Mercy. The Mercy Sisters worked in the Ipswich Catholic community in 1914 and founded the Sacred Heart School.

Love and Service in the Mercy Tradition

The Sacred Heart of Jesus is one of the most important religious devotions to Jesus. It represents His divine love for humanity. At Sacred Heart Parish School we are a community that models itself on the Charism of Love and Service through the example of the Sacred Heart of Jesus. This is articulated through our motto Amare est Servire, To Love is to Serve. The Feast of the Sacred Heart is celebrated 19 days after Pentecost. We acknowledge our feast day with a whole school Mass and activities.

The spirit of the Mercy Sisters was articulated by their founder Catherine McAuley who stressed religious practices focused on “serving Christ in the poor, sick and uneducated.” Catherine McAuley and the Mercy sisters have a strong link to the charism of Service and Mercy. It was modelled by Catherine McAuley and is embodied by the continuing work of the Mercy Sisters.

House Patrons

At Sacred Heart we have four house Patrons who are excellent examples of our school motto Amare est Servire, to love is to serve. Each student is allocated a House to develop team spirit and their understanding of each Patron’s charism.

St Marcellin Champagnat, 1789 –1840 (Blue)

Saint Marcellin Champagnat was ordained a priest in 1816, and was the founder of the Society of Mary, also known as the Marist Brothers. St Marcellin Champagnat worked tirelessly to alleviate the misery of the poor. Today there are 6000 Marist Brothers teaching 500 000 students across the world. His feast day is 6th June.

Champagnat House Patron

Saint Marcellin Champagnat (1789 – 1840)  
Founder of Marist Brothers

“To raise children, we must love them and love them equally. I cannot see a child without wanting to tell them how much God Loves them.”
St Mary of the Cross MacKillop, 1842 – 1909 (Green)

Saint Mary of the Cross MacKillop was an Australian Roman Catholic nun who, together with Father Julian Tenison Woods, founded the Sisters of St Joseph of the Sacred Heart. She is the foundress of a number of schools and welfare institutions throughout Australasia with an emphasis on education for the poor. She was canonized on 17 October 2010 during a public ceremony in St Peter’s Square at the Vatican. Her feast day is 8th August.

MacKillop House Patron

St Mary of the Cross MacKillop (1842 – 1909)
Foundress of the Sisters of St Joseph of the Sacred Heart

“Never see a need without doing something about it.”

Venerable Catherine McAuley, 1778 - 1841 (Gold)

Venerable Catherine McAuley was an Irish nun who entered the formation program of the Presentation Sisters to formally prepare for life as a religious woman. She founded the Sisters of Mercy in 1831. In 1978, she was beatified as the Servant of God Catherine McAuley. In 1990, upon recognition of her heroic virtues, Pope John Paul II declared her Venerable. This places her on the path towards possible sainthood. Her feast day is 11th November.

McAuley House Patron

Venerable Catherine McAuley (1778 - 1841)
Foundress of the Sisters of Mercy

“While we place all our confidence in God – we must act as if all depended on our exertion.”
Blessed Edmund Rice, 1762 – 1844 (Red)

Blessed Edmund Ignatius Rice was a Catholic missionary and educationalist. Edmund was the founder of two orders of religious brothers: the Congregation of Christian Brothers and the Presentation Brothers. Rice devoted his life to the education and service of the poor. Christian Brothers and Presentation Brothers schools around the world continue to follow the system of education and traditions established by Edmund Rice. His feast day is celebrated on 5th May.

Rice House Patron

Blessed Edmund Rice (1762 -1844)
Founder of the Christian Brothers
“Live Jesus in our hearts, forever.”

Evangelisation and Faith Formation

At Sacred Heart evangelisation means bring the Good News of the Gospel to all. We provide spiritual growth for all within our community.

Sacramental Process

The three sacraments of Christian Initiation are Baptism, Confirmation and First Eucharist. For children who have been baptised and are seeking to complete their initiation into the Catholic Church, Sacred Heart Parish offers preparation for the sacraments of Confirmation and First Eucharist. If you require information regarding Baptism, please contact the parish directly. Preparation for the sacrament of Penance occurs later. Enrolment applications for Confirmation and First Eucharist are due in early February. For further information contact the parish office by phoning Donna Conway, Pastoral Ministry Coordinator on 3282 1888.

Ecumenical Faith

Our Catholic faith tradition respects all that is good and true in other Christian traditions and in other world religions. Family involvement in whole school and classroom celebrations is encouraged regardless of faith traditions. Through the Religion Curriculum, students come to a deep awareness and respect for the Jewish faith and our Judeo-Christian heritage.
Multi-faith Context

At Sacred Heart, it is appreciated that varieties of ethnic and religious groups contribute to Australia’s development. We believe that a multi-faith perspective assists student to develop understanding and tolerance towards a religious perspective, which are different from their own. They are able to recognise the importance of a belief system in the development of our Australian culture.

Prayer

Prayer is an integral part of the life of Sacred Heart School and has the potential to nourish the spiritual growth of students. Prayer and Worship comes in many forms at Sacred Heart. Each day begins and ends with prayer and the students will say a prayer before morning tea and lunch. We especially invite all family and friends to our liturgical celebrations, some of which are listed below.

Staff Prayer

We conduct Staff prayer in the Christian tradition. It is offered weekly in alternating staff rooms. We follow the Catching Fire Framework of We Gather, We Listen, We Respond and We Go Forth. We encourage all staff to attend prayer each week.

Parent Prayer

We promote parent prayer in the Christian tradition. All parents and carers are invited to attend through the school newsletter and notice boards.

Rosary Group

Every week in October, students and parents are invited to pray the Rosary at 8:00am in the Library.

Weekly Assemblies

Each class is rostered on for prayer at assembly. We invite parents to come along and join in this special ritual.

Worship

At Sacred Heart worship has the potential to nourish the spiritual growth of the school community. Worship provides a context for individuals to celebrate their relationship with God.
At Sacred Heart it takes the form of Prayer, Rituals, Liturgies and Masses. We encourage all parents to celebrate with us.

- Parish Masses
- Year Level Class Masses
- Whole School Masses
- Year Level Liturgies

Social Action and Justice

Teaching and Learning about social justice happens during pastoral care and Religion lessons. The school also supports a student Stewardship Group.

Stewardship

Stewardship is a spirituality for life that challenges the Christian disciple to foster a sense of gratitude, responsibility and generosity through the better use of time, talent and treasure. Our stewardship group is open to students from Years 4-6. It is facilitated by the APRE and through Stewardship the community engages in planned and focused opportunities which are linked to Catholic agencies, such as Caritas, St Vincent de Paul, Rosies, and Catholic Mission.

Sustainability

The Sustainability Committee is made up of students, teachers and parents all dedicated to creating active, sustainable and civically-minded future Australians. We aim to implement sustainable practices within the Sacred Heart Community. The Sustainability Committee also runs a Garden Club weekly for students who plant seedlings, water the plants, care for our worms and harvest our produce. The garden is also a learning space for Science and HASS (History and Social Science). We are self-sustainable and endeavour to raise the majority of the funds required to keep the committee running through selling our produce and organising fundraisers.
Happy Heart says:

Be a Learner
Be Safe
Be Respectful
Be Responsible
Student Wellbeing

School-Wide Expectations

- Be a Learner
- Be Safe
- Be Respectful
- Be Responsible

Responding To Inappropriate Behaviour

Teaching Moment 1
Teacher applies questioning techniques. Student identifies his/her inappropriate behaviour. Teacher re-teaches the appropriate behaviour. Student identifies positive replacement behaviours.

Teaching Moment 2
Teacher applies questioning techniques. Student identifies his/her inappropriate behaviour. Teacher re-teaches the appropriate behaviour. Student identifies positive replacement behaviours.

In Class Reflection
The student is moved to another part of the classroom and is given a Responsible Thinking Sheet on which to reflect. At a convenient time, the teacher applies questioning techniques. The student identifies his/her inappropriate behaviour and consequences for the future if the behaviour continues and identifies positive replacement behaviours. Student is asked to move back to his/her desk.

Buddy Class Reflection
The student is removed to a buddy class and a Responsible Thinking Sheet is completed. At an arranged time the student returns to his/her classroom and the appropriate behaviour is taught again by the teacher and student identifies positive replacement behaviours. This incident is recorded on the behaviour tracker on the teacher’s desktop.

Office Referral
The teacher completes an Office Referral Form. The student is sent to the Assistant Principal Administration with the form and the Responsible Thinking Sheet. The Assistant Principal Administration (APA) discusses events with the student by applying the questioning techniques. At the discretion of the APA the student is returned to the classroom with consequences outlined on the referral form. This information is entered into the Student Behaviour Database for tracking purposes.
Questioning Techniques

Purpose:
To establish exactly what happened.
- What happened?
- What were you doing?
- What has been happening with ….?

Focus clearly on Behaviour and relate it directly the relevant school expectations.
- When you ..........., are you being (a learner, safe, respectful, responsible)?
- Is ............. (best learning, safe, respectful, responsible)?

Redirect the student’s thinking to desired behaviour/focus on the future to enable the student to suggest a range of more positive behaviours to facilitate positive consequences.
- What could you do differently to ensure you are being (a learner, safe, respectful, responsible)?
- Next time ..... happens , what could you do?
- What are other ways you could have tried to get what you wanted?

Pastoral Care at Sacred Heart

Pastoral care involves every member of the school community. A commitment to partnership and shared responsibility among staff, students, parents and other family members is an integral feature of pastoral care.

Through its pastoral care arrangements and provision, Sacred Heart Parish School demonstrates its continuing concern for the personal and social development of its students, parents and staff, regardless of their age or ability, as individuals and as secure, successful and fully participating members of the school and its wider community.

Sacred Heart operates under the ‘KidsMatter’™ framework. Pastoral programs represent a specific and planned means of helping students to value themselves and to experience well-being. Sacred Heart Parish School operates the following:

Positive Behaviour for Learning (PB4L)

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 student’s learning.
At the beginning of the year and regularly throughout the year, rules, routines, rights and responsibilities are taught within each class. These are published in each classroom and cover all aspects of life within the school. These are referred to in class when necessary to assist staff and students in responding to inappropriate behaviour by students.

**Social and Emotional Well-Being**

Social and Emotional Learning (SEL) is an essential part of human health and happiness. Promoting positive social and emotional development and wellbeing in students may impact on their behaviour, learning and health outcomes. Through our SEL programs at Sacred Heart, it is our aim to create a safe and supportive environment that promotes wellbeing and personal development as well as best learning. We provide the means to help students develop effective social and emotional skills and manage their own behaviour. A major component of SEL at Sacred Heart is the ‘You Can Do It’ program, delivering the ‘5 Keys to Success’ to students: Getting Along, Resilience, Confidence, Persistence and Organisation.

**Allocated Pastoral Care Lessons**

Each class timetables 1 hour across the week to a dedicated Pastoral Care timeslot. During this time, students are exposed to the teaching of school expectations and routines as well as structures.

Content taught during this time includes:

- School expectations, routines, transitions
- You Can Do It Social and Emotional Learning program
- Daniel Morcombe personal development and safety program
- The school follows a set scope and sequence for each program
Happy Heart’s Keys to Success

- Resilience
- Confidence
- Persistence
- Organisation
- Getting Along
KidsMatter™ Team

KidsMatter™ is a mental health wellbeing framework for Primary schools. It provides methods, tools and support to help schools work with parents, carers and the wider community to nurture happy and balanced kids.

The KidsMatter™ team meets regularly and has as its priorities:
- Wellbeing of students, parents and staff
- Drives initiative within the school to promote each of these areas
  - Works closely with the KidsMatter™ parent team
  - Providing information evenings to our community on a variety of worthwhile topics

Student Support Team
- The student support team consists of the APA, Support Teacher Inclusive Education (STIE), Guidance Counsellor and the Primary Learning Leader (PLL)

This team meets weekly and has the following priorities:
- Discussing any student concerns. This may be observations of the team or via lodgement of ‘Concern about a Learner forms’ from teachers
- Raising any teacher concerns and discussing best ways to support teachers
- Addressing and revising tier 2 and 3 interventions
- Releasing teachers to discuss particular concerns with the team as well as with parents

Sacred Heart Cares

As part of our Pastoral Care program, Sacred Heart Cares is a service that provides practical assistance to those families who are suffering hardship due to illness, bereavement, financial or other special circumstances.

This is a confidential program, co-ordinated by the APRE and School Chaplain. Families offering their services are unaware of the identity of those whom they are helping.

Families in need will be offered beneficial services. Examples of services offered include; providing a home cooked meal, organising school lunches or iron a basket of clothes.

Volunteers will be contacted to provide these services through a rotational process.

The utmost care is taken in maintaining confidentially for both families in need and those caring for others.
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 Daniel Morcombe Curriculum is structured developmentally across phases of learning. These phases are:

- Prep - Year 2
- Years 3 – 4
- Years 5 – 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
Positive Reinforcement at Sacred Heart

Schools play a vital role in promoting the intellectual, physical, social, emotional, moral and spiritual and aesthetic development and wellbeing of young Australians. (Melbourne Declaration on Educational Goals for Young Australians, 2008)

At Sacred Heart, we believe that behaviour is learned, therefore responsible behaviour can be taught.

Student discipline is best achieved through instruction rather than punishment. When teaching behaviour, teachers employ the same strategies used to teach academics. For behaviour change to occur, we must use positive approaches that strengthen teacher-student relationships.

Reinforcement promotes positive relationships: a fundamental necessity to any successful teaching. It is the teacher’s responsibility to facilitate a positive working relationship. The biggest impact on learning is the relationship between teacher and student which is enhanced through positive reinforcement. It is our responsibility to reinforce positive behaviour as much as we can.

We aim to give students what they need to succeed. This is not necessarily the same for each student, as we believe fairness/equity means that everyone gets what they need, in order to be successful and meet expectations.

Reinforcement is given at all levels:

- Individual
- Small group
- Whole class
- In class and playground

Feedback: Encouraging Expected Behaviour

It is important to follow desired behaviours with consequences that are reinforcing to most students such as specific positive feedback along with other forms of reinforcement. Our systems encourage and motivate students, both as they are learning the expected behaviours and then to maintain those skills and dispositions as students become more fluent with their use. Specifically our encouragement system utilises effective, specific positive feedback, adult attention both contingent and non-contingent and a tangible reinforcement system.

- Non-contingent adult attention: provided regardless of performance and includes such things as greeting, smiles and conversations.
- Contingent adult attention: provided based upon the performance of an identified behaviour
- Tangible systems: can be motivating for students creating a real sense of fun and thus contributes to the positive school climate. In addition tangible systems can prompt staff to initiate opportunities for positive feedback and adult attention. Systems should be co-operative rather than competitive.
Awards

Student of the Week

Purpose: To acknowledge/encourage students’ positive approach to learning during that week. All students to receive one by the end of the year.

Criteria:
● Academic achievement/effort
● Behavioural effort
● Demonstrating one or more ‘Keys to Success’
● Demonstrating improved/effort toward pro-social behaviour

Sacred Heart Award

Purpose: To acknowledge pro-social behaviours, improvement, progress, effort during the previous four weeks of school. These awards are presented monthly at assembly. Parents are notified in advance so they may attend the assembly.

Criteria: Continued exemplary effort in the following areas:
● Academic
● Behaviour
● 5 Keys to Success

Yellow Cards

Purpose: to reinforce positive playground choices. Students receiving these go into a draw and 6 students are drawn out each week at assembly to receive a reward.

Sisters of Mercy Medal

The Sisters of Mercy Medal is awarded to one student in each class who has displayed the ‘Sacred Heart in Action’ throughout the year. This student is selected by the class teacher. A student portrays the Sacred Heart in action by:
● Upholding the Catholic values and ethos of the school
● Working well with and co-operating respectfully with school staff
● Acting as a role model for peers and others in all aspects of school life
● Giving generously of their time to the school
● Demonstrating responsibility and reliability
● Representing the school and students of Sacred Heart with pride
Catherine McAuley Award

The recipient of the Catherine McAuley Award is a student selected from the nominated Sisters of Mercy Medal winners. The Parish Priest and Principal selects this student based on written nominations by the class teacher.

Academic Awards

Senior School:
- Awarded to each student who receives a minimum of 5 “Well Above” achievements on their report card

Junior School:
- Dedication to Learning Award: In line with our early year’s philosophy, about learning and the learner. We believe that those students who demonstrate effort, dedication and persistence to learning qualify for an Academic Award. These awards will be selected by the classroom teacher and awarded to three students per class.

Sports Awards

Received for being selected and represent the Metropolitan West Region in one of its twenty-two sports. Please note students must make the team through the trial process.

Cultural Award

Received for a significant contribution to and achievement in the cultural life of Sacred Heart. This can be achieved through exceptional co-curricular artistic endeavours, musical and drama pursuits.

Stewardship Award

The Stewardship Awards are awarded to students who consistently attend stewardship meetings. These are students who make significant contributions to the Religious Life of the School (RLOS) by sharing their time, talents and treasures.
Bullying

Bullying is defined as anything that a person does or says repeatedly and purposefully because he or she knows it will upset or hurt another person. This may be by gesture, verbal or physical harassment. The feelings of the victim are the key indicator of the existence of bullying or harassment. The intentions of the bully do not determine whether bullying exists. Bullying is repeated behaviour; it can involve a power imbalance and can take many forms.

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.

As a school staff we shall attempt to prevent bullying at Sacred Heart by:

● Being a role model in word and action at all times
● Being on the lookout for signs of distress or suspected incidents of bullying
● Making efforts to remove occasions for bullying by actively patrolling areas during playground duty
● Arriving at class lines on time
● Reporting bullying to the Principal or a Leadership team member
● Taking steps to empower victims before bullying begins
● Discussing with classes the question of bullying and discuss ways to prevent it
● Skilling the children in the class through conflict resolution exercises and assertive behaviour
● Following the Sacred Heart expectations and consequences consistently for all students

Steps to counter bullying

● All reports of bullying will be taken seriously and will be reported to the Principal or Assistant Principal
● Teachers who learn of bullying actions will respond and report the actions to the Principal or Assistant Principal
● In the school curriculum, the topic of bullying will be discussed with the children and dealt with at the appropriate level. This will be done at the beginning of each school year in every class
● Anyone present when bullying occurs has an obligation to try to prevent it.
● Parents who have concerns of possible bullying are strongly advised to contact the school

Responsibilities of children

● To ‘talk to an adult’ (e.g. a parent, teacher, staff member) if they are being bullied or if they see someone else being bullied – both at school and on the way to or from school
● To help someone who is being bullied
● To not bully others
Responsibilities of parents

- To watch for signs that their child may be being bullied e.g. unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes or bruising
- To speak to someone on staff (classroom teacher first) if their child is being bullied, or they suspect that this is happening
- To encourage their child to seek support if they are bullied

Reporting Bullying

Incidences of bullying can be reported to any teacher, teacher aide, or member of the school leadership team by children and their parents. Any bullying incidences that are dealt with will be recorded.

Procedures for reported incidence of bullying

Steps to be followed upon report of bullying:

- Incidents of bullying reported
- Incidents relayed to appropriate person, as necessary
- Appropriate person interviews alleged perpetrator, victim and any bystanders to establish facts

Act of bullying verified

- Appropriate person counsels so that student who bullied is aware of the effect on the victim
- Appropriate person ensures the perpetrator acts in a responsible and constructive way to remedy the situation (written or verbal apology also needs to be given)
- Teacher puts appropriate steps from Behaviour Management Policy in place (withdrawal, detention, relevant intervention etc.)

If further incidence of the bullying cycle occurs

- Teacher, in collaboration with Principal, to interview student and their parents
- Principal to make clear consequences of repeat occurrence
- Counselling (on a private basis) is recommended for student who bullied
- Further action (internal/external suspension) is at the discretion of the Principal.
School Day

School Hours

Supervision commences at 8am each morning. Any early arrivals must, for their own safety, be enrolled in Outside School Hours Care. Students move to the separate pick up areas at 3:00pm where they will be supervised by staff when collected by parents in the drive through. Parents are also welcome to park their cars in the designated areas and pick up the students at the school gate.

Parents are to ensure their children do not arrive to school before 8am and are to be collected by 3:20pm in the afternoon. Students who are at school outside these times are unsupervised.

8:00am Before School Supervision Commences
8:25am First Bell
8:30am Classes Commence
10:30am First Break
11:00am Class Time
1:20pm Second Break
1:50pm Class Time
3:00pm School Day Concludes

Late Arrivals/Early Departures

Any child who arrives to school late or who is leaving before the end of the school day, must arrive or be collected via the school office. The time and adult who accompanied the child will be recorded in an electronic system.

Weekly Assembly

On Friday morning at 8:30am we have our main assembly in the Amare Centre. At this assembly we gather to share:

- Prayer
- Awards for class and special events
- Special events
- House Competition Announcements
- Sacred Heart Awards (special assembly)
- School Liturgy (monthly, special assembly)
- Yellow Card Draw
- Our National Anthem

Some assemblies will be held for specific occasions and we particularly invite all parents and guardians to attend.
## Uniform Details

**Full school uniform is expected to be worn every day**

### GIRLS

**FORMAL UNIFORM**
- Green check uniform
- Bottle green hat with school logo
- Short white socks; knee high
- Black leather lace-up shoes
- Bottle green hat with school logo
- Bottle green zip-up jacket with school logo
- School coloured ribbons, scrunchies, bun covers or head bands for hair.

**OPTIONAL WINTER UNIFORM**
- Bottle green tights which may be worn under the check dress
- Green track pants which may be worn with gold shirt with green collar and Sacred Heart Emblem
- Black shoes must be worn on non-sports day
- V-neck fleece jumper with Sacred Heart Emblem

**SPORTS UNIFORM**
- Bottle green skort or green shorts
- Gold and green shirt with Sacred Heart collar and emblem
- Short white Sacred Heart socks (above ankles)
- White sandshoes or mostly white joggers and white laces
- School/House bucket hat (from 2017)

### BOYS

**FORMAL UNIFORM**
- Grey shorts
- Blue school shirt
- Grey knee high socks with red, gold and green stripes
- Black leather lace up shoes
- Bottle green hat with school logo
- Bottle green zip-up jacket with school logo
- School coloured hair bands for long hair

**OPTIONAL WINTER UNIFORM**
- Long grey school slacks
- Green track pants which may be worn with gold shirt with green collar and Sacred Heart Emblem
- Black shoes must be worn on non-sports day
- V-neck fleece jumper with Sacred Heart Emblem

**SPORTS UNIFORM**
- Bottle green shorts
- Gold and green shirt with Sacred Heart collar and emblem
- Short white Sacred Heart socks (above ankles)
- White sandshoes or mostly white joggers and white laces
- School/House bucket hat (from 2017)

### Optional

- School badge – can be worn with school uniform
- Leadership badges
- House shirt
Prep Uniform – Boys and Girls

- Bottle green shorts or skorts
- Green Prep shorts
- Bottle green hat with school logo
- White sandshoes or mostly white joggers preferably with Velcro
- White ankle socks, not anklets

Purchasing Uniform

All Sacred Heart uniforms are available for purchase at Lowes, Booval Fair.

School Uniform Rules

- Full school uniform is to be worn, that is, correct jacket/jumper, clean shoes, socks and buttons on shirts.
- Articles of clothing are to be marked clearly with the child’s name.
- A note via the diary should be forwarded to the Class Teacher if full school uniform cannot be worn.
- Children will arrive at school and depart from school in the correct uniform. If a child removes shoes etc. for sport these must be replaced before leaving the school.
- Children outside of the school, after school hours dressed in school uniform, must wear the uniform correctly. You are representing the school while in uniform.
- The children are to limit jewellery to a watch, a simple pair of sleepers or plain stud earrings if ears are pierced, chain (with cross or medal), signet ring.
- No nail polish or make-up is to be worn.
- In order to control outbreaks of head lice, children (boys and girls) will be required to tie back long hair that touches the ‘collar’.

Lost Property

Items of lost property are stored in boxes outside the senior side staff room and outside the Year 1 classrooms. Please ensure all articles of clothing are labelled to ensure lost items can be returned. At the end of each term any unnamed items will be donated.
School Organisation

School Board

The Sacred Heart Parish School Board exists to develop, promote and review policy matters for our school learning community. Parents, staff and Parish are well represented on the Board. A selection process including an in-service program is conducted annually.

Parents and Friends Association

The Sacred Heart School Parents and Friends’ Association meets once a month and all parents are encouraged to join this Body. For our parent body to be effective, we need an active, enthusiastic group to discuss areas of common interest, to problem-solve, to develop our School to its maximum potential, to improve the School’s environment, to fundraise and to provide feedback to the Principal and Staff.

Outside School Hours Care

Sacred Heart Outside Schools Hours Care is situated on the corner of Kitchener Street and Cothill Road, Booval within the school grounds. The aim of Outside School Hours Care is to:

- Provide care and recreation for preschool and primary school aged children in a safe and supervised environment.
- Provide a balanced variety of play and recreational activities to meet the needs and interests of children.
- Information regarding fees and bookings can be made directly to OSHC on 3282 4619 or visit the website.
- For more information please phone 3282 4619 or email boovaloshc@bne.catholic.net.au

Hours of Operation

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<tr>
<td><strong>Before School Care:</strong></td>
<td>6:30am to 8:30am daily. Breakfast is served until 7:45am</td>
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<tr>
<td><strong>After School Care:</strong></td>
<td>3pm to 6pm daily. Afternoon tea is supplied.</td>
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<tr>
<td><strong>Vacation Care:</strong></td>
<td>7:00am to 6pm – Full program available.</td>
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Photographs

A commercial photographer is engaged to photograph class groups, family groups and individuals. A notice is sent out to parents to notify them of the date.
Happy, Healthy Students

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.

Sun Safety

The school hat 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 classroom for additional application by the student if required. For more information see our Sunsmart Policy.

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 labeled by a chemist; outlining the student’s name, dosage requirements and administration instructions. Medication is not to be kept in the child’s bag.

Accident or sudden illness

For injuries of a minor nature, first aid will be administered by our first aid officers in the school office. In the event of a serious illness or accident occurring, 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

Some medical conditions require exclusion from school to prevent the spread of infectious diseases among staff and children. To ensure the recommended minimum exclusion periods for infectious conditions are met, visit the Queensland Health Government webpage (http://conditions.health.qld.gov.au/HealthCondition/condition/8/22/47/exclusion-times-for-infectious-childhood-cond).
Tuckshop

Our Sacred Heart tuckshop uses an online ordering and payment Qkr! system by Mastercard. The Tuckshop is open Monday to Friday at morning tea and lunch time.

Parents may order their child’s lunch via the internet or their smartphone. This app can be utilised to place a tuckshop order before 9am on any given day. Families also have an option to use the paper bag ordering system which needs to be delivered to the tuckshop before 9am.

The Tuckshop menu along with prices is listed on the Qkr! System, the school website and will also be sent out to all parents at the beginning of each year.

Nut Free Environment

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.

Head Lice

As is the case in all schools, head lice do become an issue every now and then. It is the parents/carers’ responsibility to:

- regularly inspect their child/children’s scalp and hair to detect the presence of head lice or eggs.
- regularly inspect household members and treat them as required.
- notify school if their child/children is/are affected and advise that treatment has begun.
- If lice are detected, hair needs to be checked and combed through daily for a period of seven days, to break the cycle.

In the event of head lice being detected, a note will be sent home to all families of that class.

Ambulance

All students are covered under the Government regulations enforced in 2003.

Insurance

Insurance has been taken out on all students as a means of providing financial support, to assist when covering medical costs in the unforeseen case of an accident.
Dental Clinic

The State Health Department provides a School Dental Clinic at the School at different times throughout the year. This clinic offers free dental service for our children. Before treatment can commence, parental approval, along with relevant medical history, is sought. Dental Clinic Staff are happy for parents to be present at appointments, and also appreciate the co-operation of parents in accepting after-school appointments if this is convenient. Telephone 0409 571 759.

Privacy Laws

A government Privacy Act was introduced in 2002. We respect this Act and its obligations and require permission from parents for any child to have his/her name published in our newsletter, or photograph printed in the media. Consent forms are sent home and should be revised if circumstances change.

This Act also prevents photos of children being published on any form of social media without the specific permission from the parents/guardian of that child.

Social Media should not be used for any inappropriate content or to misrepresent the school or any member of the school community in any way.

No Smoking Policy

Government Regulations stipulate smoking is banned at all Queensland state and non-state schools, and for 5 metres beyond their boundaries.

Animals

Queensland Schools Animal Ethics Committee forbid animals to be brought onto school grounds without prior consent from the School Administration.
Communication Procedures

School Diary and Calendar

The school diary contains a range of specified information to give parents/carers a full picture of routines at our school. We update this for each school year and include it as part of the school fees. The student diary is taken from school to home each day and provides the platform for any daily communication needs between teacher and parents/carers. Diary notes and letters should be brief, alerting the person to the issue; they should not be used as a forum for in-depth discussion.

School App

We utilise our school app to send out alerts and information to parents/carers. Parents/carers will be sent out a text message to give urgent information e.g. school closure, cancellation of an event.

Newsletter

A School Newsletter will be emailed fortnightly to all families. Hard copies will be available in the office for families who prefer this as an option. Information contained in the newsletter will be regarded as being official notification to parents, hence it is important that parents obtain and read this newsletter.

Parents and local community organisations are welcome to submit items for inclusion in the newsletter.

Email

We would encourage parents/carers to email pbooval@bne.catholic.edu.au. This would be appropriate where enquiries are not deemed urgent by the parent. For the purposes of administration we require all emails to go to a central email address. All emails will be treated with full confidentiality and the responses will be made by the member of staff addressed. Please note all emails should specify the member of staff to whom the query is addressed.

Parent Portal

The Sacred Heart Parent Portal enables easy access to information about happenings in the school, forms that need to be returned, names and contact details for staff, policy information and much more. The Sacred Heart Parent Portal is a much valued communication tool for our families.
Some of the information you will be able to access is:
- My Details - view the current details you have registered with the school and update them if required
- My Students - view school details about your children including NAPLAN results, Attendance Reports and their timetable
- Absences - log your child’s absence straight from the portal
- Calendar Information - see important dates and events
- Copies of letters and permission notes
- Class News - check out what is happening in your child’s class
- Announcements - view important school announcements
- Newsletters - link to all previous newsletters
- Fee Information
- Tuckshop Menu
- Library - search and view library resources available to your child
- Access PTO (Parent Teacher Online)
- OSHC Information

Website Access to School Documentation

The school makes a range of documentation available to parents/carers including our policies, improvement plan, previous newsletters, and P&F association information.

Parent Information Sessions and Forums

Numerous sessions are held each year on a needs basis. They focus on learning and teaching across the curriculum.

Telephone

We encourage parents/carers to phone the school on 3282 1976. This is appropriate where enquiries are deemed more urgent by the parent, such as seeking or providing particular information about the student.

Absence

Please notify the school as soon as possible if your child is unwell, will be late because of an appointment, or if you know your child will be away from school. Please call the Absentee Line: 3282 5734 and leave a brief message stating your child’s name, class, reason for absence and a definite duration of absence.

Notes Home Regarding Upcoming Events

- Assemblies
- Excursions and Incursions
- Fetes
- Liturgies and Special Occasions
- Sporting Events
- Fundraisers
Transport

Pick Up/Drop Off Zone & Parking

Street parking is available on Cothill Road, Kitchener Street and French Street. There is a 2 minute drop-off zone in Cothill Road and Kitchener Street. **Parking there is illegal.** It is an area subject to regular inspection by Police, and can elicit on-the-spot fines.

Children are to use the pedestrian crossings on Cothill Road or Glebe Road at all times. Supervisors attend to these areas.

For safety and legal reasons, it is advisable, when parking, to keep clear of the pedestrian crossing in Cothill Rd, and the driveway into the Senior School from French Street.

Parking in the staff carpark behind the church is not permitted. Parking on school grounds without prior permission is not permitted.

For families who require a disabled parking spot, three are allocated on the school grounds. Two are located behind the Church and one is behind the Amare Centre. Please only use these parks if you have a valid Disabled Parking Permit displayed.

Bus

Bus transport is available to and from the school. Information regarding the bus route can be obtained by phoning Westside Busways on 3288 1333 or visiting their website for details on bus routes.

A teacher remains on duty until all children are safely on the bus. We expect the children to be well-behaved when using public transport, and would be grateful if parents could reinforce this with their children. There is a Public Transport Code of Conduct which Motor Transport enforces.

Bicycles at School

Students may ride to school. Once the student arrives at school bikes must be walked in and out of the grounds and locked in the provided bike racks. Bicycles are not to be used in the school grounds. Students must wear a helmet to and from school at all times.

Crossing Supervisor

The school has two crossings, one on Cothill Road near the Senior School and the other on Glebe Road near the Cothill Road - Glebe Road intersection.

Flags remain in position on the Cothill Road Crossing during the day to draw motorist's attention to the fact that students frequently cross from one side of the school to the other.
The school has two crossing supervisors who act under the Traffic Regulations set by Motor Transport. The supervisors’ directions must be obeyed by parents, children and general public. All persons must remain on the footpath, behind the white lines, until they receive two blasts of the supervisor’s whistle.

Road safety is paramount to our community and part of the school HPE curriculum to ensure students are aware of safe practices.

For the safety of your children PLEASE ensure that they use these crossings at all times.

Co-Curricular

Sport Program

Sport is an integral part of school life and, as such, every child is expected to participate. If a child is to be exempted from some particular activity, notification in writing must be received from a parent stating the reason.

The Ipswich District School Sports Association organise sport for schools on a regional basis. Annual carnivals for swimming, athletics and cross country are organised and some children are selected to represent our school at these carnivals.

Other sports included in this regional program are:
- Netball
- Rugby League
- Soccer

Cricket is offered at Sacred Heart as part of the Winter Sport programme. With no games scheduled during that time, students hone their skills and play games against each other in readiness for competition matches against other schools later in the year. Students have the opportunity to trial for their relative age group to reach representative teams in the Ipswich and Met West regions.

We encourage students to try other sports as they are offered to us by outside organisations throughout the year.

Chess

Beginner Chess is held in the Amare Centre one morning per week. For more information and costs involved, please contact the school office.

Choir

Sacred Heart School has a proud tradition of having an excellent choir under the direction of our talented Music Teacher. Rehearsal for the choir is in both school and outside school hours. For more information and costs involved, please contact the school office.
**Instrumental Music**

Our Instrumental Music Program caters for individual’s needs. Students are currently learning keyboard, piano and drums. For more information and costs involved, please contact the school office.

**School Band**

As part of the instrumental program, students who play a musical instrument are encouraged to be a part of the school band. For more information and costs involved, please contact the school office.

**Wakakirri**

Wakakirri is Australia’s largest Performing Arts event for schools, involving over 20,000 students across every State and Territory each year. A Wakakirri Story Dance is a performance by a group of students that tells a story using a combination of dancing, acting and creative movement to pre-recorded music. The aim of Wakakirri is to teach students about themselves and others through creating and sharing stories incorporating, teamwork, co-operation and persistence while developing new skills. Students from Years 4 – 6 are invited to audition at the commencement of the school year. Students do not have to have any previous dance or drama experience.
School Fees

As a Catholic school, operating as part of the Catholic Church, we have a vital mission, to provide a Catholic education for the children of families in our Parish. The school community has an obligation to ensure that families who desire their children to be educated in their faith can do so without fear of prejudice on the grounds of financial concerns.

There is also recognition that State and Commonwealth funding does not provide all of the money necessary to maintain the operation of the school. We are dependent upon the financial contributions of the families within the school to maintain the best possible level of educational service that we provide. There is an obligation on the part of families with children at Sacred Heart Parish School to contribute to the cost of running the school. This obligation, termed “school fees” for the purposes of this policy, incorporates all tuition fees and levies. In the interests of justice and equity for all members of our school community there is the expectation that all families will contribute to the collection of school fees.

Purpose/Policy Statement

To ensure that there is equity and justice in all financial matters relating to school fee collection, the following principles will apply:

1. The collection of school fees shall be approached in the spirit the Mercy Tradition.
2. The inability to pay school fees will not be a factor in determining the acceptance or enrolment of a family into the school.
3. The inability to pay school fees will never be a reason for the withdrawal or withholding of services to the student.
4. In a spirit of the Mercy Tradition and justice, Sacred Heart School and Parish will actively pursue the collection of school fees.
5. In the practice of the Mercy Tradition all applications for fee concessions will be treated with dignity, compassion and confidentiality by a Sacred Heart Parish delegate.
6. All information pertaining to parents and the collection of school fees will be treated with utmost confidentiality.
7. Any changes to the School Fee Structure will be communicated to parents and the school community.
Payment Options

Payment of fees will be due 14 days from the commencement of each term if paid by cash, cheque or EFTPOS.

A discount on the Tuition Fees of 5% will apply if the total of annual fees and levies are paid in full by the end of the fourth week of Term 1.

Fees may be paid on a weekly, fortnightly, monthly, quarterly or annual basis, if payment is made by Direct Debit or Centrepay. It is important that regular payments are made to prevent accounts falling into arrears. All accounts must be finalised by the end of the school year.

Families paying by DIRECT DEBIT must complete a new form each school year. These forms are available from the school office. If you require assistance with the calculation of payment, please contact the Finance Secretary on 3282 1976.

Concessions

Concessions are available on tuition fees only.

Families experiencing financial difficulty may apply for a fee concession. Applications can be made through the school office.

Concessions are approved for a 12 month period and a new application is required for the commencement of each school year. Concessions are not able to be backdated.

Please contact the school office to apply for a fee concession.

Concession Process

1. Parents collect application for fee concession through the school Finance Secretary.
2. Parents return concession form with required information and copies of necessary documents.
3. School completes concession documentation as per Brisbane Catholic Education Concession Application Form.
4. School Finance Secretary forwards application to Parish delegate for processing.
5. Parents meet with Parish delegate to discuss concession application in further detail.
6. Parish delegate to provide recommendation to school regarding concession.
7. Principal to sign off recommendation from Parish delegate.
Process for Non Payment of Fees

- Week 1 of Term Fees will be invoiced to parents.
- 14 days after invoice date fees will be due for payment.
- 21 days after invoice date a statement (stamped OVERDUE) will be mailed to the person responsible for paying the fees.
- 30 to 60 days after invoice date parents who have not paid will be contacted by the school.
- 61 days after invoice date overdue accounts may be forwarded to the Debt Collection Agency and action taken as necessary.
- Any related costs incurred through the debt collection process will be added to the account.

A statement is issued at the beginning of each of the term and full payment is due 2 weeks after invoice date.

Receipts for payments received will not be sent home separately unless requested.

School Fees and Levy Policy

- Fees are annual amounts set by Brisbane Catholic Education Office for the running of Catholic schools. Families on a needs basis, able to apply for a concession on the tuition fee only through the Parish Office.
- Archdiocesan Educational Levy is a set amount which goes directly to Brisbane Catholic Education for staffing and running support programs.
- School Building Levy is an annual amount set by Brisbane Catholic Education for the payment of building loans, refurbishment and new works carried out in each school. You are not able to claim this in your tax return as it is compulsory.
- Education Levy is set annually for purchase of resources to meet the needs of students. It includes expenses for excursions, sports, music, Arts Council Shows, and all other transport associated with these excursions. It does not include Camps.
- Air-conditioning Levy is set annually to cover for cost powering the air-conditioning units in classes and the maintenance/renewal of these units in the future.
- The above described Fees, Fund and Levies while being an annual fee are charged over 10 monthly payments.
- At the time of signing your child’s enrolment confirmation form you legally agree to be responsible to pay all fees and levies charged by the school.
- Families may pay by Direct Debit, cash, cheque, BPAY, Centrepay or Credit Card.
The group calls itself CFC, which stands for Catholic Friendship Club.

CFC is open to children from Years 4 to 6, who under the guidance of the adult leaders, meet in faith, fun and friendship. Each evening consists of a prayer session, short discussions, a shared supper and a fun activity. Some of the activities that we have enjoyed over the years have been craft projects (like making crosses and small and giant rosary beads), outdoor games, trivia night, first aid night (followed by bush walk) and to be involved in community projects like the St Vincent de Paul, St Mary’s Hostel and the Mercy Centre in Cambodia.

We meet on a Friday fortnightly at 6.15pm, at the Parish Centre. The children are signed in and out and there is a small cost of $2 per night to cover supper and craft materials. On the first evening consent and medical forms must be filled in. If you have any queries please contact the Sacred Heart Parish Office on 3282 1888.
School Song

Sacred Heart of Jesus

At Sacred Heart it’s terrific
To care, be polite and to smile
We know we should try hard to be good
And help each other all the while

Chorus:    So lift your voices and sing God’s praise
Show your loving in many, many ways
We’ll serve each other in all that we do
Sacred Heart of Jesus we place our trust in you...

At Sacred Heart we’re respectful
Teachers and students one and all
With dignity we all strive to be
Christians together walking tall...   Chorus

At Sacred Heart there’s commitment
Learning together strong in love
We work as one and still we have fun
Loving and serving God above...  Chorus

At Sacred Heart celebrations
Special people, special days
We pray and sing and joyfully bring
Our hearts to Jesus full of praise...  Chorus