



Sacred Heart Primary School Tocumwal

Kinder Information Booklet ~ 2023

Principal: Mr Pat Boake
37-45 Charlotte Street,
PO BOX 88
TOCUMWAL NSW 2714

P: 03 5874 2371

E: sht-info@ww.catholic.edu.au





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WELCOME TO SACRED HEART PRIMARY SCHOOL

Sacred Heart is a small rural Catholic school in the Murray Darling Basin, which supports families with the holistic development of their children's education. We acknowledge with gratitude the heritage of the Sisters of Mercy who founded Sacred Heart from 1887 and taught to 1988. As a staff we live to model the teachings of Jesus and how they apply to everyday life in our school community.

Our school motto is: "Faith and Courage" and we promote this throughout the school community.

At Sacred Heart Primary School Tocumwal as a Community of Learners, we acknowledge that Christ is the foundation of the whole educational enterprise in a Catholic School.

Sacred Heart Primary School aims to offer all students an education of the highest quality and to assist each student to develop fully as an individual and as a member of the community. Teachers promote positive and respectful learning and a teaching environment where there is appropriate management to ensure quality learning. Sacred Heart Primary School behaviour management is a system of relationships and rights, responsibility and consequences designed to foster appropriate and responsible Christian behaviour, assist children to make responsible choices and accept consequences for their actions. The procedures used to respond to discipline issues at Sacred Heart Primary School are based on procedural fairness, which is a basic right of all and is guided by our school's Rainbow Rules.



Rainbow Rules

Use manners and respect others

Listen and follow directions immediately

Keep hands, feet and objects to yourself

Be in the right place at the right time

Behave safely

Have a go

Be a good friend



At Sacred Heart Primary, Tocumwal we aim to support the parents and guardians by providing a quality education where the development of the whole child is central.



In doing this our aim will be:

- ▶ To realise and promote each individual child's gifts and talents.
- ▶ To provide a supportive and caring environment where your child is nurtured and challenged.
- ▶ To help your child to be a confident and active member of the school and wider community.
- ▶ To instill in your child a love of learning.



Parents are the first and most powerful educative influence in the life of a child. The home and the school should be complementary forces in the child's education.

Therefore, we shall endeavour to develop a strong relationship between the school and parents.

The involvement of parents in the life of the school is to be encouraged because:

- ▶ Parental attitudes and expectations are most important in influencing a child's performance at school,
- ▶ Children need to know that they can learn from other people besides teachers,
- ▶ Parents have much experience and expertise to offer many educational programs,
- ▶ Parents have important insights and understanding that can enhance decision making in the school. They have an important task in reminding schools of what is meaningful and relevant to their children.



How parents can be involved in their school community:

- ▶ As class helpers
- ▶ Participate in school functions
- ▶ School Canteen
- ▶ Working Bees
- ▶ Attend school celebrations
- ▶ Fundraising Groups
- ▶ Parents & Friends Committee



Sacred Heart School Winter Uniform

Girls Winter Uniform

- ▶ Blue & grey check pleated skirt
- ▶ Navy Blue windcheater with school emblem
- ▶ Long grey pants
- ▶ Long sleeve blue polo with school emblem
- ▶ Navy blue tights or socks
- ▶ Black leather shoes



Boys Winter Uniform

- ▶ Blue Polo with school emblem
- ▶ Navy Blue windcheater with school emblem
- ▶ Long grey pants.
- ▶ Grey socks
- ▶ Black leather shoes



Girls and Boys Winter Sport Uniform

- ▶ Red Microfibre zip up Jacket with school emblem
- ▶ Red/Navy microfibre polo with school emblem
- ▶ Red microfibre shorts
- ▶ White socks



Uniform Items may be purchased at the School. A Second Hand clothing pool is available.



Sacred Heart School Summer Uniform

Girls Summer Uniform

- ▶ Maroon and white check dress
- ▶ White Socks
- ▶ Black leather shoes
- ▶ Navy Blue Hat with school emblem & name
- ▶ Navy Blue school bag with emblem & name



Boys Summer Uniform

- ▶ Blue Polo with school emblem
- ▶ Grey shorts
- ▶ Grey socks
- ▶ Black leather shoes
- ▶ Navy Blue Hat with school emblem & name
- ▶ Navy Blue school bag with emblem & name



Girls and Boys Summer Sport Uniform

Red/Navy microfibre polo with school emblem

- ▶ Red microfibre shorts
- ▶ White socks
- ▶ Runners



Payments for school uniform are made in cash at the office or EFT'd into the Auxiliary Bank Account.



Sacred Heart School Footwear

Acceptable Footwear

These styles of shoes are acceptable footwear for students to wear to school. They are all black, all leather, either lace, velcro or buckle fastening. If you are unsure please contact the school.



Unacceptable Footwear

These styles of footwear are unacceptable as they are made of canvas, or are synthetic and are not black.



If you are not sure what footwear is acceptable then please consult the school before buying new shoes.



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UNIFORM ORDER FORM

All inquiries to the Office

Style/ Code	Description	Colour	Sizes Available	Price/Each	Size	Order Price
CJ1025	Zip Jacket with Logo, white panel, cotton lining	Red	4C-14C	\$47.00		
CK255	Tracksuit Pant, cotton lining	Red	4C-14C	\$28.00		
	Zip jacket with logo, white panel, cotton lining (Adult)	Red	S,M,L	\$58.00		
	Track pant, cotton lining (Adult)	Red	S,M,L	\$29.00		
533SH	Shorts, unisex - microfibre	Red	4C-16C	\$17.00		
R4331B	Dark Navy & Red Sheppard reversible hat with logo and name	Navy/ Red	S-M-L	\$22.00		
PS61K	Micromesh Polo	Red/ Navy	4C-16C	\$28.00		
	Summer dress (shirt collar, short sleeve, button front, adjustable back waist, back box pleat.	Check	4-16	\$67.00		
	Winter skirt-Heavy Weight (Box pleat front and back, adjustable waist)	Tartan	4-14	\$57.00		
C1113-01	Windcheater with logo (fleece)	Navy blue	6-14	\$35.00		
C1113-01	Windcheater with logo (fleece)	Navy blue	16	\$40.00		
L4866	Gaberdine Shorts	Grey	4-16	\$17.00		
DK4805	Long Pant - double knee	Grey	4-16	\$24.00		
DK42205	Polo - Long/Short Sleeve 220g (Poly/Cotton)	Mid-Blue	4-16	\$30.00 / \$26.00		
OmniPak	School Backpack with logo and name	Navy Blue		\$60.00		
L086LB	Home Reader Bag with logo and name	Navy Blue		\$18.00		
	Library Bag with Logo	Red		\$8.00		

Name: _____ Mobile: _____

EFT Payments for uniforms may be paid for through the Auxiliary.

Account Name: **SACRED HEART SCHOOL AUXILIARY**

Bank: **NAB**

Branch: **TOCUMWAL**

BSB: **082 836**

Account Number: **509 917 794**

Notation: **Family Name - Uniform**

Please do not send cash to school with your child. Beverley is available to help with the purchase of uniforms.

Please ring to arrange a suitable time.

11.08.2022



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Dear Parents,

Re: Auxiliary Banking Details

Please find below details for Sacred Heart's Auxiliary Bank account for use when setting up electronic transfers for uniform payments.

Please don't forget to enter your family name into the reference area, so that we know which family to credit.

Account Name:	SACRED HEART SCHOOL AUXILIARY
Bank:	NAB
Branch:	Deniliquin Street, TOCUMWAL
BSB:	082 836
Account Number:	509 917 794

If you have any queries with your statement, please don't hesitate to contact me at the school office on 5874 2371.

Yours sincerely

Beverley Babington
School Administration Officer



General Information

Further information may be found on our website:
shtww.catholic.edu.au

Student and Family Information

Details about the student and their family that are required by the school administration are taken from the student enrolment form and updated during the time the child is at the school.

A student record card with this information is kept in the school office.

It is vital that the school has a home and work phone number of parents, as well as that of a friend/relative in the case of an emergency.

Parents are required to notify the school immediately of any changes to any of this information, e.g. phone numbers, address, medical, etc.

Daily Timetable

School begins ~ 9.00am

Recess ~ 11:10am - 11:30am

Lunch ~ 1:10pm - 2.00pm

Children dismissed ~ 3:10 pm

Please make every effort to have children at school by 8.50am.

If you are having trouble with your child/children being at school on time please notify the class teacher or Principal so they can support you in this endeavour.

Children are not permitted to be in the school grounds before 8:30am or after 3:30pm.

If your child is late to school they must be signed in at the office before reporting to their classroom.

Office Hours

Beverly Babington is our school secretary and she is available to assist you with any questions you may have.

Beverly's hours are Monday - Thursday ~ 8.00am to 3.30pm.

Accident and/or Emergency Procedure

In the case of an accident or other medical emergency every effort will be made to contact a parent, or if this is impossible, school staff will then try to phone the emergency contact

number supplied by parents.

If a staff member considers it warranted, the child will be taken to the Tocumwal Hospital or have an ambulance called.



General Information

Roadsafe Policy

If your child is catching a bus for the day and if you are changing where you want them to leave the bus, PLEASE notify the bus company with a phone message or note to the bus driver.

BICYCLES ~ Following a directive from the Diocesan Catholic Education Commission our school recommends that children in Kinder, Years One and Two do not ride bicycles, unaccompanied, to school.

All children riding bikes to school should wear a helmet and have no ear phones in.

AFTER SCHOOL PICK ~ UP PROCEDURE

Returning home by bus: Children assemble in the dinner shed and a teacher will escort them to the church side gate to await pick up.

All remaining children: Will sit on the stools near the junior room, until dismissal by teachers.

If you collect your child: Please park on the school side of Charlotte Street to collect your child. Please do not park in the bus zone.

Children will not be allowed to walk across the road unless accompanied by an adult. Children being collected by parents will be allowed to leave as soon as the teacher on duty sees the parent.

Children walking or riding bikes home leave once both buses have departed.

If your child's departure arrangements change a parent must notify the office.

Rest Days in Term 1

The Kinder children will attend 4 days a week having Wednesday as a rest day until the end of Week 6.

They will begin a full five day week on Monday, 6th March.

Newsletter to Parents

A newsletter from the Principal is sent home each week with the eldest child in the family and also sent out to each family on the Compass Portal. The newsletters are numbered and will contain information about school happenings, coming events, community and parish news etc. We ask that you take 5 minutes to read the school newsletter as it has important information about up-coming dates.



Best Start

The purpose of the Best Start Kindergarten Assessment process is to provide information for Kindergarten teachers to:

- * Build on each student's current knowledge and experiences in literacy and numeracy.
- * Develop quality teaching and learning programs that support students in achieving at that level.
- * Your child's teacher will observe them individually completing a range of specially designed tasks to guide ongoing literacy and numeracy planning for teaching.
- * Best Start interviews will be held on Monday 30th January & Tuesday 31st January, 2023.

The new Kinders will commence school on Thursday, 2nd February, 2023

Aspects of Writing

Encourage name writing as a fun activity, e.g. finger painting on butcher's paper, writing in the dirt, painting with a wet brush, writing their name in shaving cream.

Concepts about Print

Show your child that English is read from left to right by running your finger underneath words as you read them together.

Phonics

Use a set of alphabet cards to play games such as Memory and Snap where the aim is to have your child match letters that are the same.

Phonemic Awareness

Sing and recite rhymes and jingles with your child. Help him/her identify the words that rhyme.

Aspects of Speaking

Use any opportunity to have conversations with your child, e.g. in the car, whilst shopping. Encourage your child to use sentences when speaking.

Reading

At the supermarket or on outings talk about words. Point to and read labels on packets/products and at road traffic signs.

Comprehension

Look through a book with your child before reading and talk about the main events and characters. As you read the story to your child, pause at key events and ask him/her what might happen next?

Counting

Sing songs that include numbers.



Naming Numbers

Ask your child to point to numbers in story books and tell them the name of the number.

Counting Strategies

Count objects into a bucket with your child, saying each number out loud as you put the object into the bucket.

Patterning

Quickly show a playing card with one, two or three symbols on it to your child and then place the card face down. Ask your child to make or call out the number of symbols that he or she saw.

Bluearth

Bluearth is an ideal program to address the General Capabilities particularly creative and critical thinking, personal and social competence, ethical behaviour and intercultural understanding. Our Bluearth Coach uses purposeful physical activities based on experience and observation that can engage every participant regardless of their capabilities. By facilitating and valuing each person's experience, we develop physical literacy and personal motivations for lifelong active living. Bluearth employs a principal-based approach drawn from the sciences of Kinesiology, Psychology, and Philosophy of human behaviour, as well as time-honoured movement practices and contemporary physical training methods.

Students from Kinder to Year 6 at Sacred Heart School participate in Bluearth each fortnight on a Friday.



Sacred Heart School Sport Program

Sacred Heart School students participate in Swimming, Athletics and Cross Country Carnivals at School, Deanery and Diocesan Levels. Sacred Heart School runs the regional Cross Country each year.





First Aid

Sickness

The Principal alone grants permission for a child to be sent home from school. A parent or emergency contact is contacted when the Principal considers a child should be sent home.

Children who are unwell should not be sent to school.

The Safety and wellbeing of staff and students is paramount therefore we ask that students remain at home should they be unwell.

When your child is away from school, please enter them as being absent on the Compass Portal and supply a brief explanation.

All children should have their Immunisations up to date before starting Kindergarten class.

Medical Problems

Your child's teacher needs to know of any allergies, medical conditions or any problem that affects your child. If your child needs to take any medication at school or on an excursion, let the teacher know, in writing, the details of the medication and its administration. Also make the teacher aware if the medical situation or the medication changes.

Sunsafe Policy

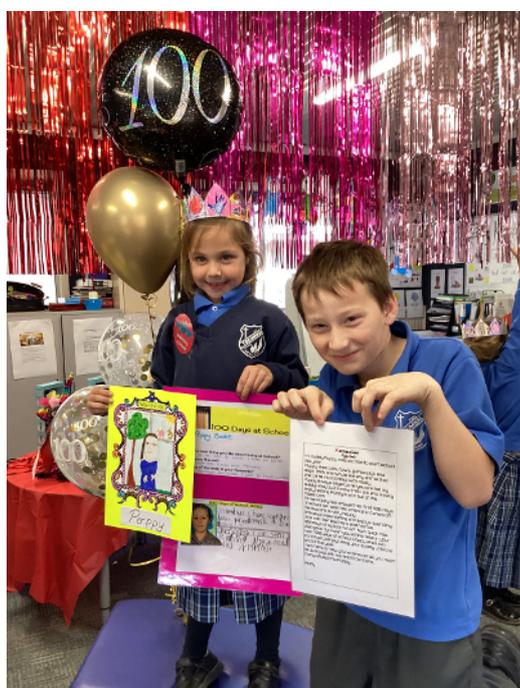
A school hat is included with the child/children's name on it as part of the school uniform and children are required to wear this during the summer months whenever they are outdoors. Hats are to be worn during Term 1 and Term 4. School staff also wear hats during recess and lunch or other outdoor activities. Children who do not have a hat to wear during outside activities will sit or play in the shade. Sunscreen is available for all children to use. It is in each classroom and in the dinner shed.



Transition to Kinder

If you would like your child to be involved in orientation into formal schooling this is for you:

- ▶ Our Transition Program offers four day sessions in our junior room. These days will run from 9.00am to 11.30am (this includes Recess) and provide an opportunity for your child to socialise with his/her peers and get a taste of 'big school'.



~ 2022/2023 Transition Dates ~

Transition Leap Into Kinder Dates

Thursday, 10th November
17th November
24th November
1st December
9.30am to 11.30am





CODE OF CONDUCT FOR PARENTS AND VOLUNTEERS

Be communities sustained by life giving relationships

Our schools are genuine communities founded on relationships which are based on shared beliefs and common goals.

We live this by:

- Being welcoming to all members of the school/parish community
- Helping children to develop positive attitudes to school and respecting the staff, other parents and students
- Avoiding harm to school property
- Respecting the rights, dignity and views of our students, staff and parents
- Creating and maintaining open, honest and positive relationships with staff, parents and students
- Committing to a school community free from unlawful discrimination, victimisation and harassment
- Communicating via all modes in a constructive, timely, honest and courteous manner
- Following and supporting the implementation of the School's Vision and Mission Statements through the implementation of all school and diocesan policies.



Build constructive covenants with all partners

We live this by:

- Conducting ourselves in a manner which enhances the good order of the school, Catholic Education and its staff, and the wider Church
- Upholding and complying with applicable laws, policies and procedures at a diocesan, state and federal level (including Student Protection and Workplace Health and Safety)
- Identifying, reporting and resolving any situations that have potential for conflict in a manner which is consistent with this Code of Conduct
- Ensuring the integrity of confidential, private and sensitive information is maintained at all times
- Ensuring that our presentation and personal appearance is appropriate for the school community
- Ensuring that parents and volunteers are free from the influence of alcohol as appropriate to the occasion
- Ensuring children are punctual, consistently attending and thoroughly prepared to maximise learning
- Following the safety procedures of the school
- Following the directions of staff in all educational and school activities including camps and excursions in its enrolment process and committing to further update this information as required.



Acceptable Use Terms and Conditions

Staff and students at schools in the Catholic Education, Diocese of Wagga Wagga (CEDWW) use electronic communications and digital technologies, including the internet, for learning, teaching and administration. The Acceptable Use Terms and Conditions, in conjunction with the CEDWW Responsible Use of Electronic Communications, Social Media and Digital Technologies Policy, is designed to assist all users in making use of this resource in a safe and responsible manner. All users must adhere to the policy and these terms and conditions.

Users will:

- not attempt to adjust or circumvent antivirus, spam, or filtering systems;
- keep passwords confidential;
- use passwords that are not obvious or easily guessed;
- log off when finished with an electronic device to ensure that nobody else can use their account;
- immediately tell their teacher or IT support if they believe their device has been infected by a virus, malware or 'hacked', or if you believe that your user account has been compromised;
- immediately tell their teacher or supervisor if they receive a message that is inappropriate, or makes them feel uncomfortable or unsafe;
- immediately tell their teacher or supervisor if they receive any communication that requests excessive personal information;
- never send or publish:
 - offensive, abusive or discriminatory comments.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.
- never participate in any behaviour that could be considered as bullying;
- immediately tell their teacher or supervisor if they witness anyone engaging in bullying;
- never intentionally damage school devices, computer systems or networks;
- never make use of unauthorised programs or intentionally download unauthorised software;

- Staff are not permitted to make contact with students via any form of social media.

Electronic Surveillance & Monitoring

CEDWW monitors usage by all staff and students that is conducted on any device connected to the CEDWW network and on CEDWW issued devices on any network. CEDWW IT staff have the ability to access, monitor, use or disclose the content of emails, documents, searches, and social communications, including specific keywords and phrases, and associated data. This is for the purposes of administering the system and ensuring its proper use, including but not restricted to child protection and wellbeing purposes.

If activity is flagged as inappropriate it may be sent to CEDWW IT/School Administration or Diocese Child Protection staff for review. Any evidence of a breach in security, online behaviour, filtering or policy; whether intentional or unintentional, will be investigated by one or more of school Principals/CEDWW IT staff/CEDWW Human Resources/Diocese Child Protection staff or Police depending on the nature of the breach.

In using school networks and associated CEDWW hardware and software systems you consent to such access, use and disclosure.

Privacy and Information Security

CEDWW uses educational and administrative software and services that require us to transfer information electronically. Consequently, information which may include name, date of birth and email account details may be transferred, stored and processed in infrastructure outside Australia. All of CEDWW digital service providers are required to comply with Australian Privacy Principles. In using CEDWW systems you consent to this transfer, processing, and storage of that information.

Parent's Prayer

Lift me up with hands that hold me steady

I am not strong enough to stand alone
yet one day I will walk the way you lead me

I am the fruit of seeds you have sown.

Touch my hand with hands that can be gentle

I am yet weak but strength has weakness too
for I have noticed sometimes when you're smiling you
hide your tears that choke the way mine do.

Love me much for I am ever growing
my soul can dry up just like flowers that die
feed me with the love of man and nature

give me strength, and set
my standards high.

Give me Justice, Freedom
and the Future let my
mind and heart stay
undefiled be my friends
and helper while I'm
learning and give me Time

- for I am but a child....





Sacred Heart Primary School Tuition Fee Structure 2023

- School Fee Statements will be emailed to account holders each month from email address:
accounts@ww.catholic.edu.au
so please ensure that we have your current email address.
- A School Fee Concession can be granted for families suffering from financial duress. Please speak to myself or Beverley if you would like to apply. Families are most welcome to make regular payments towards their school fee account using the unique BPAY Reference on their School Fee Statement.
- NO TUITION FEE for students in KINDER 2023
- From time to time extra curricular activities may be charged to your family account i.e. Swimming, Pool entry, Life Education Van visit, Bus travel etc

Fee Overview

1 child family - Tuition fees	\$1,729
2 child family - Tuition fees	\$2,426
3 child family - Tuition fees	\$3,123
4 child family - Tuition fees	\$3,648

In 2021 CEDWW policy introduced a revised Sibling Discount Policy in response to the disparity in discounts offered across the Diocese Schools. The revised structure was to take effect from 2022, however it was agreed that for 2022 Sacred Heart would maintain existing discounts and would phase in the new structure over 2023, 2024 and 2025 to minimise any impact on our parents.