

SACRED HEART SCHOOL KEW

SACRED HEART
CATHOLIC SCHOOL KEW



FAMILY INFORMATION BOOKLET 2022

Dear Parents,

It is with much pleasure that we welcome you and your child back to Sacred Heart Kew. **If you are new to our school community “Welcome!”** It is our hope and intention that your child’s school days are happy, successful and full of many memorable experiences.

Sacred Heart Kew aims to create an atmosphere in which both children and adults can grow and develop as members of a Christian community loved by God. The School aims to extend this to a sense of belonging within the wider community of home and parish.

This handbook provides you with information on a wide range of issues relating to your child’s attendance at Sacred Heart Kew. Some things may have changed since you first enrolled so hopefully this booklet will be a handy reference when, and if, situations arise.

We hope that you will involve yourself in the life of our vibrant school and come to feel very much a part of the Sacred Heart Kew community.

Yours sincerely,

Ed Weekes

School Principal

SACRED HEART SCHOOL KEW 2022

Principal	Mr Ed Weekes
Deputy Principal	Mrs Danielle Gerecke
Address	116 Cotham Road, Kew 3101
Correspondence	PO Box 3221 Cotham LPO KEW 3101
Phone Number	(03) 9853 5859
Fax Number	(03) 9853 8981
Email Address	admin@shkew.catholic.edu.au
School Hours	8.45am- 3.15pm (Recess 10:45am – 11.15am) (Lunch 12.45pm – 1.45pm)

Term Dates 2022 - (students)

Term One:	28 Jan (staff) – 8 April	31 Jan (students)
Term Two:	26 Apr – 24 Jun	
Term Three:	11 Jul – 16 Sept	
Term Four:	3 Oct – 16 Dec	

SACRED HEART PARISH KEW

Parish Priest	Father John Madden
Address	116 Cotham Road Kew 3101
Correspondence	PO Box 3221 Cotham LPO KEW 3101
Phone Number	(03) 9853 6701
Parish Secretary	Michele Agustin-Guarino
Parish Office Hours	Tuesday – Friday 8:30 – 3:00 pm
Mass Times	Saturday Vigil 6pm Sunday 9.30am

If you have any queries regarding the Sacred Heart Kew sacramental program please contact Father John Madden via the parish office.

VISION STATEMENT

Sacred Heart gives all hope for the future
Empowers and inspires
Acts and transforms
Centred in Christ

MISSION STATEMENT

Sacred Heart is centred in Christ...
Nurturing the dignity of each person
Promoting respectful relationships
Challenging injustice and leading change
Providing an environment that is safe
Learning, growing and celebrating
Veritas Semper – Truth Always

The following information is arranged alphabetically for your convenience:

ANAPHYLAXIS

SACRED HEART KEW IS A NUT AWARE SCHOOL

Anaphylaxis is a sudden, severe allergic response that can produce breathing difficulties, collapse and is potentially life threatening.

As a school community we work towards developing an environment that is safe for all. We believe it is important for every family in the school to be aware of this condition so that we can try to avoid products containing nuts being brought onto the school grounds. Traces of foods causing an anaphylactic response that are unknowingly left on children's hands and faces can be transferred onto chairs, pencils, scissors, taps or play equipment, and may potentially cause a serious allergic reaction.

You can assist us in our efforts by:

- Ensuring that no nut products or other products known to cause an allergic reaction are brought onto the school grounds.
- Discussing with your child the importance of not sharing food and of the need for good hygiene, such as hand washing.
- Using alternatives to peanut butter and Nutella on sandwiches and in lunches.
- Avoiding sending muesli bars, biscuits and cakes that may contain nuts to school.

In the case of special celebrations such as cakes for birthdays, we ask that you first check with the classroom teacher if there are any special needs to consider or possible alternatives that might need to be provided for certain children in the class.

If your child is anaphylactic you are required to provide an anaphylaxis action plan and the appropriate medication which will be stored centrally in the first aid room. (If necessary a second auto-injector can be stored in the classroom.)

If your child is asthmatic you are required to provide an asthma action plan. Your child's medication will remain with him/her in the classroom.

At your request a meeting can be arranged to discuss arrangements to ensure the school is made fully aware of any potential health risks.

Please inform the school of any ongoing health or medical issues that may arise.

ASSEMBLY

It is normal practice that we gather as a school each Friday at 2:30pm for the singing of the National Anthem and to say the school prayer. Recipients of awards are announced for each grade at this time, announcements pertaining to the week's activities are outlined by our school leaders and learning being undertaken in a specific class may be highlighted. Parents of award winners will be notified ahead of time so they can choose to attend.

ATTENDANCE

Children are expected to be at school each morning before the bell rings at 8.45am. Punctuality is important for the establishment of routines and the prompt beginning of the

school day. Important instructions and organisational matters occur at this time and your cooperation in this matter is appreciated. If a child arrives at school after the bell, their late arrival must be registered by their parent/carer on the iPad in the office foyer.

Any absence must be followed up with written notification, which is archived according to CECV and Government requirements. This notification should be received by the school on the day of your child's return. You can also use email or the Skoolbag App to notify absences. **After 9:30am, if notification has not been received confirming the absence of a child, the school administration is legally required to contact parents to verify the absence.**

CAMP PROGRAM

A Camp program operates for all grades Prep – Yr 6 throughout the year. Preps participate in an early morning breakfast at school; Year 1 stay for dinner, games and a movie; Year 2 have a whole day and evening event; Year 3 experience a highly anticipated Zoo Snooze and Year 4 have a 2 night adventure camp in Mount Evelyn. Year 5 and 6 alternate between Canberra and an outdoor adventure camp biennially.

CHILD SAFE

The Child Safe Standards are compulsory minimum standards for all organisations that provide services to children including Victorian schools. The aim of the Standards is to ensure organisations are well prepared to protect children from abuse and neglect. It is recognised that many schools, like Sacred Heart, already have existing policies and procedures that aim to keep children safe.

The Standards provide a framework to identify gaps and improve policy and practices around child safety.

On 26 November 2015, the Victorian Parliament passed the Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015, which amended the Child Safety and Wellbeing Act 2005, to introduce the seven Child Safe Standards that apply to all organisations involved in child related work in Victoria.

The Victorian Registration and Qualifications Authority (VRQA) as regulator for all Victorian schools has responsibility for ensuring compliance with the Child Safe Standards.

Sacred Heart Kew is committed to implementing the Child Safe Standards.

CLASS CAPTAINS & ENVIRONMENTAL MONITORS

Two Class Captains and two Environmental Leaders are nominated each semester. The children in each class vote for their representatives. All students elected to a classroom role are recognised at assembly and awarded badges. Parents of elected captains are given prior notice so they can attend this assembly if possible.

CLASSROOM HELPERS

Your assistance in the classroom is greatly appreciated and always welcome.

It is a requirement of Sacred Heart that parents or other adults wishing to be involved on a regular basis in the classroom, especially during English and/or Mathematics sessions, attend a Classroom Helper Course held in term 1.

This 2 hour course gives you the chance to walk through the junior classes and watch sessions in progress, provides an opportunity to discuss the types of things that you will be required to do in the classroom and touches on other aspects of the role such as the need for confidentiality.

In the junior grades, helpers are usually timetabled into classrooms from the start of second term. The need for helpers in middle and senior grades is more informal.

All parent helpers must complete the necessary documents as outlined later in this booklet.

COMMUNICATION

It is essential that you access and read communications.

As a school we choose to use electronic forms of communication so we ask that you regularly check Skoolbag App, SeeSaw and Operoo. **On occasion teachers do use hard copy notices** to ensure clarity around excursions and classroom based activities.

To assist with the collection and distribution of notices and important information please send all correspondence, letters, reply slips etc. to school in your child's communication pouch. Any general notices will then be sent on to the office via the office tub. Likewise, at the end of the day, please check your child's pouch for general information related to excursions, events, requests for help etc.

Please note: The newsletter containing all school related news and dates for your calendar is emailed and also available electronically.

If you need to speak with a teacher, we ask that you either ring or email the school office, or send a note via the pouch in order to make an appointment.

CURRICULUM

Curriculum provision at Sacred Heart Kew is based on the Victorian Curriculum and the Religious Education Curriculum Framework. Your child's teacher will keep you informed about curriculum matters.

At the beginning of each term you will receive a curriculum letter which includes important dates, events scheduled for Prep and the intended learning for subject areas will be outlined. Subject teachers also provide an overview of the content expected to be covered each term.

CUSTODY OF STUDENTS

The school must hold a copy of any Family Law Court documentation pertaining to restricted custody arrangements or other legal matters. This documentation will be treated in a highly confidential manner by the principal.

We do not have the right to refuse a parent access to their child if we do not have the required documents.

EXCURSIONS – EXTRACURRICULAR ACTIVITIES

Excursions are arranged in support of learning being undertaken in the classroom. These shared real-life experiences may become the focus for further learning, help to deepen existing understandings and/or be scheduled to celebrate a completed unit of work. Excursions are relevant to the curriculum and as such children are expected to attend. Letters outlining arrangements for excursions or extracurricular activities are sent home to parents well before a planned activity.

FEES & PAYMENTS TO SCHOOL

School Fee accounts will be sent to all families in March, May and August. The cost of school fees is determined by the School Principal, School Account and ratified by the School Advisory Council. These are reviewed annually.

If any difficulties arise in the payment of school fees, you are asked to speak directly with the School Principal.

It is preferable that school fee payments are made electronically or at the front office.

FOOD

We recommend that the children bring healthy food to school. A drink bottle of water is also advisable and can be refilled at taps during the day. All food is eaten in the classroom.

Our canteen is not equipped to serve lunches. Friday lunch orders are outsourced from Miss Peppercorn, an online service. A 2022 price list will be provided to all families.

We are a **NUT AWARE SCHOOL** however we cannot guarantee that the school environment is free of nuts or nut products. We rely on the support and vigilance of parents to ensure that these products do not come to school. Children will be asked to return any problem foods to their school bags to take home. The inconvenience of this practice is minor when compared to the possibility of an anaphylactic attack for one of our children.

FORMS

We ask that you **complete all student detail forms** that are requested via the Operoo online platform. These are referred to if your child is injured or becomes unwell during the school day. This confidential information includes both personal contact and medical details. Please notify the school promptly of any change to your details such as a change of email or home address, telephone number so that we maintain up-to-date and accurate records.

To volunteer in any capacity at Sacred Heart the school must hold 3 signed forms: Volunteer Application Form; School Community Code of Conduct; Responsibilities of a Volunteer.

These will also be shared with parents via Operoo.

ILLNESS

Please do not send your child to school if he/she is unwell. It is unfair and distressing for all concerned to send a sick child to school and can ultimately lead to the spread of illness.

Our sick bay facilities are small and need to be reserved for unexpected illnesses and accidents. It is our normal practice to call either a parent or a nominated contact in case of illness.

IMMUNISATIONS

Every child enrolling in a Victorian primary school must have by law the School Entry Immunisation Certificate before they begin their Prep year. This provides the school with a clear overview of every child's status and helps with management should an infectious disease be discovered within the class. The vaccinations are as follows:

(5th Dose) Triple Antigen (DTPA)

(4th Dose) Sabin (OPV)

(2nd Dose) Measles /Mumps/Rubella (MMR)

These vaccines are provided free of charge by your council's Health Department. Contact for City of Boroondara. Phone: 9278 4444

KIDSMATTER

Sacred Heart Kew is a KidsMatter school. We believe that it is important to have a whole-school approach to improving our student's mental health and wellbeing. As a school we focus on respectful relationships, a sense of belonging and inclusion. These things are created through:

- social and emotional learning (including evidence-based social and emotional learning programs)
- working authentically with parents, carers and families
- support for students who may be experiencing mental health difficulties



KISS and DROP

Between 8.30am and 8.45am each morning and 3:15pm and 3:35pm each afternoon, the school provides a supervised playground area where parents/carers can drive onto the basketball court via the Glenferrie Rd. gates to collect or drop off their children.

Please help us to keep this highly valued service operating by following the following guidelines.

- **Cars drive clockwise** around the courts and stop near the area adjacent to the junior adventure playground.
- **A staff member will open the passenger side doors** and children simply climb in or out with their bags.
- **Vehicles are not permitted to stop on the playground once children** are collected as this halts the flow of traffic and makes the service unsafe for others.
- **Adults remain in the car at all times for safety reasons.** Teachers and children are NOT permitted to walk around/behind cars at any time to access the boot or driver side doors.
- **You must turn left into Glenferrie Rd** as you exit the playground. There is no pedestrian access via the gates on Glenferrie Rd. Pedestrian access is via the gates from the front car park on Cotham Rd or St. Johns Pde/Glenferrie Road gates.
- **Please display your family name clearly on the sun visor or windscreen.** This enables staff on duty to look ahead and have children ready in family groups as soon as cars join the queue. (A name card is issued to each family early in Feb. Feel free to make extras for other family members/nannies etc.) These cards streamline the process, help to keep traffic moving and ease the congestion on Glenferrie Road.
- **If your child is unable to manage his/her own seat belt we ask that you make use of the 2 minute parking drop off on St. Johns Pde.**
- **Please explain K&D procedures** to other family members who may collect your child/ren.

Boroondara Council and the school receive regular complaints, from both Yarra Trams and the general public, regarding the blocking of traffic by cars waiting at the gate ahead of time to enter our playground. Recently this resulted in a change to parking times along our fence line. Council Officers regularly observe our cars and will issue infringement notices and fines (including to those turning across the tram line on Glenferrie Rd.).

LEAVING THE SCHOOL GROUNDS

Children are not permitted to leave the school grounds unaccompanied, without approval from the Principal and this approval will seldom be given. If parents wish their child to leave school to attend an appointment or for another reason they must first present at the office and enter the early dismissal details on the tablet in the foyer. The child will then be called to the foyer.

MEDICATION

If for any reason a child requires medication to be administered by a Sacred Heart Kew staff member during school hours, parents must complete an 'Authorisation to Administer Medication' form available from the office.

All medicine must be handed in to the school office, accompanied by the completed authorisation. If your child is sick enough to require medication we ask that they be kept at home to protect the health of their classmates.

No medication is permitted to be stored in school bags or tubs unless the child has a pre-existing condition which requires their medication to be kept with them at all times.

NOTICES

School functions, excursions and activities etc. are always advertised by notices sent home with the children and/or in the school newsletter, which is sent home fortnightly via Skoolbag App, where other newsletter, notices & alerts are uploaded.

Check your child's pouch each afternoon so that you can keep up to date with what is happening around the school. If forms, money or reply slips need to be returned to school, please ensure these are clearly marked with the child's name and class and amount of money noted on the envelope front before sending back via the pouch.

PARENT - TEACHER COMMUNICATION

Staff members are more than happy to discuss your child's progress or other issues as they arise, but we ask that this is done by appointment. Classrooms are busy places, particularly around arrival and dismissal times with daily organisational duties required for teachers and students alike.

It is never appropriate to conduct private or sensitive conversations on the playground and teachers cannot adequately respond to queries or engage in 'a quick chat' when they are outside supervising students.

An email to the office admin@shkew.catholic.edu.au or a note in the pouch requesting an interview or phone chat will always be followed up.

PARENTS' ASSOCIATION

Our Parents' Association plays a vital role in both friend-raising and fundraising to support the community of Sacred Heart Kew. This school, like all non-government schools, is locked into a grants system that demands a significant level of self-help funding over and above the revenue raised from tuition and composite fees.

Parents are invited to support and become involved in the activities of the Parents' Association.

PARKING and TRAFFIC

The car park at the front of the church along Cotham Road is strictly for staff cars only during the school week. Please enter the school through the front pedestrian gate, next to the Church. Unless you are using Kiss and Drop cars are not permitted on the school grounds. We encourage you to walk your children to school whenever practicable. The school crossing in St. Johns Parade is manned by council appointed crossing supervisors, as is the intersection of Cotham and Glenferrie Rds.

Please observe the two minute drop off zone in St John's Parade. Council monitors this strip carefully and will issue infringement notices. Parking is available in the surrounding streets, but parking regulations vary.

PLAYGROUND AREAS

Students from Prep - Year 6 have access to all playground areas, with the exception of the Junior adventure playground which is reserved for the Prep – Year 2 children during Term 1. Please be aware that Sacred Heart has a **No Hat – No Play** policy in Terms 1 and 4. Any child without a hat is required to sit in a shaded area.

RELIGIOUS EDUCATION and CHRISTIAN MEDITATION

Prayer and the celebration of the Mass are essential elements of school life at Sacred Heart. Prayer tables are given prominence in the classrooms and maintained in a respectful manner. We begin each week with a whole school assembly and the school prayer. At least once a term the Prep - Year 2 classes attend a Liturgy in the church with the Parish Priest, and the Year 3 - Year 6 classes are rostered to attend the parish mid-week morning mass.

Sacramental years are Year 3 (Reconciliation), Year 4 (Eucharist) and Year 6 (Confirmation). Sacramental instruction occurs in the classroom however the program is parish based. Further details are available from the Parish office and can be accessed via their website www.shkew.org.au

On Tuesday and Friday we commence the day with Christian Meditation. This occurs in each classroom promptly at 8:50am for a 10 minute period, 5 minutes in our Prep classes. As this is a very quiet, contemplative prayer time, any students arriving late to school on these days are required to gather in the meeting room off the foyer to participate in meditation which is supervised by either the Principal or Deputy Principal. This ensures that their classmates are not disturbed unnecessarily. The students then join their classes at 9:00am.

REPORTS & PARENT-TEACHER INTERVIEWS

A Parent-Teacher Meeting is scheduled in February at which time parents provide the teachers with relevant background information about their child: outlining strengths, challenges, aspirations, issues that may be of concern etc. This helps us to get to know the children we teach a little better.

In July, in support of our mid-year report, parents attend a more formal Parent –Teacher Interview where academic progress, well-being and attitude to learning are discussed. An academic report is provided to parents twice a year - at the completion of Semester 1 and again at the end of the school year.

These reports adhere to the mandated Melbourne Archdiocese Catholic Schools (MACS) and Australian Government requirement that student achievement must be noted on a five-point graded scale.

If at any time, you are worried about your child's progress please contact your child's teacher to arrange a mutually convenient time to meet. Rest assured that the teachers will contact you immediately if they have any concerns.

SCHOOL HOURS

Times for the school day in 2022 are as follows:

8:30 – playground supervision begins and Kiss and Drop gates open

8:45 – bell rings, children assemble and move to class

10:45 – recess

11:15 – classes resume

12:45 – children eat lunch in classrooms

12:55 – lunch recess

1:40 – music plays for children to move to assembly areas

1:45 – classes resume

3:15 – dismissal

Please be aware that any student arriving late to school or leaving early must be signed in and/or out via the iPad in the foyer by a parent/carer.

SEESAW APP.

Classroom and Subject teachers make use of the Seesaw App to upload examples of the learning being undertaken by the children. During 2022 it may at times be used as another communication tool to keep you informed of upcoming events.

STAFF MEETINGS AND CURRICULUM DAYS

Throughout the year, a minimum of four school closure days are set aside for teacher Professional Learning. Notification regarding these dates will be provided to parents in advance and as early as possible.

Each week two afternoons are scheduled for staff meetings commencing at 3:40pm. In 2022 these days will be Tuesday and Wednesday. All teachers are required to attend these meetings so are unavailable for appointments unless absolutely necessary.

STUDENT MOBILE PHONES & SMART WATCHES

All student mobile phones and smart watches are either turned off or switched to silent before being placed in the office tubs at the beginning of the day, where they stay until collected before dismissal.

SWIMMING PROGRAM

Students at Sacred Heart Kew participate in a compulsory Swimming Program organised by the Physical Education teacher. Lessons occur within walking distance of the school.

TIMETABLES

You will be provided with a timetable noting the days your child will attend subjects such as Music & Performing Arts, Visual Arts, Mandarin and Physical Education. These classes are held on Wednesday and Thursday.

On the nominated days for PE and sport the school sports uniform is expected to be worn.

UNIFORMS

We ask for your support in ensuring all children are in full and correct school uniform.

Please ensure **your child's name** is clearly visible on all school items throughout the year. If a second hand uniform is purchased it is essential that the name of the previous owner is written over with **your surname**. We endeavour to return lost items to their rightful owners promptly, however this task is made difficult when the name of a family no longer enrolled at the school is the only readable name.

Longer hair (boys and girls) must be tied back in a way that accommodates the wearing of a school hat and fringes that obscure the eyes need to be pinned back. Only blue and/or white ribbons can be worn. Nail polish is not permitted and only small sleeper earrings are to be worn.

Second hand Uniform Sales

Most uniform items, including some school bags, are available from the second hand shop run by our parents. Details regarding opening times for this service are available from the office.

VISITORS

For security reasons, all visitors to the school are required to report to the office and register their name, time of arrival and purpose for attending in the Sacred Heart Kew VPass system, after which a visitor's/classroom helper's label will be issued.

The wearing of these labels assures both students and staff that adults who may be unknown to them have reason to be on the school grounds and also assists us should an emergency situation arise. This procedure applies to tradespeople, visiting service providers, contractors or any other person who enters the school grounds for a period of time longer than 15 minutes.

VOLUNTEERS and WORKING WITH CHILDREN CHECK

We are always grateful for the help of our parents, and occasionally the grandparents of our children. You are greatly valued and important members of our school community.

Your circumstances may not allow for regular classroom assistance, but if the opportunity arises for you to pop up just let the teacher know ahead of time to ensure that the children will be in the classroom and not attending classes with subject teachers.

Please note however, that Child Safety regulations require and Sacred Heart School policy states, that any parent/adult who assists regularly in the classroom/school must hold a **current Working with Children Check**.

*If you are wishing to attend excursions, assist in the change rooms during the swimming program or participate in activities where you may not be in the line of sight of a Sacred Heart teacher, then you must be the holder of **a current Police Check**.*

Copies of these documents need to be provided to the school and will be held on file. Teachers access this file when organising volunteers to assist with events for the class. More information will be provided to parents via the Operoo platform.