



# Parent Information

# 2021



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# WELCOME

Dear Parents,

Thank you for your interest in Our Lady of the Sacred Heart Catholic Primary School. On behalf of our children, staff, parents and Parish Priest, I extend a warm welcome to you and your family. We hope that your time with us will be an enjoyable and rewarding experience for you and your family.

As outlined in our Mission Statement, we aim to offer children “dynamic educational experiences” that centres all school life on the Gospel Message of Jesus.

For this to be achieved, the partnership that exists between school and home must be one of support, encouragement and love. We encourage our parents to become a part of the everyday life of the school and to assist the staff wherever possible.

I ask you to take an active part in your child's education and their development in academic pursuits and social interactions. I trust that you will participate in school functions, school masses and liturgies, as you are an important part of our school community.

I believe that for effective education to take place there must be open and honest communication between parents, teachers and students and this will be encouraged by me and my staff on a daily basis.

It is our hope that your presence will strengthen this community through your involvement in the education of your child or children.

The information contained within this handbook is to assist you and your family in adjusting to your new school environment. If the school staff or I can be of any assistance to you, please do not hesitate to contact us.

May your experiences with us be rewarding and life giving.

Yours sincerely,



**Peter Smith**  
*Principal*

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### **Diocese of Rockhampton Vision Statement**

As a community of believers  
we live out the call of Baptism  
through personal faith in Jesus,  
witnessing together  
to the Good News of the Kingdom.

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### **OLSH Vision Statement**

To nurture and strengthen a love of learning for all, where each person is valued, living 'Our Lady's Way', in and through a Christian community.

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### **OLSH Mission Statement**

Our Lady of the Sacred Heart Catholic Primary School community:

- Openly lives out Jesus' word in and through the Eucharist;
- Is proud of its Mercy tradition of being inviting, welcoming and accepting of all;
- In partnership with parents and the wider community, promotes high expectations while delivering an innovative and holistic education in a safe learning environment.

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### **School Badge and Motto**

Our school badge and motto, '**Honesty, Respect, Care**', reflects the aims of the school. The motto 'Honesty, Respect, Care' was chosen to encapsulate the ideals expected by all members of the school community.

Our Lady of the Sacred Heart, who took God's son into her care, we ask you to bless our school and help us always make the right decisions.

Help us to remember the good things in our lives  
- our families, friends and all of God's creation.

May we always turn to you in good times and bad  
and receive your gentleness and strength.

We ask this through Christ our Lord,

Amen.



## SCHOOL HANDBOOK

This handbook is just one of many communication tools used at Our Lady of the Sacred Heart Catholic Primary School. The information contained within this handbook is designed to introduce you to many of the routines, procedures and opportunities that exist at Our Lady of the Sacred Heart Catholic Primary School. It is our aim to make you and your family's transition into the school community as smooth as possible. Listed below are the staff members for 2020. Should you have any questions or queries regarding the information contained in the handbook, please do not hesitate to contact the school. The staff will be more than happy to assist.

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### Contact Details

**ADDRESS:** 9 Gap Street, Springsure Qld 4722

**TELEPHONE NUMBER:** School Number: 07 4984 1525

**EMAIL ADDRESS:** [olshs@rok.catholic.edu.au](mailto:olshs@rok.catholic.edu.au)

**WEBSITE:** [www.olshsrok.catholic.edu.au](http://www.olshsrok.catholic.edu.au)

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### Term Dates

#### **Semester One**

**Term 1:** School Commences: Wednesday, 27 January, 2021  
School Finishes: Thursday, 1 April, 2021

**Term 2:** School Commences: Monday, 19 April, 2021  
School Finishes: Friday, 25 June, 2021

#### **Semester Two**

**Term 3:** School Commences: Monday, 12 July, 2021  
School Finishes: Friday, 17 September, 2021

**Term 4:** School Commences: Tuesday, 5 October, 2021  
School Finishes: Wednesday, 1 December 2021

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## **Catholic School Ethos**

Like all Catholic Schools, Our Lady of the Sacred Heart aims to develop its community spirit which is based on Gospel values. Indeed, this Catholic Primary school exists only because it is part of a Catholic parish. Our Lady of the Sacred Heart Parish is very important in the life of this school and vice versa.

Our school is a caring community which expresses itself through worship, prayer, sound educational endeavours, mutual respect and hard work. All members strive to work together to understand, appreciate and challenge each other to become the best person they can be, especially within our Catholic work context.

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### **Staff 2021**

#### **Principal**

Mr Peter Smith

#### **Assistant to the Principal Religious Education (APRE)**

Miss Raina McKenna

#### **School Curriculum Officer (SCO) Learning Support Co-ordinator**

Mr Peter Smith  
Mrs Lynette Flanigan-Mitchell

#### **Class Teachers (2020)**

Kindergarten Director/Teacher

Mrs Belinda Smith

Kindergarten Teacher

Mrs Amy Thomas

Year Prep/1/2

Miss Madeline Fletchett

Year 3/4

Miss Raina McKenna

Year 5/6

Miss Mollie Heinemann

#### **Specialist Teachers**

Health & Physical Education

Mr Peter Smith

Music

Miss Anna Farquhar

Dance/Drama

Miss Mollie Heinemann

Robotics/Technology

Miss Raina McKenna

#### **School Officers and Ancillary Staff**

Secretary (Financial)

Mrs Alison Roberts

Teacher Assistant

Mrs Sandra Lodder

Miss Anna Jefferies

Kindergarten Teacher Assistant

TBA

Library Assistant

Mrs Sandra Lodder

OLSH Cleaner

Mrs Moraig Reeves

Facilities Officer

Ms Linda Morrison

Kindergarten Cleaner

Mrs Sue Priddle

#### **Parish Priests**

Fr Truc Quoc Phan, SVD

Fr Firminus Wiryono, SVD (known as  
Fr Yon)

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# ENROLMENT

## Application for Enrolment

Child's Birthdate	Eligible for Preparatory year in	Eligible for Year 1 in
1 Jul 2015 – 30 Jun 2016	2021	2022
1 Jul 2016 – 30 Jun 2017	2022	2023
1 Jul 2017 – 30 Jun 2018	2023	2024
1 Jul 2018 – 30 Jun 2019	2024	2025

- Enrolment into other year levels is dependent upon vacancies and the profile of the class at the time of enrolment.
- Enrolment Applications are made online. Please contact the school for an enrolment link.
- A copy of a **Birth Certificate** must be available at the time of enrolment. A copy of a **Baptismal Certificate** is also required for children who have been baptised Catholic. Certified copies of documents must be provided **OR** the original documents must be sighted by school staff; who will arrange for copying of original documents where required.
- Enrolment at Our Lady of the Sacred Heart implies that parents want their child/ren to be educated in a faith community centred on Christ. Parents are expected to be familiar with the Mission Statement and in partnership with the school, uphold its values.
- Since the parish school exists to serve the Parish faith community, preference for enrolment will be given to Catholic children.
- Children of other faiths are welcomed into our school community provided: the children will participate in the school Religious Education Program; there are sufficient vacancies; the ethos of this school is supported and the Catholic identity of the school is not compromised. The religious beliefs and traditions of these children will be respected.
- Children with disabilities or special needs are welcomed provided that the school is able to cater adequately for their needs and the needs of the children in the associated classes.
- Each family has an obligation to the payment of school fees to support the school in its endeavours to meet its financial commitments. Concessions on fees may be applied for and are reviewed at the commencement of each year or when financial circumstances change.
- A copy of our enrolment policy is available on request.

# **SCHOOL INFORMATION AND PROCEDURES**

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## **Absence from School**

It is a statutory requirement that students attend school on each school day during the year. Parents/guardians are asked to notify the school via a telephone call or email whenever their child is absent. If written correspondence is to be given to the class teacher (on return to school or beforehand if for a planned absence), the note must state the date(s), the reason(s) for the absence(s) and at least one signature is required.

Extended or repeated absence will be reported to the Principal who may require that the reason for absence be supported by a certificate from a medical practitioner. Normally, if no contact is made with the school after 2 days of a child's absence, the school office will telephone the home.

## **Appointments in School Time**

At Our Lady of the Sacred Heart, we take the education of our children very seriously. It would, therefore, be expected that children would not be withdrawn from school for any appointments unless it is absolutely necessary, given the fact that there is ample holiday time for children to visit dentists and other professionals who may be treating them. If a student has an appointment (eg. medical or dental) during school hours, she/he must bring a note from home, explaining the reason for the request. The note will be given to the respective Principal for approval and signature, and then presented to the class teacher out of whose class the student leaves. These procedures allow the whole school administration to account for the presence or absence of a child at all times. This request is one of courtesy. Advance warning also allows the classroom teachers to make adjustments for the teaching of any new work that may be scheduled at that time, if at all possible.

## **Ambulance**

In the case of an injury to a student, the Queensland Ambulance Service may be called if it is deemed an emergency or if a parent cannot be contacted to seek their prior approval.

## **Arrival at School**

No child should be at school before 8.20am unless written permission has been requested and approved by the principal. Children arriving before 8.20am will remain seated in the covered area until that time. A teacher commences playground duty at 8.20am each morning. If their class teacher is in the classroom and has given them permission, children are permitted to unpack their equipment and perform other daily routines, provided the teacher remains in the classroom. Children must return to the covered area if the teacher leaves the room before the commencement of school (8.40am).

Children wait inside the school grounds/undercover area before departing by bus or car. Children who walk or ride bicycles are to depart immediately following the conclusion of the school day. Similarly, children are not allowed in the school grounds after school, unless under adult supervision.

***The playground equipment is not to be used before or after school.***

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### **Assemblies**

Whole school assemblies are held Friday at 8.40am each week. Parents are invited and encouraged to attend each week.

The Grade 6 students will lead our Friday morning Assembly. The order of events for Friday's Assembly are as follows:

- i) School Prayer
- ii) Advance Australia Fair
- iii) Prayer Assembly (when applicable)
- iv) Principal's Address
- v) Presentation of the Student of the Week/Principal/MJR awards
- vi) Recognition of birthdays and other achievements by students, staff and parents are shared.
- vii) Any other notices that students, staff or parents may have

Approximately every three weeks, we also have a class lead us in a Prayer Assembly during our Friday Assembly. A notice will be placed in the newsletter prior to this.

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### **Bicycles in the school grounds**

Bicycles are not to be ridden in the school grounds. Parents are asked to constantly remind children about road safety on bikes. Helmets are compulsory wearing in the state of Queensland. Bike racks are provided for the students who ride to school and these must be used.

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### **Book Club**

Parents may order children's books from Scholastic. Your child will receive an order form each month.

If you wish to order any books you should return the order form and the money in a sealed envelope with your child's name, class and BOOK CLUB clearly marked. Any cheques should be made payable to **Our Lady of the Sacred Heart School.** Alternatively you can order and pay for book club online through the Loop System. Loop can be downloaded from the App store or Google Play.

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## **Booklists**

Each year the students will be provided with all items for school, including stationery, books and textbooks that will be delivered to school for the start of each year via a book levy. This levy will cover any extras throughout the year. Any parents wishing to cover books are able to collect them from the school office the week prior to school starting. Parents will be billed the book levy at the beginning of each year within their first school fees notice.

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## **Buses**

Four buses bring children from the country areas of Cairdbeign, Wealwandangie, Arcturus, Rolleston and Tambo Roads daily. The children are 'dropped off' at the entrance to the school each morning between 8:20am and 8:35am. The buses are generally here to collect the students at 2:55pm. A "Code of Conduct for School Bus Travel" is available from the bus driver or the school office. Please read this carefully and discuss it with your child/children.

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## **Birthday Celebrations**

At Our Lady of the Sacred Heart School, we focus our attention on the individuality of the child. Therefore, birthdays are very special occasion. Should you and your child wish to celebrate his/her birthday at school with a cake or your own special ideas, please contact the class teacher. Parents are requested not to provide sugar rich food such as lollies.

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## **Communication**

An essential element of our work together is the building and maintenance of effective communication.

### **From School**

1. A fortnightly newsletter is emailed every second Wednesday and deals with up-to-date happenings at the school. Classroom comments are included in the publication. The purpose of these comments is to inform parents and the wider community of the recent happenings in classrooms.

Various community bodies who wish to communicate with parents should send the information to be communicated, in writing, to the school office before noon on Tuesday.

2. The minutes of the monthly Parents and Friends meeting will be available via Parent Lounge.
3. Formal report cards are issued electronically each semester and will be available via Parent Lounge.
4. SMS text messages are sent to communicate reminders, events, cancellations etc to the parent community.
5. Parent/Teacher interviews are held twice a year. Parents are welcome to contact their child's teacher at any stage throughout the year to discuss their child's progress.
6. At the commencement of the school year, parents will be invited to attend an information evening regarding Key Learning Areas and classroom procedures.

### **From Parents**

1. Notes or personal contact, including by phone or email, are required to explain pupil absences, inability to complete homework or participate in PE/Swimming Lessons.
2. Attendance at Parents and Friends meetings and school functions is encouraged.
3. Parents are encouraged to view or to sign homework and comment in writing when they are aware their child is having difficulty in an area of work.
4. All communication pertaining to school should be through appropriate channels e.g. email, phone or handwritten note. Not by social media.

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## **Dental Services**

Free dental services are available through the School Dental Services conducted by the Queensland Department of Health. Prior to their arrival in Springsure information about the service will be sent home in the weekly newsletter.

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## **Discipline**

As a community, we pride ourselves on the high standard of discipline that exists within our school. Children are expected to behave respectfully towards all staff members, parents, classmates and any visitors to our school. Emphasis is placed on the individual to practice self-discipline through ownership of their words and actions. OLSH has a comprehensive 'Behaviour Management Plan' which is readily available at the office.

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## **Duty of Care**

Our Lady of the Sacred Heart has legal, moral and social obligations to care for the safety and well-being of your child while he/she is in our care. Legally, all staff members are required to act with common sense and a responsible approach, which endeavours to protect your child's safety. Our staff members take this very seriously and we ask that parents and visitors to the school follow procedures to help staff ensure the safety of the children.

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## **Electronic Devices**

Many students own valuable, portable electronic devices such as iPods and the like. They are small and they may be easily lost or damaged at school. These devices are not needed for any school purposes and as a result are banned from school. We ask that parents ensure that such items are not brought to school.

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## **Emergencies**

In the case of accidents resulting in serious injuries, parents will be notified immediately. Should the parent be unavailable, the child will be taken to the Springsure Hospital by Ambulance. It is vitally important that parents keep their children's personal records up to date in case of an emergency.

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## **Excursions**

Throughout the year, the school will organise educational excursions. It is expected that all students will participate as part of the educative process provided by the School.

Excursions will include academic excursions and co-curricular, cultural and sporting excursions, such as eisteddfods and athletics, as well as school organised camps.

In the event of an excursion being planned, parents will be informed and note of consent will be either sent home to be completed or attached through Parent Lounge. Costs will always be kept to a minimum. No child will be excluded from an excursion because of an inability to pay the costs. If parents find themselves in this situation, they are to contact the principal.

If private transport is required, parents will be asked to complete additional information to ensure the safety of our children.

## **Excursions**

Excursions are an important element of the curriculum and are encouraged for all grades. Staff are always looking for opportunities to visit local attraction/resources that will help enhance their planned units of work. Every year, each year level, will go on at least one excursion.

## **Camps**

Every year, Year 5/6 are taken on a camp. The length of the camp is 4-5 nights.

Depending on the costs involved, fund raising is often undertaken to help reduce the price per student.

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## **Emergency Drills**

We have an evacuation and lock down procedure in place which is revised and implemented at the beginning of each school year. Full school evacuation and lock down drills occur regularly so that students and staff are always well prepared in case of an emergency.



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## **Health & Safety Obligations of workers and others**

Each staff member and others at the school are responsible for ensuring his/her health and safety by:

- complying with health and safety instructions,
- taking action to avoid, eliminate or minimise hazards,
- making proper use of personal protective equipment,
- not wilfully placing at risk the health and safety of own self and others,
- seeking information and advice when necessary,
- being familiar with hazard/accident/ reporting and emergency evacuation procedures.

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## **Infectious Diseases**

The school complies with Queensland Department of Health regulations in this regard. Some procedures for parents include the following:

<b>CONDITION</b>	<b>CHILD WITH INFECTION</b>	<b>CONTACTS</b>
Chickenpox	Exclude for at least five days and until all blisters have dried.	Any child with an immune deficiency (eg. Leukaemia) should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded
Diarrhoea and/or vomiting	Exclude until diarrhoea has ceased for 24 hours.	Not excluded
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while sores are weeping. (Sores covered with a dressing where possible).	Not excluded
Impetigo ("school sores")	Exclude until 24 hrs antibiotic treatment has been completed. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
Measles/German Measles (Rubella)	Exclude until fully recovered or for at least four days after the onset of rash.	Immunised contacts not excluded. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Pediculosis (Head lice)	Exclude until day after approved treatment has commenced.	Not excluded.

Link to Queensland Timeout:

[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0022/426820/timeout\\_poster.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf)

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## Library Books

Students are encouraged to regularly borrow books from our school library. For the size of our school, the quality of our library is something we are proud of. Teachers will organise a library time each week for their class to exchange books. It is a requirement that the children use a library bag to keep their school library books in good condition and make them easier to find. Students may borrow as follows:

- \* Prep – 1 book at a time
- \* Years 1 to Years 4; 2 books at a time
- \* Years 5 to Years 6; 3 books at a time

Lost or damaged books must either be – replaced or paid for. Donations to the library are always welcome.

Parent help is always appreciated with the processing of new materials. Any time you can spare would help in making the new materials available for our students.

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## Lost and Found Articles

We ask that all articles of clothing be clearly marked with your child's name as it makes it easy to find the owner if something is left lying around. In the inevitable event of unmarked clothing being handed in, it will be kept in lost property box located outside the office. At the end of each term, all articles of clothing are put on display and if not claimed, they are donated to St Vincent de Paul.

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## Medication

At the commencement of the year, parents will receive "Administering of Medication" forms. These forms are to be completed and sent to school whenever staff members are required to administer medication to a child. **Only prescribed medication can be administered by a staff member. This means there must be a chemist label on the medication with information of the dosage required and the doctor who prescribed the medicine.** In addition, parents of students who have medication administered on a regular basis, must inform the school and complete the appropriate medication forms should any changes be made.

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## Mobile Phones

The school recognises that many students need to carry mobile phones to get in contact with parents after school. However, we ask that the mobile phone is named and handed to the office or teacher at the beginning of each day. This ensures safety of equipment and allows students to focus on their learning without the interference that this technology can bring. *Otherwise we ask that your child does not bring their mobile phone to school.*

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## **Money Matters**

Please ensure that any money sent to the school is enclosed in an envelope. All money sent to the school should be contained within an envelope with the child's name and reason for payment clearly marked and brought to the office in the morning.

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## **Office Hours**

Our school secretaries currently work from Monday to Friday of each week from 8.00am to 3.30pm.

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## **School Diaries**

A School Diary is used from years 5 – 6 as another communication tool between school and home. Within this diary, there is an area at the end of each day to record nightly reading. Teachers may use diaries in a variety of ways though their main purpose is as a source of communication between teachers, students and parents. Parents should check School Diaries each night for any homework or teacher comments. Parents are expected to communicate with the child and/or teacher by writing relevant comments in the School Diary; the student is to alert the teacher to any messages written at the commencement of each school day.

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## **School Hours**

8:40am	Morning Bell
9:45am	Brain Break
10:45am	Lunch
11:25am	Classes Resume
1:30pm	Afternoon Tea
1:50pm	Classes Resume
2:55pm	Bus Bell
3:00pm	School Concludes

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## **School Review and Improvement Process**

A significant and effective School review occurs at Our Lady of the Sacred Heart every five years. OLSH undertook a School Review in 2017 with the next to occur in Term 4 2020. From this a School Improvement Plan will be developed for the next five years. All key administrations, educational, social, cultural and technical aspects recommendation and commendations are included in the Development plan.

## **Smoking**

Our Lady of the Sacred Heart School is a smoke-free environment and as such, smoking is not permitted on any part of the School grounds at any time.

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## **Staff Meeting**

Staff meetings are currently held on a Tuesday afternoon commencing at 3:15pm. Issues pertaining to curriculum, administration, religious education and policy development are covered. **Due to these meetings, staff members are unable to meet with parents on a Tuesday afternoon.**

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## **Student Protection**

This is a matter of high importance. All staff members have attended professional development sessions on student protection and revise their knowledge on this topic at the Pupil Free Days at the beginning of each year.

At Our Lady of the Sacred Heart School, Mr Peter Smith and Miss Raina McKenna are our Student Protection Officers and are reference points for raising concerns that students or staff has about their safety or student protection issues.

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## **Student Protection in Catholic Schools**

Student protection and wellbeing are paramount in all Catholic Schools in the Diocese of Rockhampton. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. For further information, please visit the Rockhampton Catholic Education Student Protection link:

<http://www.rok.catholic.edu.au/catholic-schools/student-protection/>

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## **Safe School Policy**

At Our Lady of the Sacred Heart School we believe that everyone should be treated with dignity and respect. Every person has a right to feel safe and a right to learn free from anxiety. Bullying and Harassment are contrary to these beliefs and can have a significant effect on children in many different forms.

BULLYING and HARRASSMENT means on-going verbal or physical attacks on another person. It means putting someone else down to make YOU free better. It might be in a look or action or words. It is not fun or mucking around, it is unacceptable.

EXAMPLES OF BULLYING and HARASSMENT include:

- Hitting or being violent
  - Threatening or frightening others
  - Jostling, pushing and spitting on others
  - Interfering with another's property by hiding, damaging or destroying it
  - Using put-downs, belittling others' poor abilities and achievements
  - Writing mean or spiteful notes or graffiti about others
-

- Making degrading comments about another's cultural religious or social background and exclusion from groups on grounds of gender, race, nationality
- Making suggestive comments or other forms of sexual abuse
- Ridiculing another's body appearance
- Using nicknames or making silly noises

**If you are present when bullying happens, you are encouraged to walk away and inform a teacher as soon as possible.**

When does bullying and harassment occur?

**Anytime and anywhere**

If you are bullied or harassed you can do something about it

If you are bullying and harassing others –

**You must STOP IT!**

### **Being bullied and harassed**

Here's what you can do

Ignore it. Don't let the harasser know that you are upset. Perhaps it will stop. If this doesn't work:-

STEP 1 Confront them. Tell the person who is harassing you that you do not want them to continue.

#### **If this is not successful...**

STEP 2 Talk to your Class teacher

#### **If this is not successful...**

STEP 3 Report the matter to the Principal.

### **Remember**

If ignoring it fails, then keeping it to yourself only makes it worse.

### **How the School will respond**

ALL EPISODES OF BULLYING AND HARASSMENT WHICH ARE REPORTED TO THE SCHOOL WILL BE DEALT WITH APPROPRIATELY.

If you are bullying and harassing others, the School will:

- Counsel you
- Detain you
- Interview you and your parents

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## **Student Behaviour Management**

The aim of the Behaviour Management Plan at Our Lady of the Sacred Heart School is to ensure a safe and secure learning environment where all children have access to a range of learning opportunities.

Through the implementation of the plan children will progressively learn to develop self-discipline by:

- responding honestly in all situations;
- showing respect for self and others; and
- caring for others and themselves.

For more information, please refer to the Student Behaviour Management Booklet which is readily available at the office.

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## **Student Leadership Program**

Our Lady of the Sacred Heart School's Leadership Program is based on our Vision and Mission of our school. We strive to provide a dynamic program that values equality of opportunity and encourages personal growth and development of self-worth in our students.

Our program aims to:

- recognise that students need to understand themselves as a person
- be inclusive and empowering for students
- recognise that leadership is a developmental process
- be nurturing of students
- develop ownership and pride within students
- provide opportunities for students to demonstrate leadership
- encourage students to be witnesses to our school's Code of Behaviour
- recognise student s for their leadership contribution within the school

As part of this program students are given a good foundation for leadership development as they approach Year Seven. The following components exist in varying degrees within our Student Leadership Program:

- Year 6 Leadership Day
- Captain, Vice-captain
- House captains when there are eight or more students in Year 6
- Student run Assembly - on Friday
- Making Jesus Real (MJR) student led peer groups
- Mini Vinnies
- Organising school events

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## **Student Records**

Student records are kept in the office. It is vitally important that these records be kept current. Please ensure that you advise the Office of any changes to relevant information immediately.

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## **Swimming**

All children at Our Lady of the Sacred Heart have the opportunity to learn to swim. We usually have six weeks of swimming in Term One and another six weeks in Term Four.

The children are taught in small groups which range in size depending on the level of instruction needed and the ability of the children.

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## **School Calendar**

At the beginning of the year, a link to a school calendar is sent home. The calendar breaks up the term into individual weeks and contains all events available to us. Additional dates will be added to the calendar as the term progresses. The calendar is another important communication tool between school and home. A [Parent term calendar](#) link is sent home to parents at the commencement of each term.

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## **Uniforms Guidelines**

Our Lady of the Sacred Heart School community recognises that a uniform policy enables students, parents and staff to have clear directions on designated uniforms and personal standards. The school uniform gives the school an identity within the Springsure community and also fosters unity and equality amongst the students and enables them to display loyalty and respect for their school.

***Enrolment in Our Lady of the Sacred Heart School requires students to wear the prescribed school uniform when in attendance at school or representing the school in the wider community. The uniform is to be worn in accordance with the school values and Uniform guidelines as outlined below.***

### **Jewellery**

Students may wear one plain pair of studs or sleepers in their earlobes only. Religious medallions and watches may also be worn. No other jewellery should be worn. Hair bands or ribbons should be plain and be representative of the school colours.

### **Personal Appearance**

Students are expected to take pride in their personal appearance and come to school with groomed hair, no obvious make up, nail polish or stick on tattoos.

### **Haircuts**

Haircuts need to be of neat appearance without excessive colours or designs (eg. No bright colours, extensions, tracks or rats-tails).

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**Wearing of uniform** - students are required to wear their school uniform to the highest of standards. Boys are to have their shirts tucked in at all times. The school hat is expected to be worn to and from school and during break times. If a child forgets to bring their **school hat** to school or it has been misplaced, then they are to sit under the covered area for the entirety of the lunch breaks.

### **No School Hat - No Play!**

**Students are asked to change out of their school uniform once they get home. Otherwise it should be worn with pride.**

#### **Uniform**

##### **Girls**

Day:	Hat	-	Navy with School Logo
	Uniform	-	Navy Skorts and Striped Blouse (Yr 1-6). Sports shirt for Prep students. These items are made available by the school uniform committee.
	Socks	-	White, short
	Shoes	-	Entirely black shoes
Sport:	Hat	-	As above
	Dress	-	School sports pants OR navy skorts
	Shirts	-	Blue, navy & gold polo neck T-shirt with custom collar. These items are made available by the school uniform committee.
	Socks	-	White socks (minimal stripe or writing on socks)
	Shoes	-	Sports Shoes.

N.B. In cold weather school jackets, woollen jumpers, parkas and navy tights may be added to the dress uniform. Plain navy track pants may be worn over shorts. A plain navy tracksuit may also be worn with the sports uniform in cold weather.

##### **Boys**

Day:	Hat	-	Navy with School logo
	Shirt	-	Blue school shirt (Yr 1-6). Sports shirt for Prep students.
	Pants	-	Short navy blue or long navy as desired
	Socks	-	Grey - short
	Shoes	-	Entirely Black shoes
Sport:	Hat	-	As above
	Shirt	-	Blue, navy & gold polo neck T-shirt with custom collar. This shirt is made available by the school uniform committee
	Pants	-	School sports shorts or plain navy short
	Socks	-	White socks. (Minimal stripe or writing on sock)
	Shoes	-	Sports Shoes.



N.B. In cold weather, school jackets, woollen jumpers, parkas and navy tights may be added to the dress uniform. Plain navy track pants may be worn over shorts. A plain navy tracksuit may also be worn with the sports uniform in cold weather.

## **SPORTS UNIFORM IS TO BE WORN ON A FRIDAY**

### **Uniform Purchases**

For your convenience, the uniforms can be purchased on the following times during School Terms:

**Monday - Friday**

**8:30am – 2:30pm**

To assist with the purchasing of uniforms we also have order forms at the school office.

If you are looking for girls navy skirts, boys navy shorts and blue school shirts the following places supply these clothes:

Eagleshams Menswear  
Quality Menswear, Workwear and Footwear.  
PO Box 48 Emerald QLD 4720  
Phone: (07) 4982 1104

Big W Discount Department Stores

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### **Visitors to the School**

All visitors to the school including parent helpers who are on the school grounds after the commencement of school eg guest speakers, tuckshop volunteers etc must report to the school office on arrival and must sign in via the computer conveniently located in our front office. Visitors are also expected to wear the printed visitor's sticker so that they may be clearly identified. This is also very important in case of an emergency such as a fire. Your cooperation in this matter helps us ensure a safe environment within the school.

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### **Weapons at School**

Any weapon or instrument that could be used to cause harm is prohibited and any school/college sanctioned activity.

Students breaching this requirement may face serious consequences including suspension and the termination of their enrolment. The matter will be reported to the Police.

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## **CURRICULUM**

At our school, the curriculum is designed to promote supportive and equitable teaching and learning environments in an endeavour to foster the development of the whole person. Our school provides challenging and diverse programs within supportive learning environments that are responsive to learner needs.

Curriculum is informed by our school's understanding of its mission/vision and relevant Diocesan guidelines, as well as National and State syllabus documents, to allow each student to have rich and authentic learning opportunities.

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### **Learning Areas**

Curriculum development in Australia is in a state of constant improvement, and here at OLSH we follow the **Australian Curriculum**. OLSH is fully implementing Australian Curriculum **English, Mathematics, HASS, Science, Health and Physical Education, Technology** and **The Arts**. We also work with the implementation of the Rockhampton Diocese Religious Education curriculum.

The school's curriculum is arranged so that each class from Prep to Year 6 has daily literacy and numeracy learning blocks. These learning blocks enable classroom teacher's scope to implement the components of effective literacy and numeracy programs, including ongoing assessment, differentiated instruction, and student-centred, open-ended activities that encourage high-order thinking and provide opportunities for:

- Explicit literacy (approx 100-120 minutes) AND numeracy (approx 60-75 minutes) instruction within daily classroom routines.

The active teaching and learning models within literacy and numeracy learning blocks endeavours to raise the knowledge and skills required for effective instruction for all students, encouraging students to think about thinking, and is the key to improving student outcomes for all students.

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### **Learning Cycles**

As our school consists of several multi-age classes, more than 1 year level in a classroom, Learning Areas, except for Mathematics, are taught in cycles. All levels currently work on a two year cycle.

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## **Homework Guidelines**

At Our Lady of the Sacred Heart School a variety of purposeful and well structured homework tasks needs to be considered to ensure balanced learning, taking into consideration, family life. We believe parental involvement is imperative to the success of homework and thus communication between school and home is essential for its success.

Homework at OLSH will be consistent across the school focussing on three core elements: Reading, Spelling and Number Facts.

When assisting with homework please consider the following pointers to:

- Take homework seriously and make sure that time for it is built into after-school routines.
- Ensure that conditions for doing homework are favourable: lighting, heating, appropriate table and chair, distractions are minimised (TV turned off).
- Don't take over. It's not *your* homework! It's important to encourage but remember that children have to learn to be self-reliant and independent.
- Don't allow homework to drag on and on. An important lesson for every child to learn is that time must be managed, and there has to be a finishing time for everything.
- If experiencing difficulty with homework please raise the issue with your class teacher sooner rather than later.
- Every youngster needs a balanced day with time for exercise, rest, hobbies, reading and friendships, as well as study.

The recommended time students spend on homework will vary depending on age and maturity. The following is a guide for teachers and parents on the approximate time children can be expected to spend on homework tasks each school night.

### **RECOMMENDED TIME SPENT ON HOMEWORK PER WEEKNIGHT**

<b>Year</b>	<b>Written</b>	<b>Reading</b>	<b>Total Time</b>
Prep		10 min Parent reading to child	10min
Year 1/2	10 min	10 min assisted reading 10 min Parent reading to child 5 min sight words	35 min
Year 3/4	15 min	10 min assisted reading 15 min independent reading	40 min
Year 5/6	20 min	30 min independent reading	50 min

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## **Sport**

At the commencement of each year, students are allocated to one of our two sporting houses - Zamia (Green) or Nogoia (Red). If the student has a sibling at the school, he/she will be in the same 'house' as their brother or sister.

During the year, the students represent their sporting house at our school's cross country, swimming and athletics carnivals. This year the OLSH Cross Country and Track and Field Carnivals will be in Term 1 while the Swimming Carnival will be in Term 4. All children from Preparatory to Year 6 are expected to participate and earn valuable points for their house team. Parents, relatives and friends are also encouraged to participate either as volunteers or as active supporters.

Each level receives an hour Physical Education lesson given by one of the teachers who has expertise in this area. Each teacher then follows-up this lesson some time during the week. In addition to interhouse carnivals, our students compete at various interschool carnivals.

All 10, 11 and 12 year old students are given the opportunity to attend sporting trials for the Springsure & District representative teams.

## **RELIGIOUS LIFE OF THE SCHOOL**

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### **Celebration of the Sacraments**

The preparation for the sacraments of Penance, First Eucharist and Confirmation is parish based. In the parish, there is a Sacramental Team who organises and provides input to parents who have a child/children preparing for the celebration of the above sacraments. The school supports the students by basing the content we teach on the sacrament being prepared for and celebrated at a particular time. The Assistant to the Principal – Religious Education (APRE) of the school is normally a member of the sacramental team.

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### **Making Jesus Real (MJR)**

MJR is a values program based on the teachings of Jesus Christ. Within the program, children are encouraged to recognise the good in their lives, focus on these aspects and take time to thank God for them. In terms 1 & 4, students participate in a short meditation session that enables them to stop and reflect on the "God Moments" that they experience. In terms 2 & 3, staff develop MJR activities to use when facilitating MJR groups. Each week, the children explore an aspect of everyday life from the viewpoint of, 'What would Jesus say about this' and then discuss the effects it would have on themselves and the people around them. These MJR sessions and/or meditation occur each Tuesday, from 08:40am until 9am. Parents are welcome to attend.

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## **Hymns**

During some MJR sessions and Friday afternoon sessions, children will engage in Hymn practice. The hymns and songs for upcoming celebrations form the focus of these sessions and may be in preparation for a forthcoming liturgy/mass.

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## **Religious Education**

The teaching of Religious Education is an integral part of our school. All students participate in Religious Education lessons for 2½ hours per week. Included in this time may be the singing of hymns, Making Jesus Real program, participation in various liturgies and prayer. All content taught to the students is based on the official teachings of the Catholic Church.

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## **Religious Liturgical Celebrations**

Our School is a Catholic School and we celebrate this in many ways. Liturgical celebrations are a very important part of school life. All children participate in these celebrations and assist in their preparation. Celebrations may be in the form of Mass, Prayer Celebrations, Prayer Assemblies or classroom prayer. The whole school community is invited to join these celebrations. You will be informed of these celebrations through the newsletter.

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# **FINANCE**

## **The Cost of Educating Your Child**

Fees are levied for attendance at Catholic Schools. These fees are a necessary fact of life for schools such as ours. Our system gets some funds from the State Government and greater support from the Federal Government. These funds account for about 80% of the cost of educating your child. There are three components which make up the cost of attendance at a Catholic School.

1. Tuition Fees – these are set by the Diocese and apply to every Catholic School in the Rockhampton Diocese.
2. Diocesan Levies – Levies set by the Diocese to help fund Capital projects at schools throughout the Diocese.
3. School Levies – these are levies applied by the school to help cover the operational cost of running the school.

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## **Diocesan Tuition Fees**

Tuition Fees are set by the Rockhampton Diocesan Catholic Education Office and are the same for all schools in the Diocese. The Diocese is sincere in its efforts to keep fees down, and changes in these fees are only completed in consultation with school communities. These fees are used by the Diocese, together with government grants, to provide staff and operate the system. The fees are payable to the Diocese irrespective of whether the assessed amount has been collected from parents, that is, the school must make up any shortfall from its own funds.

Family discounts are indicated on the schedule of fees and are inclusive of children attending Catholic preschools and secondary schools within the diocese.

Payment of school fees is compulsory for all students attending a Diocesan school. Under particular circumstances a partial concession may be granted to families who apply for a concession. Concession applications are available through the Principal. Parents who are having a difficulty with their school fees payment are asked to contact the principal as soon as possible to discuss the matter.

Included in this enrolment package are the guidelines for Tuition fees.

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## **Diocesan Capital Development and Maintenance – School Building Fund Levy**

The Diocese of Rockhampton has established School Building Funds which are used to fund construction and maintenance costs for each school in the Diocese. You will appreciate that there is substantial cost to the Diocese in maintaining and developing the existing school structure. Therefore, a levy is set at \$320 per family per year. This money is then forwarded to the Diocesan Development Trust Fund by the school.

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## **School Levies**

The School has Student Resource Levy and Technology levy that operates on a per child basis and is charged on term accounts. These levies assist the replacement costs of books required in classrooms and contribute towards the purchasing of supplies in the Key Learning Area of The Arts and Technology.

**STUDENT RESOURCE LEVY**–This levy represents a partial contribution to the costs of day-to-day consumables, text materials and craft items used by the pupils as part of their normal class learning program. This levy also allows the school to purchase class sets of items used by the students which save parents having to buy them as part of the booklist. For example, we have class sets of Atlases, Dictionaries and calculators. The School Resource Levy is \$35.00 per student per term to a maximum of \$87.50 per family per term.

**TECHNOLOGY LEVY** – The technology levy represents a contribution towards the maintenance and replacement of technology hardware and software.

Technology levy is \$25.00 per student per term to a maximum of \$50 per family per term.

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**BOOK LEVY** – the book levy covers the purchasing of all texts books, writing books and stationery throughout the year. The book levy is \$110 per student and will be charged in Term 1 school fees.

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### **Sources of Income**

Financial support for our school currently comes from a variety of sources. The school budget operates on income from:

- A percentage of Diocesan Tuition Fees
  - Parents and Friends Association → Fundraising
  - A percentage of the Diocesan School Building Fund
  - Resource Levy and Technology Levy
  - The Diocesan Catholic Education Office provides an Ancillary staffing allowance to enable the employment of office staff, library coordinators, teacher assistants, facilities officers and cleaners. Should the allowance be insufficient to meet the actual costs, then the school is responsible for meeting the shortfall.
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## **PARENT INVOLVEMENT**

Parent involvement is encouraged throughout all areas of our school. Your active role in your school and parish community enhances the education of each child in our care. Parents are always welcome in the school and any assistance is appreciated.

**All those volunteering at the school are required to complete a volunteer and child safety induction.** These are available from the school office. There are a number of means by which parents can become involved in their child's schooling:

- |                    |                                |                    |
|--------------------|--------------------------------|--------------------|
| a] Reading         | b] Parent Meetings             | c] Library work    |
| d] Tuckshop        | e] Under 8's Day               | f] Working Bees    |
| g] Committees      | h] Parent Information Sessions | i] Sporting Events |
| k] Social evenings | l] Assemblies                  |                    |

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### **School Board**

Our School Board provides a structure and process for genuine partnership in planning, with shared decision making as its essence, within our Catholic Education community. Members of our School Board work together to provide support to the Principal in administration, policy and to manage educational change. Our Board members are a part of the school and/or parish community and have a commitment to uphold the Catholic ethos.

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## **Parents and Friends Association**

The Parents and Friends Association meets once during the first week of each month at the school & usually commences at 3:15pm. All parents are encouraged to take an active part in this aspect of the school's life.

The role of the Parents and Friends Association (P&F) is to support the school in fund raising for projects and to enhance the spirit of the parent body. An Annual General Meeting is held in February to elect Office Bearers and Executive Committee Members. The roles include: President, Vice President, Treasurer and Secretary, Tuckshop Convenor, Catering Co-ordinator, Uniform Co-ordinator. From time to time, committees are formed with specific tasks in mind.

For new families joining our school community, a 'welcome event' is hosted by the P&F Association early in the school year. A copy of the P&F Constitution is available at the Office.

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## **Partnership**

Because parents and teachers are partners, each teacher in this school seeks to establish clear lines of communication with the parents of the children in his/her class early in the year. Some of the ways this is achieved includes:

- (a) A Parent Information Evening is held early in Term One. At this Information Evening, the class teacher presents a summary of what parents can expect to see happening in the classroom during the year ahead.
- (b) Formal Parent/Teacher interviews are offered to parents at the end of Term 1 and Term 3. In these meetings parents and teachers discuss educational goals for the year and outcomes achieved so far.

Throughout the year parents are always welcomed and encouraged to make an appointment to discuss their child's development with the child's teacher. Teachers will keep parents informed of significant trends or occurrences with regards to their child's development. Teachers also encourage parental assistance in the classroom when required.

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## **Tuckshop**

Parents from the school community voluntarily supply tuckshop facilities at the school every Friday. Volunteers are sought at the commencement of the year and a roster is drawn up. The roster is placed in the newsletter every fortnight and if you are unable to make it on the day, you are asked to contact a 'back up' person or the tuckshop convenor. Any assistance is always gratefully appreciated.



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## **CONCLUSION**

Thank you for choosing Our Lady of the Sacred Heart Catholic Primary School.

I hope your time here will be enjoyable, informative, productive and a time of growth in faith and wisdom for your child and your whole family.

I look forward to working with you as a member of the school community and sharing in the educational experience of your child.

May God bless us in our joint efforts for the children of Our Lady of the Sacred Heart Catholic Primary School.

If you have any further questions or queries regarding the school, please feel free to contact me to discuss them.

**Peter Smith**  
*Principal*