

# *Always Faithful*

*We believe that every child has the right to feel safe and to be safe*



## *Sacred Heart Primary School Yarrowonga*



## *Parent Information Handbook 2025*

**Sacred Heart Primary Yarrowonga**

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## WELCOME

Dear Parents,

Welcome to Sacred Heart Primary School, Yarrawonga. On behalf of Fr. Junjun, the Advisory Council and the entire school community I would like to extend a warm welcome to you and your family.

Our school is a Catholic school grounded in the rich traditions of the Mercy Sisters. We seek to model Christian values in everything we do and endeavour to live out our faith in the relationships we form with each other.

We are focused on developing the whole child – spiritually, emotionally, physically, socially and intellectually. We provide a learning environment that cultivates each child's natural creativity, skills and abilities.

At Sacred Heart we are committed to providing a quality learning and teaching environment in our new 'open plan' learning centres, where each child is able to realise their full potential.

We hope you feel welcome and come to experience a great sense of belonging. We encourage you to develop a relationship with your child's teacher and to establish a solid partnership that is based on honesty and sound communication.

May your association with us be a positive, faith-filled and enjoyable one.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Mullavey'.

Jarrod Mullavey

Principal



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## AN INSPIRED VISION

Sacred Heart Primary School is a welcoming, faith filled community grounded in the Mercy Values and Catholic Social Teaching.

We strive for the pursuit of excellence whilst nurturing the whole child, embracing diversity and celebrating each individual's uniqueness and strengths.

We empower our students to be lifelong learners with a focus on critical and creative thinking, curiosity and positivity.

Students will become reflective and responsible contributors to an ever-changing global society.

## OUR PURPOSE

In living our vision, through our purpose we will:

Foster meaningful and authentic relationships with students, teachers, parents and the wider community.

Provide a safe and supportive learning environment where our learners are empowered to think critically every day.

Commit to continually improving wellbeing and learning and teaching through reflective practice and challenging the status quo.

## GRADUATE OUTCOMES

- Be Bravely Creative - to think innovatively, intentionally and by design and to have the ability to be reflective and expressive.
- Think Critically - through proactive problem solving, higher order thinking and learning from inquiry.
- Collaborate Intuitively - with high levels of emotional intelligence, operating as skilled communicators, prepared to navigate their journey with empathy and social accountability.
- Be Globally Minded - think independently and are engaged in what matters and who understand social injustices and international influences.
- Be Connected - connected to oneself, others, our Mercy Values and our community.
- Be Academically Inspired - to be lifelong learners, embracing the opportunity to learn whenever it is presented both in education and in life.
- Have True Resilience - show grit, agility and a positive attitude to change, and its impact. To recover forward, along with the ability to rise to any challenges when the need arises.
- Be Culturally Sensitive - to embrace differences, build respectful relationships and be advocates for social acceptance in the Mercy tradition.

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## AUSTRALIAN DEMOCRATIC PRINCIPLES

Australian society is defined, among other aspects, by a belief in elected Government, by a commitment to the rule of law, to equal rights for all before the law and by a belief in freedom of religion, freedom of speech and freedom of association. Our society is also tolerant of a range of religious, political, social and cultural beliefs and values in the context of the fundamental principle of our democracy.

The 'Education and Reform Act 2006' requires all education providers to operate in a manner consistent with this set of Australian democratic principles. In accordance with the Act, Sacred Heart Primary School, Yarrowonga, is committed to delivering programs and teaching in a manner that supports and promotes the principles and practice of Australian democracy. This includes a commitment to the principles of a liberal democracy:

- We believe in an accountable, democratically elected government.
- We respect and observe the rule of law and believe that no person is above the law.
- We believe in equal rights for all before the law.
- We believe in the freedom of religion and the need to practise and tolerance and understanding of others' beliefs.
- We believe in the freedom of speech and freedom of association but also acknowledge that we have the responsibility not to abuse this freedom.
- We believe the values of openness and tolerance and value and respect all members of the school community regardless of background.



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## RELIGIOUS EDUCATION

The Catholic School has its mission within the mission of the Church, which is the faithful transmission of the message of Jesus according to the Catholic tradition.

### **At Sacred Heart, we believe Religious Education is:**

- Primarily the role of parents and the Parish community.
- To develop a sense of community through the celebration of the Mass and Sacraments.
- Presenting to students a way of life based on Gospel values.
- Integrating other areas of learning and aspects of life in the context of faith.
- Leading children to discover God and to be caught up in the wonder and mystery that this involves.
- Helping students to discover and experience ways of speaking with and celebrating God in their lives.
- Developing a sense of worth for self and others.
- Leading students to form Christian attitudes and to develop Christian consciences.
- A growing appreciation of the world as God's creation, an awareness of the needs of others and how to respond in service and love to make this world a better place.
- **Because we believe this we will:**
  - Present Jesus in a real and human way to children.
  - Follow a quality sequential program P - 6 in a two- year cycle.
  - Lead through example in ways of prayer, respect and care for others.
  - Help children realise their knowledge of and relationship with God, Father, Son and Holy Spirit is reflected in interaction with others.
  - Encourage children and lead them to celebrate God in the events of their lives.
  - Support the role of parents in the development of children's faith by our daily RE program.
  - Assist parents in Sacramental preparation and celebration.



## CHILD SAFE SCHOOL

Sacred Heart Primary School, Yarrowonga is a CHILD SAFE SCHOOL. We believe that all children have the right to feel safe and to be safe. This means that we have in place a set of policies and procedures that promote keeping the students in our care as safe as we possibly can.

The key elements of our Child Safe Policy are set out below:

### **Purpose and Rationale**

This policy was written to demonstrate the strong commitment of the whole school community of Sacred Heart Primary School leaders, staff, volunteers, students, their families, to child safety and to provide an outline of the policies and procedures developed to keep everyone safe from harm, including all forms of abuse.

### **Commitment to Child Safety**

All students enrolled, and any child visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

### **Children's Rights to Child Safety**

The staff and volunteers of Sacred Heart Primary School encourage students to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them. We teach students about what they can do if they feel unsafe. We listen to and act on any concerns students, or their parents or carers, raise with us.

### **Recruiting staff and volunteers**

Sacred Heart Primary School will apply the most thorough and rigorous standards in the recruitment and screening of staff and volunteers. We interview and conduct referee checks on all staff and require police checks and Working with Children Checks (WWCC) for all staff and volunteers. All volunteers that have direct contact with children are required to sign our Code of Conduct and have a current WWCC. Our commitment to Child Safety and our screening requirements is included in all advertisements for staff and volunteer positions.

### **Supporting Staff and Volunteers**

Sacred Heart Primary School provides support and supervision to all staff and volunteers, so people feel valued, respected, affirmed in their work and fairly treated. We have a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code. The Principal of Sacred Heart Primary and the Leadership team have been appointed as Child Safety Officers with specific responsibility for responding to any complaints made by staff, volunteers, parents or students in relation to Child Safety.

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## Valuing Diversity and Inclusion

We value and celebrate diversity, especially cultural diversity, and do not tolerate discriminatory practices. To achieve this, we:

- promote the cultural safety, participation and empowerment of Aboriginal students and their families.
- promote the cultural safety, participation and empowerment from culturally and/or linguistically; and
- promote the personal safety, participation and empowerment of students with a disability and diverse backgrounds and their families and make them feel welcome and part of all aspects of school life.

## Risk Management

Risk management is an approach that minimises the potential for child abuse or harm to occur. Our Risk Management Plan outlines and details all aspects of risk across our whole school environment (on-site and off-site school activities) with specific activity risk assessments. In addition to our general Occupational Health and Safety risks, we proactively manage risks of abuse and harm to our students.

## Reporting a Child Safety Concern or Complaint

Our school records any child safety complaints, disclosures or breaches of the Code of Conduct, and stores the records in accordance with security and privacy requirements. The Principal of Sacred Heart Primary and the Leadership team have been appointed as Child Safety Officers with specific responsibility for responding to any complaints made by staff, volunteers, parents or students in relation to Child Safety. The following policies are available on our website.

- [Commitment to Child Safeguarding Statement](#)
- [Child Safeguarding Policy](#)
- [Child Safe Code of Conduct](#)
- [Procedures for Making a Complaint – School Level](#)
- [Strategies to Embed a Culture of Child Safety](#)
- [Mandatory Reporting to Child Protection](#)
- [Managing Your Initial Response to a Child Safety Incident or Concern](#)
- [Child Safeguarding Complaints Management](#)





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## CURRENT STAFFING AND STRUCTURE

### PARISH PRIEST

Fr. Junjun

Principal

Jarrold Mullavey

Deputy Principal

Rebecca Bridgeman

Administration Officers

Heather Keenan, Sharon Powell, Robynne Cope

Learner Diversity leader

Kirsten Leary

Catholic Identity Leader

Meegan McInness

Literacy Leader

Kirsten Leary

Wellbeing Leader

Marly Fountain

### Classrooms

#### Foundation

Jo Seal

Ellie Mestrom

Patrice Goldman and Danielle Lombardi

#### Discovery

##### Year 1

Kristy Hargreaves and Lisa Dishot

Mikaela Newton

Sarah Wollington

##### Year 2

Deanne Frauenfelder

Erica Bolton

Jen Sagaidak



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## **Bridging**

Year 3  
Kellie Cowan and Nikki Connell  
Brianna Schutt  
Monica Brewer and Nikki Connell

Year 4  
Maureen McLarty  
Alison Stacey and Lisa Dishot  
Kirby Hillier and Lisa Dishot

## **Leadership**

Year 5  
Lynne Lawless  
Dean Carroll  
Isobel Connell

Year 6  
Kate Trembath  
Xavier Kennedy  
Alisha O'Dwyer  
Lauren Ross and Lauren O'Shea

## **Specialists**

STEAM  
Mel Whiteley  
Physical Education  
Tim O'Dwyer  
Italian  
Tanya Cardemone  
Performing Arts  
Marly Fountain  
ICT  
Ash Wheaton

## **School support staff**

Lisa Boyer, Katrina Carpenter, Karen Phillips, Kellie Ramsdale, Michelle Barry, Madonna Flanagan, Melanie Kelly, Danni Blick, Emma Sinclair, Olivia Allen, Tegan Powell, Darby Mullins, Jensen Hargreaves.



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## OUR PROFESSIONAL RESPONSIBILITIES TO OUR STUDENTS

- Enrich the children's lives through modelling and teaching in the Catholic tradition, providing a safe environment where genuine relationships are established and nurtured.
- Foster a sense of community with an emphasis on effective relationships.
- Empathise with students – be considerate to everyone.
- Provide a safe, caring and inclusive learning environment.
- Expect, model and teach to high standards in personal and social behaviour as well as academic understandings and skills.
- Be creative, stimulating and innovative and show enjoyment in the teaching and learning process.
- Teach for deeper understanding.
- Provide meaningful pedagogy that meets systemic curriculum expectations.
- Reflect upon and renew professional competencies.
- Celebrate success.

## OUR PROFESSIONAL RESPONSIBILITIES TO OUR SCHOOL PARENTS AND COMMUNITY

- Ensure effective communication at a personal and professional level.
- Engage parents and community actively, in the teaching and learning partnership.
- Provide formal and informal reports and recommendations based on each child's academic, social and emotional progress, whilst being –
  - Understanding
  - Constructive
  - Honest
- Behave and communicate respectfully and professionally with an awareness of each family's circumstances.
- Communicate expectations to families.
- Provide opportunities for parent education.
- Be an active presence in the parish and community.
- Celebrate at sacramental and community levels.



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## MAGNIFY SANDHURST

Magnify Sandhurst is our evidence-informed science of learning school improvement initiative. It focuses on how the brain learns, how literacy is effectively taught, uses a low variance, knowledge-rich curriculum, and the creation of positive classrooms.

We use the latest high impact teaching practices including structuring lessons, explicit teaching, the gradual release of responsibility, multiple exposures and differentiated teaching. Our practice is calm, predictable and repeatable to maximise learning time in all classrooms.

Magnify is deliberately bold and wide-ranging generating whole-of-system improvement. Key elements of Magnify include Catholic Mission and Formation, The Neuroscience of Learning, Leading Improved Literacy Outcomes, Embedding Low Variance, Knowledge-rich Curriculum, Assuring Positive Learning Environments and Instructional Coaching.

Magnify Sandhurst is for every student and every teacher at every Sandhurst Catholic school, every day.





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## ABSENCE & ATTENDANCE

Children are expected to attend school every day that the school is open unless there is a reasonable excuse for absence. Parents are required to explaining their child's absence either by completing a note via the school App stating the reason for their child's absence or telephone the office to advise of a child being absent.

## AFTER SCHOOL CARE PROGRAM/SCHOOL HOLIDAY PROGRAM

The YMCA provides a quality After School Care program from our Mercy Centre on school days from 3.15pm - 6.00pm. Your child and family will benefit from our program because we focus on a range of activities planned by our experienced educators to keep even the most active of minds entertained! Your child will enjoy a nutritious afternoon snack and some of the activities they will be involved in include:

- Sports, ball games and team games.
- Arts and crafts.
- Cooking.
- Creative and expressive arts such as drama, singing and dancing.
- Board games and puzzles.
- Homework time.
- Gardening and recycling.

Our passionate and experienced educators are there to support children and their families and are accredited with Safeguarding Children Training and Working with Children's Checks.

Child Care Subsidies apply.

A range of exciting activities are offered throughout the school holidays in the School Holiday Program.

## ALLERGIES & ILLNESS

Some children's health can be affected by being allergic to products, foods, plants, animal bites or stings. If your child is affected by an allergy, we ask you to record this on your child's enrolment form. Our Anaphylaxis Supervisor will arrange a meeting with the classroom teacher and parents to complete an Anaphylaxis Management Plan to ensure risks are identified and risk minimisation strategies are in place. All students diagnosed with Anaphylaxis will be reviewed annually to ensure our information is current. All staff at Sacred Heart Primary are trained in the management of Anaphylaxis.

## ASSEMBLIES

Whole school assemblies are held every Friday at 2.50pm. The Year Six students lead the assembly. Prayer and the National Anthem begin the assembly with GEM certificates are awarded weekly.

## ASSESSMENT & REPORTING

Teachers will continually observe and assess your child's learning in class. At different times a task or test may be set to gain a clearer idea of how well your child understands what has been taught. These are important feedback strategies for the individual student. In Victoria, NAPLAN is administered by the Victorian Curriculum and Assessment Authority for students in Years 3 and 5. Various opportunities are provided during the year to let you know your child's progress:

- Two written reports are provided to families each year; and
- Two face to face sessions where you can discuss your child's progress.

In addition to this, you can contact the school to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

## BICYCLES

Students riding bicycles to school are the responsibility of parents. The age of children, the distance to be covered and the path to be taken should be considered before a child undertakes this activity. Students must wear approved safety equipment and bicycles must be in a roadworthy condition.

## BREAKFAST PROGRAM

Our Breakfast Program is a fantastic opportunity for students and staff to come together before school and enjoy a piece of toast and a cup of milo and ensures a healthy start to the day. Our program is supported by a dedicated band of volunteers from St Vincent De Paul and runs every Wednesday and Friday from 8.15Am - 8.45am.

## CAMPS AND EXCURSIONS

Camps and excursions are an important part of the school curriculum, in which all children are expected to participate. The School Camps Program provides for an ongoing development in independence and responsibility as each child moves through the primary school. The following programs are currently available:

Foundation	Whole Day Excursions
Discovery Centre	Year 1 & 2 - Whole Day Excursions
Bridging Centre	Year 3 - Whole Day Excursion, Year 4 - 2-night Camp Harrierville
Leadership Centre	Year 5 - 2-night Camp Sovereign Hill Ballarat Year 6 - 2-night Camp Melbourne



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## CHRISTIAN MEDITATION

Christian Meditation is a very simple and ancient tradition of prayer. Each Tuesday and Wednesday our students begin their day with Christian Meditation. We prepare for meditation by sitting on the floor, gently closing our eyes and sitting in stillness and silence.

Mediation begins with the mantra "Maranatha" (meaning "Come, Lord Jesus"), to help focus our attention.

Students sit in stillness and silence for 5 minutes before opening their eyes for reflection. A common theme for reflection is thinking of the things we are thankful for and how we can make someone's day better and often includes a prayer.

*Loving God, you know all our needs and you listen to our prayers. Help us to be people of love and peace in our school community. We make this prayer through Christ our Lord. Amen.*

Our meditation supports students in reducing stress and increasing their sense of well-being and deepens the children's personal relationship with God.

Witnessing 440 students mediate in silence for 5 minutes is truly uplifting.

## CULTURAL DIVERSITY & INCLUSION

**FIRE Carrier Program** - The aim of the FIRE (Friends Igniting Reconciliation through Education) Carrier Project is to promote respect, fairness and inclusion for Aboriginal people. The FIRE Carrier Project promotes enculturation and reconciliation in Sandhurst schools.

FIRE carriers are students and teachers that share a passion for learning about Aboriginal culture and history and are committed to sharing this knowledge and promoting reconciliation within and beyond the school community. To be a FIRE Carrier is to exercise an important leadership role at Sacred Heart Primary Yarrowonga.

**Galnya Garden** - Galnya is a Yorta Yorta word meaning honesty, goodness, happiness and beauty. Our Galnya Garden is a sacred outdoor learning environment where we can gather and celebrate the connectedness of our Aboriginal heritage and our Catholic identity. Since 2010 we have invited local aboriginal elders into the school to share their stories and have conversations with our students.

During these times the students created artwork alongside these elders representing their learnings, conversations and understandings. Painted boards tell the story of connectedness to the local environment and mosaics that tell of the many Dreamtime stories. These are all part of the Galnya garden surrounding the long-necked turtle which is the totem of the local Yorta Yorta tribe in our area.



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## COMMUNITY CONNECTIONS

We foster a strong sense of community and belonging and take pride in our many community connections. Students regularly visit Woods Point Aged Care and Yarrowonga Health Aged Care Facilities where the students enjoy singing songs and reading to the residents. We partner with St Vinnies to provide a breakfast program 2 days per week and enjoy local excursions to Bunnings, Yarrowonga Library, Chinaman's Island, PS Cumberona and the Mulwala Historical Society.

We are very excited to announce we will host Little Athletics from Term 4, 2025. Little Athletics will make Sacred Heart Primary their permanent base with our commitment to maintain and improve our excellent facilities.

Sacred Heart supports the health initiatives of Yarrowonga Health by promoting and participating in Odd Sock Day, Walk to School Day and the Vic Kids Eat Well Program.



*Sacred Heart is a welcoming and respectful Catholic learning community, always faithful, in a Spirit of the Mercy tradition.*



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## CURRICULUM

At Sacred Heart, we pride ourselves in providing a high quality, contemporary learning environment in which all students are challenged and supported to experience ongoing success.

We ensure a personalised approach to our student's learning based on their strengths, challenges, interests, talents and experiences. We use contemporary learning and teaching strategies, which are research informed, and evidence based.

We place a strong focus on the development of literacy and numeracy skills so that students can be inquisitive, problem solvers who are able to discover information independently, be critical and creative thinkers and adaptive to an ever-changing world.

We ensure all areas of learning are taught with guidance from the Victorian Curriculum. The Victorian Curriculum has been adapted from the Australian Curriculum by the Victorian Curriculum and Assessment Authority (VCAA) as a framework for whole school curriculum planning. The Curriculum and Reporting and Assessment Guidelines assist school communities to make decisions about their curriculum programs and inform approaches to teaching, learning and assessment.

The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

More information can be found at <http://victoriancurriculum.vcaa.vic.edu.au/>

## EMERGENCY INFORMATION

Information needed in the case of emergency is kept in the School Office. This information needs to be updated regularly. It is therefore important that any alteration of contact persons, phone numbers or addresses be brought to the attention of our school immediately.

## EARLY LEAVERS AND LATE ARRIVALS

In the event of parents or a carer wishing to collect their child early from school, they will be required to contact the School Office to complete the "Sign in/Sign out" procedure which is recorded electronically. This is a legal requirement of the school so students' location can be tracked between 8.50am – 3.15pm. We implement this protocol in line with our new Child Safe policy and procedures.

## FRUIT BREAK

We encourage children to bring a Fruit Break to school each day. At approximately 10am children have a small snack of fruit.

## FEES AND LEVIES

Non-Government schools do not receive full funding from the State and Federal Government and there has always been the expectation that parents will pay fees and contribute to the cost of operating their school. Fees and levies are set taking into account the budgetary requirements of the school and the needs-based policies of the VCEA.

Payment of school fees is expected in full by the end of the school year unless a 12-month payment plan is in place with regular instalment being made. Instalment options are weekly, fortnightly, monthly, per term or on an annual basis. Our preferred method of payment is via Direct Debit or EFT.

Families who experience significant financial difficulty are encouraged to contact the school for advice, as fee support is available. No child will be denied a Catholic Education due to inability to pay.

## FIRST AID / ACCIDENTS / MEDICATIONS

Our school is equipped with a sick bay. When illness or an accident occurs, parents are notified and when necessary, are asked to take their child home or to a doctor. All Staff maintain current training in First Aid, Asthma, Epilepsy, Anaphylaxis and CPR training. An appropriate number of nominated staff are also trained in Diabetes as the need arises.

Our Medications Policy reflects that of the Sandhurst Diocese and the Department of Education in that we have strict guidelines around the administering of medications. Any parent request for the administration of both prescribed and non-prescribed medications to their child, must be in writing on the Medication Request Form provided by the school. The medication must be in a container labelled by a pharmacist showing the child's name, the name of the drug, the 'use by' date and the dosage and frequency of administration. First Aid staff will maintain a record of all medications administered. Medications are stored in a locked cabinet in the Sickbay.

## HATS

Sacred Heart is a SunSmart school. Children are required to wear their school hat during Terms 1 & 2 and at all other times when the UV factor reaches 3 or above. Sharing of hats is not permitted to minimise Head Lice.

## HEAD LICE

Please check children regularly. Head lice must be treated immediately to reduce the risk of it spreading. If children are identified to carry lice in their hair, parents will be notified to collect them and treat their hair prior to sending them back to school. A guideline for treating head lice is available by visiting the following site at the Victorian Department of Education in reference to Head Lice and the appropriate treatment –

<https://www.health.vic.gov.au/infectious-diseases/head-lice>



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## HOMEWORK

Catholic schools usually advise parents of homework expectations at the beginning of the school year. You can assist your child with his/her work at home in several ways.

Our approach to homework is centred around the development of good reading habits. We suggest that you regularly read to and listen to your child read. Playing games and having 'tables' charts around the home can also embed the learning of times tables as well.

The school understands that some parents wish to do further work with their children, and this can be negotiated with their teacher if this is the case.



## INSURANCE

Catholic Education Sandhurst Ltd has taken out a blanket Student Accident Insurance with Arch Insurance covering our total school enrolment. This policy covers students "whilst at school" only—that is, on the school premises during school hours only and whilst participating in school camps or authorised activities away from school. It does not include travel to or from the school. There is no additional cost to parents as this expense is built into the fee structure.

## INFECTIOUS DISEASES

Our school follows Department of Health regulations regarding Infectious Diseases. If our child has been diagnosed with an infectious disease, please contact the office on 57443339. Exclusion periods and signs and symptoms of infectious disease can be found at: <https://www.health.vic.gov.au/infectious-diseases/disease-information-and-advice>

## LIBRARY

Sacred Heart has a well-stocked library for the use of all students. Students can access the library at recess and lunch times and can borrow books during their weekly class visit to the library. The library has an impressive array of activities including chess, puzzles, board games, Meccano, Lego, and many crafts. Our Librarian Lisa dedicates many hours to special displays for student to enjoy when visiting the library.



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## LOST PROPERTY

Lost property is in each Learning Centre and may be inspected by parents at any time. It is important that all clothing and other items are clearly marked with the child's name. This makes it much easier to identify articles of clothing in the first instance.

## YEAR 1 to 6 - 1:1 iPad PROGRAM

Technology is an increasingly integral means of education in our 'changing world' at Sacred Heart Primary School.

As part of our commitment to empowering every learner to serve and enrich our changing world, the school has implemented a 1:1 iPad Program for all our students in Years 1 and -6.

The 1:1 iPad Program provides every student in the program with an iPad to support them in achieving all educational outcomes in the curriculum.

The Foundation unit has 1 iPad between 2 students.

We support safe digital learning and communicate the expected behaviours for our students when using digital or online spaces.

Sacred Heart Primary has programs in place to educate our students to be safe and responsible users of digital technologies and educate our students about digital issues such as online privacy, intellectual property and copyright.

Our staff supervise and support students using digital technologies, and we provide a filtered internet service, at school, to block inappropriate content.



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## NEWSLETTER

A newsletter is compiled fortnightly and sent home to each family on Wednesdays via email, our school app and Facebook page. Our commitment to becoming more environmentally friendly has led to this approach.

The newsletter is a major communication link between school and home and contains information of coming events and other matters we wish to bring to your attention. Please read the newsletter carefully.

## OCCUPATIONAL HEALTH AND SAFETY

At Sacred Heart we are committed to the safety and wellbeing of all. It is important that our play and learning spaces around the school are safe for all. Parents are asked to report any dangers they may see around the school to the front office.

## PARISH COMMUNITY

Our school could not exist without our Parish. Our Parish Priest, Father Junjun invites and encourages children and parents to be active members of our Parish. The whole school will attend Mass on special feast days such as Sacred Heart Day.

## PUPIL FREE DAYS

All schools can take closure days during the year for staff professional development. At Sacred Heart we generally have one in Terms One, Two and Three and two days in Term Four. The second day in Term Four is required to plan for the following year. Parents will be given advance notice of such days.



## PARENT ENGAGEMENT

Sacred Heart welcomes opportunities to work with you in educating your child. The partnership between parents and school is crucial to ensuring that your child has the best opportunities to enjoy the school experience and to learn effectively. As a parent you can contribute your own knowledge and skills at all levels, to assist your child's learning, to support the school's goals and to promote the principles of Catholic Education.

Parents are involved in a wide number of activities in the school. Grandparents are also a very important part of our school community. There are several ways for you to participate in school life, and we urge you to react to notices sent home and join in and make it our school, not the school. We hope you will become as proud of our school as we are.

## PARENTS AND FRIENDS and SCHOOL ADVISORY BOARD

The Friends of Sacred Heart is a vital organisation in the life of Sacred Heart, offering an opportunity for parents to gather and become involved in the life of the school. Our Friends of Sacred Heart provides support for the school in areas such as social functions for the school community, fundraising for needs in the school and voluntary support for educational programs. We invite and encourage all parents to become involved.

Our school board is advisory and provides advice in areas such as school improvement and the development of the schools Master Plan.

## RUNNING CLUB

Our school provides students with the opportunity to attend Running Club each Friday morning from 8am. Staff lead students through a range of physical activities designed to improve running abilities and increase overall fitness. All students are welcome to attend Running Club, as are parents.



## SCHOOL TIMETABLE

Session 1 8.50 – 10.50am

Recess 11.00 – 11.10am (Eating time) 11.10 - 11:40am (Playing time)

Session 2 11.40 – 1.30pm

Lunch 1.30 – 1.40pm (Eating time) 1.40 – 2.10pm (Playing time)

Session 3 2.10 – 3.15pm

## TERM DATES

**Term 1** 28th January - 4th April

**Term 2** 22nd April - 4th July

**Term 3** 21st July - 19th September

**Term 4** 6th October - 19th December

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## STUDENT WELLBEING

At Sacred Heart Primary we believe in the value and dignity of each person as a uniquely gifted individual who has the right to feel safe and secure, nurtured and supported at school.

The school has a Wellbeing Co-ordinator who works with staff, children and their families to implement programs and coordinate assistance in areas of need and concerns such as behaviour, social and/or emotional development.

The coordinator's role is to support and empower members of the school staff in dealing with specific students and their needs.

The aim is to establish supportive relationships between families, teachers and students whilst providing a positive school environment.

The co-ordinator also liaises with support services such as St Vinnies, Child Protection agencies and other welfare services to assist families and our students.

Programs offered to support the wellbeing of our students include:

### Buddy Program

- Transition programs
- Buddy Program
- Lunchtime Clubs/Alternative Play
- Seasons for Growth
- Life Relationships
- PBIS



### ➤ Positive Behaviour Intervention & Support (PBIS)

Our school values to which we all aspire are:

'Being Safe, Respectful and Being our Best'.

As we are a PBIS school, these values are the basis of our behaviour expectations and assist our children to make positive decisions.

Our teachers focus on our expectations in all our settings at Sacred Heart, with a big focus on using our manners, valuing all members of our school community, caring for our property and listening to others when they are speaking.

Throughout the year we will give you some hints on how you can support us at home to remind your children how they can meet our expectations by following our values.



# Always Faithful



*We believe that every child has the right to feel safe and to be safe*

## > Alternative Play

To ensure every child can achieve success during recess and lunch, we offer an Alternative Play program. This includes, library, board games, drawing and mindful colouring, chess club, umpired sporting games and more.

Alternative Play aims to enable students to interact and play constructively with others and to establish friendships with peers.

It is an opportunity for students to learn how to recognise and regulate emotions, develop empathy for others and understand relationships. It is also an opportunity for our PBIS Leaders to work effectively in teams and develop leadership skills and handle challenging situations constructively.



## SCHOOL BUS

The school is serviced by PTV country buses. All children travelling on buses are dropped off and picked up in the bus zone at the basketball court area. There are always two teachers on duty after school, to supervise this exit.

Should a young child be travelling home this way, we will pair them up with a 'buddy' until they are confident.

## SCHOOL CROSSING

All children are expected to use the school crossing when crossing Woods Road. A teacher on duty is assigned to assist students/families after school.

# Always Faithful



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## SPECIALIST PROGRAMS

Are designed to allow greater diversity in the learning and teaching curriculum. The specialist subjects include STEAM, Physical Education, Italian and Performing Arts.

Sacred Heart also operates several clubs that the children are involved in. Students are encouraged to take part in Chess, Alternative Play, Mosaics or Enviro activities during recess and lunch times.

### ➤ PERFORMING ARTS

Our Performing Arts program offers all students a creative and inclusive opportunity to explore Music, Dance, and Drama in line with the Victorian Curriculum. Through engaging, hands-on activities, students develop creativity, confidence, collaboration, and critical thinking skills.

The learning program encourages self-expression and artistic exploration, while also fostering an appreciation of different cultures and performance styles. Aligned with curriculum standards, students will progress through structured learning experiences that build technical and expressive skills across all year levels.

Students will have the opportunity to participate in performances, showcases, class presentations, and a school choir, providing them with meaningful ways to share their learning and celebrate their achievements with both the school and wider community.



### ➤ ITALIAN

In Italian, students develop their language skills through a variety of engaging and interactive experiences. Lessons include opportunities for listening, speaking, reading, and writing in meaningful contexts. Students participate in role plays, songs, dances, games, and storytelling to practise vocabulary and sentence structures in fun and memorable ways. Learning is hands-on and active, allowing students to explore Italian language and culture through everyday conversations, expressive activities, and creative play. These experiences help build confidence and foster a love for learning another language being Italian.



# Always Faithful



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## ➤ PHYSICAL EDUCATION

Our Physical Education (PE) program aims to develop students' movement skills, knowledge, and confidence to participate in various physical activities. It also focuses on personal and social skills through interaction and encourages lifelong physical activity and positive health outcomes.

- Development of Movement Skills like running, jumping, throwing, catching, and balancing, which form the basis for various physical activities.
- Promoting Confidence and Competence in their ability to participate in physical activities.
- Focus on Health and Wellbeing promoting healthy habits, understanding of nutrition, and the importance of physical activity for overall wellbeing
- Development of important life skills like teamwork, communication, problem-solving, and leadership.
- A well-rounded PE program will offer a variety of physical activities, including sports, games, dance, and outdoor adventures, catering to different interests and abilities.



Our PE program offers students the opportunity to represent Sacred Heart at Division, Region and State levels of School Sport Victoria (SSV) events like Athletics, Swimming, Cross Country, Basketball, Football, Netball, Tennis. Our senior students enjoy annual competitions against other local school by participating in the Lightning Premiership and Winter Sports Day each year.

We currently have 9 staff that are trained Teachers of Swimming and Water Safety to ensure our 4-week Water Familiarisation Program is delivered to all students by expert staff in line with the Victorian Curriculum. Mr O'Dwyer also runs a Bike Education program for Year 5- 6 students.



# Always Faithful

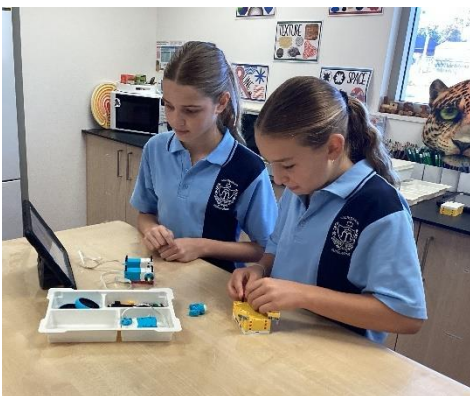


*We believe that every child has the right to feel safe and to be safe*

## ➤ STEAM - Science, Technology, Engineering, The Arts and Mathematics

Sacred Heart provides opportunities for students to engage in hands on activities where students can design, build and test their ideas, while also learning to collaborate and present their findings. Our STEAM program fosters critical thinking, problem solving, and creative expression, preparing students for future challenges.

- Robotics Program- Cubetto, Indi Robotics, SPIKE Education Lego, Sphero
- Science- Makey Makey electrical circuits, curriculum aligned experiments, diagram animations, greenscreen supported documentaries.
- The Arts- The elements of art mixed media projects, sculpture, puppetry.
- Engineering - building bridges, towers, shelters, simple machines and instruments



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## SUPERVISION

Children are supervised by teachers from 8.30 am until 3.30 p.m. Teachers are rostered for yard duty before school, at recess and lunchtime, and after school. Children are not to arrive at school prior to 8:30 am unless attending Breakfast Club (Wednesday & Friday) or Running Club (Friday). If children have not been picked up by 3.30pm, they will be taken to the Administration Area. During extreme heat and wet weather periods, children are supervised in their classrooms/and or air-conditioned rooms at recess and lunch times.

## SWIMMING

All children take part in a swimming and/or Water Safety Program annually facilitated by qualified Austswim instructors at the Yarrowonga Outdoor Pool.



## UNIFORMS

Children are expected to always wear our school uniform. Uniforms are purchased at Judds Mensland Yarrowonga.

## VISITORS & CONTRACTORS

Everyone who visits the school is required to sign into the school via the iPad at the front office and wear the printed label whilst in the school.



## OUR PARISH PRAYER

God our Father, bless our Parish of the Sacred Heart, so that we may love you more.

Help our parents to give a good example to their children, and our youth to grow in strength as good Christians. Encircle our families with your loving care. To the sick grant health, to the aged bring serenity, and to those in sorrow, joy. May each parishioner grow stronger in faith and may our love for one another become deeper in our daily living.

We make our prayer through Christ our Lord.

Amen.