



SACRED HEART CATHOLIC SCHOOL PYMBLE



PARENT HANDBOOK

Sacred Heart Catholic School
1 Bobbin Head Road
Pymble NSW 2073
Tel: 9440 8056
Email: shp@dbb.catholic.edu.au
Website: www.shpdbb.catholic.edu.au

SHP STAFF 2019

Principal	Mary Hor	
Assistant Principal	Kelly Clouston	
Religious Education Co-ordinator	Liana Stella	
Class Teachers Kindergarten	Doug Hickey Felicity Noonan	KH KN
Class Teachers Year 1	Liana Stella Jo Benson	1S 1S Th
Class Teachers Year 1/2	Louise Jongejan	1/2J
Class Teachers Year 2	Jo Alexander	2A
Class Teacher Year 3	Simone Huttary	3H
Class Teacher Year 3/4	Laura Munce Suzanne Simpkins	3/4MS M,T,W 3/4MS W,T,F
Class Teacher Year 4	Leanne Grouse	4G
Class Teacher Year 5	Lara Bliss	5B
Class Teachers Year 6	Sandra McBride Kimberly Tyson Kelly Clouston Jenny Ryan	6MT M,T,W 6MT T,F 6C 6C T,F
Library / Integrated Learning	Janet Doyle	T,W,T
Learning Support Teacher	Alicia Warburton	T,W
Teacher Assistant	Pauline Toohey Jenny Powell	M,T,W,T W,T,F
Sport Teacher	Lucy Middleton	T,W
Music Teacher	Jodie Winton	T,W
Senior Administration Officer Admin Officer	Jodie Devitt Liz Chan	M,T,T,F
Canteen Supervisor	Debbie Behn	W,F
Uniform Shop Co-ordinator	Sonja Paterson	Tu
Large Class Release	Debbie Behn Belinda Smallwood Linda McKey	T,T T,F M,T,F

TERM DATES 2019

Tuesday 29 January:	Staff Development Day
Wednesday 30 January:	Year 1-6 MAI Assessments Kindy Best Start Assessments
Thursday 31 January:	Year 1-6 MAI Assessments Kindy Best Start Assessments
Friday 1 February:	Year 1-6 return Kindy Best Start Assessments
Monday 4 February:	Kindy Start Day
Fri 12 April:	Last Day Term 1
Easter:	Good Friday – 18 April Easter Monday – 21 April
Mon 29 April:	First Day Term 2
Fri 5 July:	Last Day Term 2
Mon 22 July:	First Day Term 3
Fri 27 September:	Last Day Term 3
Mon 14 October:	First Day Term 4
Fri 20 December:	Last Day Term 4

**This is a guide only. Please check the school calendar on the website regularly for updates.
Staff Development Days to be advised**

ABSENCES

General

If your child is absent from school please telephone the office on 9440 8056 or email the school on shp@dbb.catholic.edu.au. If you do call or email it is not necessary for you to complete an 'Absence from School' form.

Extended Leave

If you intend to travel outside of school holidays for 10 or more school days, an 'Application for Exemption from School' form must be completed. This form must be handed to the office with a copy of your itinerary or e-ticket prior to the leave being taken.

Late Arrivals or Early Departures

Students arriving after the 8.45am morning bell are "late arrivals" and both parent & student must come to the office to complete a 'Partial Absence – Late Arrival Form'.

Students leaving early during the school day for any reason need a parent to come to the office and complete a 'Partial Absence – Early Departure Form.' The office staff will call your child's class and have them sent to the office. If your child is returning to school please come to the office to sign them back in.

APP

Sacred Heart has an App. This is used as our main form of communication. Please download from the App Store to get the latest updates.

IOS:

<https://itunes.apple.com/us/app/sh-catholic-primary-pymble/id1295536269?ls=1&mt=8>

Google Play:

https://play.google.com/store/apps/details?id=com.sacred_heart_pymble_app

BELL TIMES

8.20am	Morning playground duty commences (no bell)
8.45am	Children line up in class lines – morning assembly
10.45am	Recess begins
11.10am	Wash bell
11.15am	End of Recess
12.45pm	Lunch begins - children sit under shade area to eat lunch
1.00pm	Children go to playground areas
1.25pm	Wash bell
1.30pm	Children assemble in quadrangle in class lines
3.00pm	End of school day

CAN WE CONTACT YOU?

It is important you update the office immediately if you have any change of circumstances or contact information, particularly phone numbers and email.

COMMUNICATION

All emails to the school should be directed to shp@dbb.catholic.edu.au as this ensures they will be received and addressed to the correct recipient. Best practice is to email all teacher correspondence to the school email above which will ensure, in the teacher's absence, the matter is dealt with promptly.

CANTEEN

The canteen is open on Wednesdays and Fridays for recess and lunch. All orders are placed and paid for via the Qkr Payment App. Please refer to separate flyer for details on how to register. Counter sales for snacks are also available.

If you would like to volunteer to help in the canteen please email the school office.

CHILD PROTECTION

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

COMPLAINTS

We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you or your child has a complaint about a student other than your own child you should raise it with your child's class teacher.
- If you or your child has a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the principal.
- If you or your child has a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Child Protection).

COMMUNICATION WITH THE PRINCIPAL AND TEACHERS

The Principal and our school staff are available to discuss any issues with you at a mutually suitable time.

Appointments can be arranged through the school office.

Teachers are not available for meetings or phone calls during face to face classroom teaching time.

EXCURSIONS & PERMISSION SLIPS

Please ensure you sign and return your excursion permission slips by the required date, these are distributed in either hardcopy or online. Children are **not** permitted to go on excursions unless the parent has completed and submitted the necessary forms.

FRIENDSHIP LISTS

Class parents will be in contact with you at the beginning of each year regarding creating a friendship list for your child's class. It is not compulsory to provide any information. You can provide what you are comfortable to share to help families in your child's class stay in touch. A list will then be distributed to all families who wish to be included. The list is not to be used for any other purposes (marketing, etc). The school will email families regarding school and class events, plus all information for upcoming events is available on our website.

GOING HOME TRAVEL ARRANGEMENTS

There are a few different ways for the children to go home. They can:

- **Pick up** - the children can be collected from the quadrangle.
- **Drive through** – contact the office for the procedures for drive through and to order a laminated family sign to place in your car.
- **Bus** – go online to <https://www.opal.com.au/en/about-opal/opal-for-school-students/> to complete an application form. Transport NSW will then send it to us for endorsement. The Opal Card will be mailed to your home address.

Please make sure your child's teacher or the office knows what the normal going home arrangements are for your child. Any variations to the normal arrangement must be notified to your teacher either by an email or phone call to the office, before lunch.

If you want your child to go home with another child/parent you need to let the school know. No child may go home with anyone other than the normal “pick up” person without prior permission from the parent.

On the rare occasion that pick up arrangements change during the day please advise the office if possible before 2.20pm so the student can be notified prior to dismissal.

LABELLING OF BELONGINGS

All clothing and belongings are to be labeled clearly with your child’s name to ensure it can be returned to the student.

MEDICATION

The office staff cannot dispense any medications without the written consent from the prescribing doctor and parent.

The procedure for the dispensing of medication is as follows:

- If your child needs medication (prescription or over the counter) at school a “Request to Administer Medication at School” form can be downloaded from our website, completed, signed and handed to the office with the medication **in its original packaging**.
- The medication will be kept in the office, refrigerated if necessary, and will be administered to your child at the required time.
- Any unused medication **must be** collected by the parents at the end of the day.

NEWSLETTER

The school newsletter is emailed to families each Wednesday or accessed on our website and app.

NOTES TO THE CLASS

If you wish to distribute a note to the children in your class (e.g. Class Parent Notes) it needs to be approved by the Principal and will be distributed by the office staff.

OFFICE

The School Office is open from 8.15am to 4.00pm, Monday to Friday (term time only). All current handouts, newsletters, event dates and information are available on our website – www.shpdbb.catholic.edu.au.

Please check the website or app before calling the office.

OUT OF SCHOOL HOURS CARE (OSHC)

Before and after school care is run by Catholic Care on the school grounds. It is open before school from 7.00am and after school until 6.00pm, plus vacation care during school holidays. For enrolment forms and fee information please contact the centre director, Phoebe on 0427 013 778.

PARENT HELPERS / VOLUNTEERS / VISITORS

The participation, involvement and help of parents, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions.

It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign in at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current requirements are for the working with children check
- not engage in any inappropriate behaviour towards children. In particular although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated (see Child Protection).

SCHOOL FEES

All school fees are due and payable by the due date. They are billed at the beginning of the year either in standard billing periods (Term 1, Term 2 and Term 3), monthly, fortnightly or weekly.

If you have any concerns or difficulties with paying your school fees please contact Jodie in the office to discuss prior to your account becoming overdue. Once overdue it will be sent to the Catholic Schools Office for follow up.

UNIFORM SHOP

The uniform shop is open on Tuesday mornings from 8.30am to 10.00am to purchase any uniform requirements. You can view the price list on our website. All orders can be paid by Credit or Debit card on the day. Alternatively orders can be placed online and paid for via the Qkr Payment App. Please refer to flyer for details on how to register. Your order will be sent home with your child.

Please note our returns policy – items can be exchanged for another size as long as items have tags on. There is no exchange or refund on change of mind.

WEBSITE

For all current school information please refer to our website www.shpdbb.catholic.edu.au



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