



# 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](mailto:shp@dbb.catholic.edu.au)  
Website: [www.shpdbb.catholic.edu.au](http://www.shpdbb.catholic.edu.au)

# SHP STAFF 2021

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Principal	Mary Hor	
Assistant Principal	Kerry Paxton	
Religious Education Co-ordinator	Liana Stella	
Class Teachers Kindergarten	Doug Hickey Leanne Grouse	K Maroon K White
Class Teachers Year 1	Jo Alexander Suzanne Simpkins Kimberley Tyson	1 Maroon 1 White 1 White
Class Teachers Year 2	Elizabeth Morgan Simone Huttary	2 Maroon 2 White
Class Teacher Year 3	Louise Florance	3 Maroon
Class Teacher Year 3/4	Andre Anderson	3/4 White
Class Teacher Year 4	Louise Jongejan	4 Maroon
Class Teacher Year 5	Liana Stella Suzanne Nash Kerry Paxton Jenny Ryan	5 Maroon 5 Maroon 5 White 5 White (1.5 days)
Class Teachers Year 6	Tim Herbert	6 Maroon
The Literacy Centre	Laura Munce	(Tues/Wed/Thu)
Learning Support Teacher	Jo Benson Felicity Noonan	(Tues/Wed am) (Thurs/Fri)
Teacher Assistant	Pauline Toohey Jenny Powell Belinda Smallwood Jo Lawrence	(M/T/W/Th) (Wed/Thurs/Fri) (Mon/Tues/Fri) (Wed/Thurs/Fri)
Sport Teacher	Darren Nosti	(Tues/Wed)
Music Teacher	Melinda Forster	(Tues/Wed)
Senior Administration Officer	Jodie Devitt	
Admin Officer	Kathie Lowe	
Canteen Supervisor	Katherine Mifsud	(Wed/Fri)
Uniform Shop Co-ordinator	Sonja Paterson	(Tues)

## TERM DATES 2021

<b>Wednesday 27 January:</b>	Staff Development Day
<b>Thursday 28 January:</b>	Year 1-6 MAI Assessments Kindy Best Start Assessments
<b>Friday 29 January:</b>	Year 1-6 Return Kindy Best Start Assessments
<b>Monday 1 February:</b>	Kindy's First Day
<b>Thursday 1 April:</b>	Last Day Term 1
<b>Easter:</b>	Good Friday – 10 April Easter Monday – 13 April
<b>Mon 19 April:</b>	First Day Term 2
<b>Thu 24 June:</b>	Last Day Term 2
<b>Fri 25 June:</b>	Staff Development Day
<b>Mon 12 July:</b>	First Day Term 3
<b>Thu 16 September:</b>	Last Day Term 3
<b>Fri 17 September:</b>	Staff Development Day
<b>Mon 5 October:</b>	First Day Term 4
<b>Wednesday 15 December:</b>	Last Day Term 4

**This is a guide only.  
Please check the school calendar  
on the website regularly for updates.**

# **ABSENCES**

## **General**

If your child is absent from school, please enter their leave on the Compass Parent Portal.

## **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. Once a certificate is issued you can enter your child's leave on the Compass Parent Portal.

## **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 enter their arrival or departure at the Compass Kiosk in front reception.

Students leaving early during the school day for any reason need a parent to come to the office, 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 and enter them back in via the kiosk.

If someone other than a parent (e.g. a grandparent, carer etc) drops a student off or picks up early, the office staff will enter their arrival or departure in Compass.

## **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. Please update all changes on the Compass Parent Portal and email the office.

## **COMMUNICATION**

All emails to the school should be directed to [shp@dbb.catholic.edu.au](mailto: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. 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**

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 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 attend 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 students to go home. They are:

- **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.
- **OSHC** – staff from OSHC will collect your child from the quadrangle after school.

Please ensure your child's teacher is aware of what the normal going home arrangements are for your child. Any variations to the normal arrangement must be notified to school either by an email or phone call to the office.

If you would like your child to go home with another parent, please let the school office 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 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 them.

## **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 parent at the end of the day.

## **NEWSLETTER**

The school newsletter is emailed to families fortnightly on a Wednesday or can be accessed on our website.

## **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 8.20am to 4.00pm, Monday to Friday (term time only). All current handouts, newsletters, event dates and information are available on our website –

[www.shpddb.catholic.edu.au](http://www.shpddb.catholic.edu.au).

## **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 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 via the Compass Kiosk, be inducted and get a visitor's badge from the office as per school procedures.

## **SCHOOL FEES**

All school fees are due and payable by the due date. They are billed at the beginning of the year in monthly installments.

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 Broken Bay 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. Orders can also be placed online and paid for via the Qkr Payment App. Your order will be sent home with your child on Tuesdays.

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

## **WEBSITE**

For all current school information please refer to our website [www.shpddb.catholic.edu.au](http://www.shpddb.catholic.edu.au)



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