



# SACRED HEART

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# PYMBLE

## Parent Handbook





ABOUT

# SCHOOL PRAYER

We pray together in community:

Teach us to be people of justice and serve those in need.

Teach us to be people who show love and learn with open minds.

Teach us to be people of mercy and trust in your work.

With the mercy tradition in our hearts, let us live out our motto "to be and not to seem".

Sacred Heart of Jesus, pray for us.

# SCHOOL MOTTO

ESSE NON VIDERI 'TO BE,  
NOT TO SEEM'

Our motto, inspires our community to work together to continually strive for personal excellence. It emphasises the importance of authenticity, integrity, and sincerity in one's words, actions, and relationships.

# OUR VISION

Sacred Heart Pymble is a Catholic Primary School committed to innovative and challenging education, fostering dignity and integrity in the pursuit of individual excellence.

# MISSION

**Faith Development** – We seek to develop our students' knowledge and understanding of the Catholic Faith and to have Jesus as a focus in their lives.

**Curriculum** – We seek to provide a broad – based curriculum and to incorporate current content and practices in all Key Learning Areas. We seek to provide a supportive environment for the development of individual needs.

**Administration** – We seek to achieve open and effective communication between students, parents, staff, Parish, and the wider community. We aim to be a welcoming office prepared to serve the needs of our community.

**Resources** – We seek to provide accessible and effective resources that meet the educational and developmental needs of our students. We aim to have classrooms, the school buildings and school grounds in excellent condition.

**Community** – We seek to nurture an inclusive and supportive network where relationships can be established and valued in an atmosphere of respect and dignity.



# SACRED HEART STAFF 2024

Principal	Kerry Paxton	
Assistant Principal	Mark Bennett	
Religious Education Co-ordinator	Liz Naden	
Class Teacher - Kindergarten	Doug Hickey	K Maroon
Class Teacher - Kindergarten	Lizzie Tubb	K White
Class Teacher – Stage 1	Suzanne Simpkins	1 Maroon (Mon/Tue/Wed)
Class Teacher – Stage 1	Kristine Wadeson	1 Maroon (Thu/Fri)
Class Teacher – Stage 1	Emily Horne	2 Maroon
Class Teacher – Stage 1	Joanne Alexander	2 White
Class Teacher – Stage 2	Simone Huttary	3 Maroon
Class Teacher – Stage 2	Leanne Grouse	3/4 White
Class Teacher – Stage 2	Jade Meyer	4 Maroon
Class Teacher – Stage 3	Eboney Ingham	5/6 Maroon
Class Teacher – Stage 3	Liz Naden	5/6 White
Literacy Centre	Laura Munce	Tue/Wed/Thu
Visual Arts Teacher	Suzanne Nash	Tue/Wed/Thu
Music / Drama Teacher	Melinda Forster	Tue/Wed
Sport Teacher	TBA	
Learner Diversity Teacher	TBA	Mon/Thu/Fri
Learner Diversity Assistant	Belinda Smallwood	Mon/Tue/Fri
Senior Administrative Officer	Michelle Breytenbach	
School Support Officer	Holly Sahlman	
Marketing Officer	Jessica Bauer	
Parent Engagement Coordinator	Annette Leahy	
Canteen Manager	Blythe Scully	
Second Hand Uniform Coordinator	Angela Bracks	(Parent Volunteer)

# 2024 CALENDAR



Term 1	
Tuesday 30 January	Staff Development Day
Wednesday 31 January	Year 1-6 Return
Thursday 1 February	Kindy Best Start Assessments
Friday 2 February	Kindy's First Day
Friday 29 March	Good Friday
Monday 1 April	Easter Monday
Tuesday 2 April	Staff Development Day
Thursday 11 April	Last Day Term 1
Friday 12 April	Staff Development Day
Term 2	
Monday 29 April	Staff Development Day
Tuesday 30 April	First Day Term 2
Thursday 4 July	Last Day Term 2
Friday 5 July	Staff Development Day
Term 3	
Monday 22 July	Staff Development Day
Tuesday 23 July	First Day Term 3
Friday 27 September	Last Day Term 3
Term 4	
Monday 14 October	First Day Term 4
Wednesday 18 December	Last Day Term 4

## IMPORTANT!

These dates are a guide. Please check the school calendar on the website or Compass regularly for updates.

## BELL TIMES

8.20am	Morning playground duty commences (no bell)
8.45am	Students line up in class lines – morning assembly
10.45am	Recess begins - students sit under shade area to eat
11.10am	Wash bell
11.15am	End of Recess
1.15pm	Lunch begins - students sit under shade area to eat
1.30pm	Students go to playground areas
1.55pm	Wash bell
2.00pm	Students assemble in quadrangle in class lines
3.00pm	End of school day



## CONTACT THE FRONT OFFICE

All emails to the school should be directed to [shp@dbb.catholic.edu.au](mailto:shp@dbb.catholic.edu.au) as this ensures that 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. Please save the school reception number in your phone so that our contact information displays if we need to call you during school hours regarding your child.

## SCHOOL CONTACT DETAILS

TELEPHONE: 7256 2142

EMAIL: [SHP@DBB.CATHOLIC.EDU.AU](mailto:SHP@DBB.CATHOLIC.EDU.AU)

WEBSITE: [WWW.SHPDBB.CATHOLIC.EDU.AU](http://WWW.SHPDBB.CATHOLIC.EDU.AU)

ADDRESS: 1 BOBBIN HEAD ROAD PYMBLE NSW 2073

## OFFICE OPENING HOURS

8:20AM - 4:00PM

MONDAY - FRIDAY

(DURING SCHOOL TERMS)

## 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 and we ask that you avoid 'catching teachers on the run' as they have a duty of care to supervise students during our morning and afternoon procedures.

## CAN WE CONTACT YOU?

It is important that 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.

Note that communication received during non-term time will be responded to as soon as possible after the recommencement of the school term, except in extreme or emergency situations.



# COMMUNICATION PLATFORMS

## NEWSLETTER

The school newsletter is shared via Compass, fortnightly on a Wednesday, and can also be accessed on our website.

## SCHOOL WEBSITE

All newsletters, dates, and school information are available on our website:

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

## COMPASS

School communication, such as newsletters, permission slips, and important updates are sent out on the Compass Education App.

Parents can assess the school calendar, enter explanations for absences and monitor attendance on the app.

# RESPONDING TO CONCERNS

We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible following the below pathways:

- If you have a concern or complaint about a student other than your own child, you should raise it with the class teacher.
- If your child has a concern or complaint about another student, they should raise the issue with the relevant teacher or the Assistant Principal.
- If you or your child have a concern or complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the Assistant Principal.
- If you or your child have a complaint about the inappropriate behaviour of an adult towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained.



# LATE ARRIVALS OR EARLY DEPARTURES

Students arriving after the 8.45am morning bell are "late arrivals" and both parent and 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.

It is important to check the Attendance Code display above the kiosk to select the correct reason for any partial absences. Note that 'Travel' and 'Pressing Domestic Necessity' are commonly misused and are not generally suitable for a late arrival. If you are not sure of the correct reason, please check with the office staff.

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

## ABSENCE FROM SCHOOL

### GENERAL ABSENCE

If your child is absent from school for a full day, 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.



## GOING HOME TRAVEL ARRANGEMENTS

There are a few different ways for students to go home, including:

**Pick up** - students 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** - Visit the NSW Opal website to apply for free public transport. Complete the online 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.

Parents and Carers are requested to follow the guidelines for your preferred arrangement as set out in the *SHP Road Safety Management Plan - Site Specific Procedures*, found on the school website and sent home at the beginning of each year via Compass.

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 the school either by 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.

## 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 or email [oshc.pymble@catholiccareddb.org.au](mailto:oshc.pymble@catholiccareddb.org.au).





# SAFEGUARDING

Each school forms part of the Diocesan Safeguarding Structure and underpins the Diocesan Safeguarding Commitment to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

We believe it is the responsibility of all to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular, the school will strive to:

1. Utilise best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the *National Catholic Safeguarding Standards* and *NSW Child Safe Standards*.
2. Maintain professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Follow an established process to address concerns or complaints of inappropriate behaviour towards children or young people. This upholds our legal obligation under the *Children's Guardian Act 2019*.
4. Ensure that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under *Child Protection (Working with Children) Act 2012*.
5. Promote the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the *NSW Children and Young Person (care and protection) Act 1998*.

See also Appendix 1: SAFEGUARDING INFORMATION



# SCHOOL FEES

School fees are billed annually at the beginning of Term 1 by CSBB and are due in 10 monthly instalments. The first instalment is due 21st of February and the last payment being November. School fees may be paid more frequently (annually, fortnightly, or weekly), however the monthly instalment amount is to be paid by the 21st of the month. The preferred method of payment for fees is BPAY.

For those experiencing financial hardship, we offer several fee support options to assist you. Please reach out to the School Fees Liaison Team via email ([schoolfees@dbb.org.au](mailto:schoolfees@dbb.org.au)) or phone 7256 2888.

## UNIFORM

School uniforms are available for purchase via our supplier, Noone. Purchases can be made online via their website: <https://www.noone.com.au/school/sacred-heart-catholic-primary-school> or in store at Suite 1, Ground Floor, 328 High St, Chatswood.

Items ordered online prior to Monday 3pm will be delivered to school the following Tuesday and sent home with the student.

### SECOND HAND UNIFORMS

Our secondhand uniform shop is very kindly operated by a parent volunteer and is usually open on Friday after school during term time. Donations of clean, good quality uniform and bags are always appreciated. Please contact the office if you require further information.

## LABELLING OF BELONGINGS

All clothing and belongings are to be labeled clearly with your child's name. This includes items of secondhand clothing that may have the name of a student that no longer attends the school. Correct labelling ensures that items are promptly returned.



## 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 prior to 8am on the day of the order. Counter sales for snacks are also available.

If you would like to volunteer to help in the canteen, sign up via the requests sent on Compass and in the school newsletter each term.

## 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 sharing 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 via Compass.

## 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. Students are **not** permitted to attend excursions unless the parent has completed and submitted the necessary forms.

## NOTES TO THE CLASS

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



# 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.
- No student is to store medication in their bag or self-administer without the supervision of office staff.

Parents are required to provide medical information upon enrolling at the school. All students with asthma or a known allergy/anaphylaxis require a current Action Plan completed by their doctor and updated annually. It is the responsibility of the parent to notify the school that their child is at risk of an anaphylactic reaction. This notification should occur either at the time of enrolment, or if the student is already enrolled, as soon after diagnosis as possible.

It is the role of the parent to:

- Provide the school with an action plan for anaphylaxis.
- Provide the school with an EpiPen and/or required medication which will be kept in the school's first aid room.
- Update the 'action plan' on an annual basis (or as advised by the Doctor)
- Ensure that all medication/the EpiPen is replaced before expiry.



# PARENT HELPERS / VOLUNTEERS AND CONTRACTORS

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. We recognise that parents and carers are the primary educators for their children and we strive to uphold NSW Child Safe Standard 3: families and communities are informed and involved and National Catholic Safeguarding Standard 3: partnering with families, carers and communities.

All volunteers and contractors who represent CSBB fall under our code of conduct, may be subject to child protection legislation and may require a WWCC. This means all volunteers must:

- Sign on at the front office, receive an induction pack and get a visitors' badge from the office as per school procedure.
- Complete the CSBB Contractor and Volunteer Engagement form
- Follow our commitment to Safeguarding and not engage in any inappropriate behaviour towards any children. Although volunteers are technically not employed by the school, they are considered to be 'employees' under the Children's Guardian Act 2019 and need to be aware that complaints about inappropriate behaviour towards a child or young person is subject to investigation.
- Report any concerns about child safety to the Principal.

It is expected that teachers and volunteers have a prearranged time for help and do not just 'drop in'. Volunteers are not to take responsibility for an entire class or to be left in a classroom by themselves with students. They should receive appropriate induction regarding what is expected of them in their management of students. No volunteer is permitted to chastise any student they are working with. Any problems are to be referred to the teacher or the principal.

See also Appendix 2: WORKING WITH CHILDREN CHECKS



SACRED HEART

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## **SAFEGUARDING INFORMATION**

We are committed to providing safe communities for students at our school to grow and learn as outlined in our [Diocesan Commitment to Safeguarding](#). We recognise the rights of children as outlined in the [Diocesan Framework on the Rights of the Child](#) and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

All staff are expected to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

The [NSW Child Safe Standards \(NSWCSS\)](#) [National Catholic Safeguarding Standards \(NCSS\)](#) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to safeguarding.

### **Responding to Risk of Significant Harm**

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline) on 132 111. School staff and Principals are supported by CSBB Safeguarding Office as required and all records are stored confidentially.

We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

If you have concerns about a child or young person who you consider may be at risk, we encourage you to discuss your concerns with the Principal as soon as possible and maintain confidentiality.

## **WORKING WITH CHILDREN CHECKS**

Working With Children Checks are required by staff, and certain volunteers and contractors in our school.

The purpose of the check is to exclude people from working with children and young people who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment.

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation.

CSBB Safeguarding Office supports our school to fulfil obligations under Child Protection (Working With Children) Act 2012. Further information on the Working With Children Check can be found on the website for the [Office of the Children's Guardian](#). Further information can be found in the [SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: WORKING WITH CHILDREN CHECK \(January 2021\)](#).