

Sacred Heart Primary School



Journey everyday with Jesus in our hearts



Phone: 46343436 Fax: 46345571

Email: sacredheart@twb.catholic.edu.au

Website: www.sacredhearttwb.catholic.edu.au

Welcome from the Principal:

On behalf of the staff, parents and children of Sacred Heart School, I welcome you and extend a sincere invitation for you to be an active participant in our school community. I trust the relationships which will develop will be rewarding, life-giving and faith nurturing for you and your children. New parents are invited to visit the school, to view the facilities and speak with staff regarding any queries you may have.

Mr Chris Rosentreter

Principal

B Ed (Primary) M Ed Leadership M Ed (Curriculum & Pedagogy), MACEL MANZELA

Vision Statement

Sacred Heart Primary School is a Catholic School that provides quality education. We strive to journey everyday with Jesus in our hearts.

Mission Statement

The education offered at Sacred Heart aims to develop the knowledge, beliefs and practices of the Catholic faith; reflecting at all times on our vision to “Journey everyday with Jesus in our hearts”. The common goal shared between school and home is to support each child’s development:

- **Spiritually**
- **Physically**
- **Intellectually**
- **Socially**
- **Emotionally**
- **Morally**

We endeavour to facilitate each child’s journey towards their potential through quality learning and teaching practices.

Our school aims to be a living faith community and together with the parish priest, parents and other community members, the staff strive:

- To value the importance of Sacred Scripture, the Eucharist and the Sacraments;**
- To guide the children to a meaningful prayer life;**
- To ensure that the Gospel message influences all aspects of the curriculum;**
- To reach out to those in need locally, nationally and globally; and**
- To foster respect for diversity and inclusivity.**

A HISTORY OF SACRED HEART SCHOOL:

Sacred Heart School opened in 1968 with an enrolment of 22 children. School was conducted in a wooden building donated by the Sisters of the Sacred Heart. The first of the three new school buildings was opened in 1977 and the last one, the upper Primary was opened in 1985. Mrs Lincoln was the first Principal. Phil Cash succeeded her in 1979. Ron Rosentreter became the principal in 1986 and remained until 2005. Mrs Loretta McGill was Principal from 2006 to 2010. The current Principal is Mr Chris Rosentreter.

Enrolment applications must be accompanied by:

- * Copy of Birth Certificate;
- * Copy of latest School Report (if applicable);
- * Copy of any applicable court orders (eg. legal custody and/or access)
- * Copy of immunisation records.

ENROLMENT PROCESS:

Once a completed 'Application for Enrolment' has been submitted (along with all required supporting documents) an interview time will be arranged. After your interview with the Principal, you will be notified in writing of the outcome of the application.

SCHOOL ENVIRONMENT:

Sacred Heart is a well established school on 4.7 hectares located on the North West side of Toowoomba. The school community consists of approximately 230 children from Prep to Year Six. Our classrooms are all equipped with data projectors and interactive whiteboards. The outdoor activities of the younger children are catered for with large grassed playing areas, cement areas marked for games, fully shaded sandpits, and several colourful playgrounds covered by shade cloth and supported by soft fall.

Sacred Heart has a magnificent multi-purpose hall with full sized basketball, netball and tennis facilities. The school grounds are quite extensive and include an outdoors Multi-Purpose Court for tennis, basketball, netball and volleyball; an oval for football and cricket; and two cricket nets (synthetic turf).

CAR PARKS:

There are two car parks at Sacred Heart. Car park 1 (Cnr Tor and North Sts) is to be used by visitors to the Church, Parish Hall, Presbytery, Prep parents and disabled parking. It is not for parents of primary school children. Car park 2 (North St) is to be used by teachers and primary school parents. This car park has a drop/pick up zone which keeps the traffic flowing quickly and easily. When exiting this car park please note it is a left turn only. We ask everyone adhere to the line marking of this area.

There are two pick up points in the school where supervision is provided until 3.15pm each day: in front of the administration building (Tor Street) and the top car park (North Street). Children waiting at the top car park are to wait with the teacher under the shelter at the southern end of the car park. Children are not to walk through the car park unless accompanied by an adult or directed by a teacher. Students are not to wait for parents in the church car park as there is no supervision in this area. Designated parking areas are also provided in Tor, North, Prosser, Fitzpatrick and Risson Streets. All car park users are asked to understand the necessity to drive carefully, be co-operative, be conscious of safety, think of others and be courteous. There is also parking directly in front of the school in Tor Street, however, it is only 5 minute parking.

CROSSING SUPERVISORS:

The school is serviced by 2 supervised crossings in Tor & North Streets. All parents are required to ensure that the children use these crossings when walking to and from school. The roundabout on Tor and North Streets should NOT be used to cross streets. This is a busy intersection and a very dangerous place to cross.

A COMMUNITY OF FAITH:

Sacred Heart School is a Faith Community. We offer a Christian Education within a specific valued tradition, the Catholic Faith. Catholic Education recognises and respects the human dignity of each child. Our school is a place where God is named and recognised. As a part of their Education in Faith, the children attend mass regularly and may opt to receive the Sacraments of Reconciliation, Confirmation and First Eucharist within Parish Guidelines. The school values its task of pastorally catering for all within its care. This primarily means that the school is concerned for each individual in terms of personal, academic, social and spiritual growth.

PARISH/FAMILY/SCHOOL:

Ideally these three environments are as one in promoting overall faith growth of the child. Although there are few clear lines of demarcation with regard to the respective roles of family, school, parish, there is a specific focus for each.

- In Family - The children learn to live their faith
- In School - The children learn to know their faith
- In Parish - The children learn to celebrate their faith

MASSES & ASSEMBLIES:

Each Thursday designated classes attend Mass at Sacred Heart Church at 8.45am. Each week an individual class prepares and participates in the Mass.

At 11:15am each Friday the whole school gathers for Assembly. At the beginning of the assembly an individual class presents a small presentation for the whole school. At assembly awards are presented, achievements and birthdays acknowledged and general notices given. Parents are very welcome at both Mass and Assembly.

PASTORAL CARE:

The growth of each student is fostered through love, tolerance, and commitment to forgiveness and reconciliation. A concern for the uniqueness of each student is evident through the practice of pastoral care and the development of the curricula. Teachers and support personnel work together to ensure each child reaches his/her full potential.

COUNSELLOR:

The school counsellor is employed by the Toowoomba Catholic Education Office and is a qualified educational psychologist. The counsellor investigates the individual needs of children and assists teachers to meet these needs both by means of classroom activities and support services available outside the school when appropriate. The counsellor visits the school on a regular basis.

PARENT INVOLVEMENT:

All parents are invited to be involved in their child/children's education at Sacred Heart. Volunteers are always welcome at our school. We ask that all volunteers read the school's Volunteer Code of Conduct and sign the volunteer declaration form. Both of these documents are available from the office.

Parents are encouraged to discuss any aspect of their child's education with their child's teacher at any mutually convenient time. Appointments should be made through the school office.

ASSESSMENT AND REPORTING:

Continuous assessment procedures are used to monitor children's progress throughout the year. Records of children's progress are maintained in the form of individual profiles containing records of parent/teacher interviews, anecdotal comments and other records where appropriate.

Reporting of a child's progress may include:

- * "Getting to know you" interviews at the start of the year;
- * Comprehensive interviews at the end of Semester 1;
- * Comprehensive written reports sent home at the end of Semester 1 & 2;
- * Interview as requested (by either teacher or parent) in Semester 2.

NEWSLETTER:

The newsletter is produced fortnightly and is emailed to parents on a Wednesday. Keep up-to-date with all the happenings, projects and plans that constitute the "Life" of the school.

PARENTS & FRIENDS' ASSOCIATION (P & F):

The P & F Association is made up of parents who enrol children at Sacred Heart and meets on the last Monday of each month. A P & F levy is charged to family school fee accounts quarterly. This levy keeps fundraising to a minimum and allows the P & F to purchase much need resources for the school. The P & F Association also organises social functions throughout the year to build community. Parents are encouraged to support the P & F by attending social functions and monthly meetings.

SACRED HEART SCHOOL BOARD:

The Sacred Heart School Board was established in 2006. This group meets monthly to discuss the educational needs of Sacred Heart. The Board is responsible for advising the Principal on school policies, financial management and the maintenance and expansion of school facilities.

EDUCATIONAL PROGRAMS:

The educational programs at Sacred Heart School have been developed within the Toowoomba Catholic Education system guidelines for curriculum, which in turn reflect the current national directions. Our challenging, balanced education program addresses the Key Learning Areas: Religion, The Arts, English, Health and Physical Education, Mathematics, Science, History, Geography, Languages Other than English and Technology.

SPECIALIST PROGRAMS:

The Learning Support Teachers work alongside classroom teachers and other specialists in the following ways:

- * identifying children with special needs and diagnosing specific needs through continuous observation and assessment;
- * developing and modifying programs to meet individual or group needs for remediation in literacy and numeracy;
- * identifying children of very high ability who require extension outside the regular classroom curriculum;
- * discussing available options with teachers/parents regarding special needs children eg. referring parents to support groups and other agencies.

SPECIAL NEEDS COMMITTEE:

This consists of the Principal, the Learning Support Teacher and the various classroom teachers. It is designed to support teachers and students when problems arise in any area of their education - social, emotional and academic. Classroom teachers refer children to this committee who, in consultation with teachers, parents and outside agencies, determine a pathway of intervention.

OCCUPATIONAL THERAPIST AND SPEECH PATHOLOGIST:

The Toowoomba Catholic Education Office supports students in the Toowoomba Diocese with access to Occupational Therapy and Speech Pathology services. These services are organised in consultation with school personnel through the Special Needs Committee. The therapists will visit the school as the need is identified to assess students and their needs. They will provide school and home programs as appropriate.

PHYSICAL EDUCATION:

Sacred Heart provides specialist PE lessons each week to all classes. Children who are in Year 5 & 6 participate in inter-school sport. Students take part in a wide variety of sports including: Swimming, Touch, Netball, Cricket, Softball, Basketball, Athletics, Cross Country, Tennis, Soccer, Rugby League, Hockey and Aussie Rules.

EXTRA-CURRICULAR PROGRAMS:

Sacred Heart offers a wide range of extra and co-curricular activities. These activities cover a range of academic, sporting and cultural learning opportunities.

HEALTH AND SAFETY INFORMATION:

Sacred Heart is committed to promoting and securing the health and safety of all workers, students and users of our facilities. The following outlines are guides for parents in this area.

Contagious Diseases:

Students with contagious diseases should remain at home. We refer to Queensland Health Department guidelines for the length of exclusion, which is included in this enrolment pack.

Sick Children:

- * Children who are sick should not be sent to school and should remain at home until recovered. When children become ill during the day parents will be contacted to arrange collection.
- * If your child is absent from school due to illness please contact the office prior to 9.00am. A message can be left on the answering machine if you are phoning outside of school hours.
- * If there is any change to the emergency contact telephone numbers it is imperative that the school be notified immediately.
- * In the unlikely event of serious injury to your child, parents will be contacted immediately. In the event of life threatening injury, an ambulance will be called immediately.

Medication:

Should a student be prescribed by his/her medical practitioner to take medication while at school, the following procedure will apply:
The parent or guardian must complete a medication form at the office. The student's medication must have the child's name and pharmacist's written instruction on the container. The medication will be kept at the office (one exception is that of inhaler therapy for asthma. Students who can self administer may be responsible for the inhaler).

Administering of medication will be carried out by an adult staff member designated by the Principal.

Smoking:

Sacred Heart School buildings and grounds are a smoke free zone.

STUDENT SAFETY:

Sacred Heart School recognises that protecting students from harm and the risk of harm is fundamental to maximizing their personal and academic potential. Any form of harm caused to children by persons in positions of trust and authority is a serious matter.

Sacred Heart School is committed to implementing student protection strategies and procedures that are intended to prevent harm to students and to respond quickly and effectively when abuse of any type is suspected or about which we are informed.

The Toowoomba Catholic Education Office has a comprehensive Student Protection Policy which covers action to be taken if a member of staff or parent becomes aware or reasonably suspects that harm has been done to a student of the school by other staff, people outside the school or by other students.

Each staff member must report all behaviours that can reasonably be considered harmful to children and where it is reasonable to believe that a child has been harmed or requires protection from harm. The Student Protection Officers at Sacred Heart School are Chris Rosentreter, Maria Booth & Allison Campbell.

SCHOOL LUNCHES:

It is important that children are provided with nutritional lunches. Children who eat healthily usually concentrate better in school and have more energy in the playground. Processed foods make life easier for parents but they have very little nutritional value. A "fruit stop" for students in Prep is held each day at approx. 9am to encourage healthy eating. The following are some nutritious ideas for school lunches which are quick, easy to prepare and very economical.

FRUIT SALAD - Fresh fruit - cut up and put into a plastic container.

PITA BREAD - Fill with lettuce, tomato, alfalfa, cheese, or any salad mix. Add cold meat if you wish. Cut in half or quarters for snacks.

FRUIT BUNS - Un-iced, preferably wholemeal - cut into halves or quarters for snacks.

CELERY STICKS - Filled with low fat cheese and sultanas, carrot sticks.

CRACKER SNACKS - Top wholewheat crackers with mashed egg, cheese and tomato.

PITA PINWHEELS - Spread pita bread with filling, roll up tightly and cut into slices.

SANDWICHES OR ROLLS - Wholemeal/wholegrain preferably, pita breads. Filling can include lean meats - beef, chicken, trimmed ham, tuna or salmon, egg, cheese, baked beans, salad.

DRINKS - Reduced fat flavoured milks, unsweetened fruit juice, water.

The following items are not suitable for school lunches and should not be sent to school: Chocolates, chocolate bars, Lollies, canned/bottled soft drink.

WE CARE ABOUT YOUR CHILD'S HEALTH - PLEASE DO YOUR BIT TO TAKE CARE OF IT TOO!!

RIGHT RELATIONSHIPS:

The Christian Discipline at Sacred Heart is essentially self-discipline whereby children learn to control their conduct according to Gospel values. Through discipline, constructive and positive behaviour within each individual is promoted and the best possible learning environment is created.

Children at Sacred Heart have the right:

1. To be accepted and treated with respect and politeness;
2. To obtain maximum learning through the development of self-control and discipline;
3. To be free from physical danger and emotional abuse;
4. To expect his/her property to be safe;
5. To expect support, respect and pride in the school from our local parish community;
6. To express concerns through appropriate procedures.

All classes will circulate their Behaviour Management Plan at the beginning of each year. Parent support in the maintenance of a high standard of behaviour at Sacred Heart School is an important part of the school/home relationship.

SCHOOL ORGANISATION:

School hours are as follows:

Prep to Year 6 School Day:	8.30am to 2.55pm
<i>Morning Tea</i>	<i>10.30am to 11.00am</i>
<i>Lunch</i>	<i>1pm to 1.40pm</i> <i>(1pm – 1.20pm supervised</i> <i>Lunch eating period)</i>

SUPERVISION:

Teachers are on duty between the hours of 8.10am and 3.15pm. Before and after this time children should not be at school as there is no supervision. When students arrive at 8:10 am, Prep and Year 1 students are to go to their classrooms, Year 2 to 6 students go to the oval or the hall in wet weather with the supervising teacher. After school supervision is provided during the designated time at the front entrance of the school and at the top carpark. Children are not to wait for parents in the church carpark as there is no supervision there.

AFTER SCHOOL CARE:

Sacred Heart School offers After School Care: Hall-Thorpe Sports Pty Ltd have been contracted to provide this care on the school grounds. The program is sport-skills based and is provided from 2.55pm til 6.00pm each afternoon. Parents may contact Hall-Thorpe Sports on 4638 7965 or 0438 764 752.

FEES AND LEVIES:

The moment you decide to educate your children at Sacred Heart, you enter into and agree to the school's School Fee and Levy arrangements.

Because of the level of Government funding the school receives, we are compelled to devise a school fee system that ensures our very survival. We are a non-profit organisation and do keep the fees to an absolute minimum. However, at the same time, they must be high enough to ensure that we can provide both the services and the resources necessary for the best possible education for our children.

The following provides an example of some of the items funded by school fees:-

- Wages – Secretaries, Library Aide, Relief Teachers, School Cleaning;
- Purchasing, replacement and repairs of all school equipment – Audio Visual Equipment, Furniture, etc;
- Resources – Teacher, classroom and curriculum resources, sports equipment, library books, musical instruments and CD's, computer software, etc;
- Photocopying needs and paper;
- Electricity, phone, rates, excess water and general running expenses; and
- Development of our computer network, lease costs, expenses related to internet use, etc.
- Capital development
- Maintenance and repairs to school buildings and grounds

The Parents and Friends' Association supports the school in the purchase of some school resources.

As you can appreciate the school "expense" burden is one that we all must share in justice and fairness. It is now the policy of the school and parish that every family attend to their school fee and levies obligation. Families experiencing genuine difficulty are requested to seek an appointment with the Principal to discuss their situation and work out a mutually satisfactory arrangement. Simply neglecting or ignoring school accounts will not be tolerated.

Fees are charged each term – four times per year but may be paid more frequently throughout the year if desired. Fees can be paid upfront, weekly, fortnightly, monthly, quarterly, half-yearly and yearly.

The school offers various methods of payment of school fees – cash, cheque, EFTPOS, credit card, direct debit and Centrepay.

These choices make your payment much more manageable and keep your contribution up to date. Please contact the School Office for more details.

SCHOOL CALENDAR:

Our school website contains an up to date calendar of school events. Please check this regularly as new items are being added all the time.

SCHOOL UNIFORM:

Wearing the correct school uniform is a requirement of enrolment at Sacred Heart. Below is the present school uniform. Uniform items are purchased through the School Uniform Shop (located above the school office). The Uniform Shop is open every Monday morning (Tuesday if Monday is a holiday) and Thursday from approximately 8.00am to 10.30am.

PREP – Girls and Boys

- Footwear- Red socks and black sandshoes (that preps can put on and off independently)
- Summer - Red "Prep" Polo Shirt (with school emblem)
Black Shorts (Girls may wear shorts or culottes)
- Winter - Red Sloppy Joe
Black track pants
- Hats - Black broad brim hat with school emblem

SCHOOL - Girls

- Summer - Red Check Blouse with thin Black tie
Black Culottes
Black **leather** shoes
Short grey sock with red and white stripe
Black, broad brim school hat with emblem.
- Winter - As per the summer uniform with thick black stockings
(60 or 70 denier only) worn underneath culottes **OR**
Black elastic waist slacks available from the Uniform Shop.
Short grey socks with red and white stripe.
Black **leather** shoes
Grey 'v' neck pullover with embroidered school emblem
- Sport - Red and Black Sports Shirt with school emblem.
Black Culottes or black microfibre sports shorts with red stripe.
Plain Black sandshoes (no other colours)
Red socks
Tracksuit – (red, white and black spray jacket with school name embroidered, black microfibre tracksuit pants)

SCHOOL - Boys

- Summer - Black formal shorts (no cargo shorts)
Short sleeve red shirt with school emblem.
Black **leather** shoes
Short grey socks with red and white stripe.
Black, broad brim school hat with emblem

- Winter - Short sleeve red shirt with emblem
Black elastic waist formal slacks
Black **leather** shoes
Short grey socks with red and white stripe.
Grey 'v' neck pullover with embroidered school emblem
- Sport - Red and Black Sports Shirt with school emblem
Black formal shorts or black microfibre shorts with red stripe.
Plain Black sandshoes (no other colour)
Red socks
Tracksuit (red, white and black spray jacket with school name embroidered, black microfibre tracksuit pants).

**A SCHOOL UNIFORM INSTILLS
A SENSE OF PRIDE AND BELONGING.
WE AT SACRED HEART ARE VERY PROUD OF OUR UNIFORM AND WE
ASK FOR YOUR SUPPORT IN ENSURING ALL STUDENTS ARE WELL
PRESENTED EACH DAY.**

NOTES:

- * Black tracksuit pants will be ONLY permitted on Sports Days.
 - * **On particularly cold days**, our regular winter uniform can be supplemented with the following:
 - School spray Jackets may be worn over grey jumper.
 - A black skivvy may be worn underneath the child's shirt, if desired.
 - Black scarves, gloves and/or a black beanie may be worn when outside
- These items can also be supplemented with singlets/thermal underwear if warranted. *Non-uniform parkers, coats and pants are not permitted.*
- * A black broad brimmed hat with the school emblem is the school hat. Sun safety is important and we have a 'no hat, no play' policy.
 - * No jewellery is to be worn. Exceptions include a watch, ONE pair of studs or sleepers (with one earring only in the lobe of each ear) for girls and boys with pierced ears may wear a clear plastic earring. No coloured or fancy, drop earrings.
 - * No nail polish.
 - * Bicycle pants/skins are not part of the school uniform and are not to be worn.
 - * Any clothing likely to be removed should be marked clearly with the child's name.
 - * Sports Uniform is to be worn by students in Year 1 to 6 on a Thursday and Friday.

SACRED HEART SCHOOL HAIR CUT PROCEDURE:

Haircuts are to be conventional and acceptable to the school. These guidelines have been offered to students and parents and are monitored by the staff.

BOYS AND GIRLS:

- * Only natural colouring is acceptable
- * Hair needing constant pushing back from the face is not acceptable.

GIRLS:

- * If below shoulder length the hair should be tied back with a red or black ribbon/scrunchie.
- * Hairbands must be plain black or red with no adornments or decorations.

BOYS:

- * Hair must be cut no shorter than a No. 2 blade
- * Tracks and shaven strips are not acceptable
- * Hair is not to be over the collar
- * Severe "undercuts" are not acceptable nor should a "basin cut" style be used or where there is a sudden change from extremely short to much longer hair.

MOBILE PHONE PROCEDURE:

Whilst we discourage bringing mobile phones to school, we accept that parents may choose to give their children mobile phones to protect them from everyday risks involving personal security and safety. Should your child bring a mobile phone to school the procedure is that the mobile phone will be handed in to the office prior to the commencement of classes. At the end of the day the phone will be available from the office for your child to collect.

PERSONAL PROPERTY:

Children are NOT to bring personal property not required for their schooling to school. This includes:

- Toys
- Sporting equipment
- Electronic devices
- Collectables

Please note that the school is not liable for any loss or damage to personal property brought to school.

HOMEWORK:

The Sacred Heart School Board has a Homework Policy that provides guidelines for the setting of homework at Sacred Heart. This policy is available on the school's website or from the office.

The following are offered as suggestions to parents as a means of helping to create a suitable atmosphere for homework:

- * Setting a regular time and place;
- * Provide adequate lighting;
- * Show a positive interest in children's work, and encourage them to do their best;
- * Give a little of your time every evening to listen to your children, hear them read, listen to them saying their number facts (tables), talk to them, and listen to what they have done during the day;
- * If children have a problem with homework, please contact the class teacher;

If there any issues at all that arise from your child's homework, please do not hesitate to contact your child's teacher.

PLEASE NOTE:

Modified homework is arranged for students with special needs.

If, because no other arrangements can be made, it is necessary for children to take holidays in term time, it is school procedure not to provide work for such absences. It is suggested that keeping a journal and regular reading would be suitable academic activities for vacations.

GENERAL INFORMATION:

ABSENCES:

Children absent from school are expected to have a parent or guardian telephone the office on day of absence. For known future absences (eg. a family holiday or medical appointment) please contact the office to notify the staff of the dates your child will be absent.

It is important that all students are at school on time to start the school day. If your child is late for school (ie. arriving after the bell), the student should report to the office first to receive a late slip (this allows for the attendance roll to be updated). If you need to collect your child early from school, please call at the office to sign them out.

Regular school attendance is a legal requirement and a contractual condition of enrolment at Sacred Heart. Excessive absences from school without reasonable excuse may result in termination of enrolment and/or referral to the Police.

LOST PROPERTY:

Please ensure all of your children's items are clearly named. Any unnamed items handed into the office will be kept in lost property. At the end of each term, any unclaimed property will be given to the Uniform Shop or donated to St Vincent de Paul.

STUDENT AND VISITOR PROPERTY:

The school will endeavour to ensure the security of private property, however, we advise parents that any items brought to school are brought at the risk of the owner.

BOOK REQUIREMENTS:

Book lists will be sent out at the end of each year. It is important the all Sacred Heart students be properly equipped with all the required items for their year level.

LIBRARY PROCEDURES

- Items may be borrowed for a period of one week, with a further week's extension given when the book is presented to the library staff. Outstanding books must be returned before others can be borrowed.
- Students in Prep and Year 1 may borrow one item. Students in Years 2 & 3 may borrow two items. Students in Year 4 to 6 may borrow three items. Magazines, stories on tape and CD are available for student borrowing.
- Library books may not be taken home if the student does not have a library bag.
- Students may borrow books over the Easter and September school holidays.
- Reminder slips will be sent home with students if library books are overdue. It is the responsibility of parents to monitor the safe keeping and return of library books that are brought home.
- If books are damaged or not returned after reminder slips for late books have been issued, it is the policy of the school that the full replacement value will be charged to parents.

TUCKSHOP:

A tuckshop operates on Tuesday and Thursday. All tuckshop orders are to be placed online via flexischools.com.au. The tuckshop operates with voluntary help and profits are transferred to the Parents & Friends' Association. Mums, Dads and Grandparents are most welcome to become volunteers.

SCHOOL BANKING:

School Banking is conducted at Sacred Heart through the Commonwealth Bank. The bank pays the school a commission for new accounts and deposits. Banking is collected on Thursday morning. Please contact the school office for further information.

BIKE RACKS:

Children who ride bikes to school should walk their bikes through school grounds and "park" their bikes in the bike storage area (adjacent to the double storey building). Safety helmets must be worn when riding to and from school. We strongly recommend the use of a lock to keep bikes secure. The school will endeavour to ensure the security of private property, however, we advise parents that bikes, scooters and safety equipment are brought to school at the risk of the owner.

