

# **Sacred Heart Catholic Primary School Yeppoon**



**Information Booklet  
2024**

# **SACRED HEART CATHOLIC PRIMARY SCHOOL**

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**Principal:**

**Assistant Principal Religious Education:**

**Assistant Principal Curriculum:**

**Assistant Principal Administration:**

**Mr Max Martin**

**Mrs Melissa Collins**

**Mrs Lisa List**

**Mrs Jennifer Kenny**

**Finance Officer:**

**Administration Officer:**

**Mrs Stacey Todman**

**Mrs Fleur Kirkman**

# Welcome



Welcome to the Sacred Heart Catholic Primary School. I am pleased that you have chosen our school for the education of your child. We hope your time with us will be an enjoyable and rewarding one.

For an effective education to occur, there must be open and honest communication between parents, carers, teachers and students. We encourage you to become involved in our school and the activities and experiences your child will encounter here.

At Sacred Heart Catholic Primary School, we believe in supporting and nurturing your child to develop as an individual and as a member of our school and wider community. We firmly believe that the primary educators of children are the parents/carers and that the partnership between yourself and our staff is crucial to the successful education and happiness of our children.

As a community, we are committed to working together in ensuring that all children achieve their potential and enjoy their schooling.

This booklet will assist you and your family in understanding our school. Do not hesitate to contact us if you have any queries.

All the very best for your time at Sacred Heart Yeppoon.

Max Martin  
Principal

## ***Vision and Mission Statement***

### Vision

Enriching spirits and educating minds of all at Sacred Heart, Yeppoon.

### Mission

We at Sacred Heart:  
Keep Jesus in our hearts  
Have a love of learning  
Respect and care for each other  
Celebrate our gifts and  
Connect with our environment.



## **Logo and Motto**



### ***Enriching Spirits. Educating Minds.***

The central figure with outstretched arms shows that we are a welcoming, loving and joyful community. This figure also represents Jesus who is the centre of our lives. Orange is the colour of acceptance of all people.

The rising red sun asks us to rise to the challenges of the present whilst looking forward with hope, faith and trust to the future. The colour red reminds us that love is central to all that we do.

The top of the blue heart looks like waves which are significant because of our coastal location. This shows that our environment is precious and special to us. We show respect for our environment.

## ***Sacred Heart Catholic Primary School History***

Sacred Heart Catholic Primary School is located on the Capricorn Coast. The Presentation Sisters established our School in 1958, with 41 students enrolled. The school was situated beside the Catholic Church in John Street, Yeppoon. Sr Pius Stubberfield P.B.V.M. was the first Principal and the Parish Priest was Fr M. O'Connell.

1977 saw the final Presentation Sister as principal at our school. The last religious member of staff was here in 1993.

As enrolments continued to increase, a decision to relocate the school to a new site at Lammermoor Beach was taken in 1987. The school opened in 1991.

Enrolment numbers at Sacred Heart peaked in 2008 with 615 children. In 2009, a new Catholic Primary School, St Benedict's, was opened to the north of Yeppoon.

Sacred Heart Catholic Primary School currently caters for children from Prep to Year 6.

Our school has excellent resources with a netball court-size undercover area, full size oval, modern play equipment, a sacred site and labyrinth. The school is located close to the Sacred Heart Church. Lammermoor Beach is within walking distance and provides excellent learning opportunities for our children.

## **Enrolment Procedure**

An online **Application for Student Enrolment** form needs to be completed in respect to every child for whom enrolment is sought. The following need to be met:

- Parents/carers must be prepared to accept the conditions of enrolment fully in respect to each child. These conditions will include willingness by parents for their child to participate in formal religious education classes and the other religious practices of the school.
- A commitment to payment of school fees and levies.
- A copy of baptismal certificate (if applicable), birth certificate and immunisation certificate are to be provided.
- Children entering Prep in 2023 will need to be five years of age by 30<sup>th</sup> June 2023.

Parents/carers arrange an interview with the principal or member of leadership through our office.

Enrolment does not automatically follow as a result of an application and an interview.

Preference for enrolment is given to Catholic children whose family worship life is centred in the Capricorn Coast Catholic Parish.

Children of other faiths are welcomed, providing there are places available and it has been established that the families will support the ethos of our school.

Children will not be excluded from Sacred Heart Yeppoon if genuine financial hardship prevents the payment of school fees in total or in part.

## **Prep**

At Sacred Heart Catholic Primary School, a “play-based” approach to learning in Prep is adhered to and is supported by the Australian Curriculum documentation.

Prep promotes purposeful, planned and collaborative active learning, engaging the curriculum across five contexts: Play, Real-life situations, Investigations, Routines and transitions, Focused learning and teaching.

## **Curriculum**

### **Sacred Heart Curriculum Overview**

#### **VISION**

Sacred Heart School strives to be both a genuine faith community and an excellent educational community.

As a school community, we aim to make learning in our school stimulating, supportive, challenging, meaningful, enjoyable and rewarding. Our school curriculum vision supports the Sacred Heart’s School Mission Statement and our school motto - *Enriching Spirits, Educating Minds*.

## **LEARNING AREAS**

### **RELIGION**

Our school Religion program guides educational activities that occur in classrooms to develop religious concepts. This formal curriculum program is complemented by many other school activities such as prayer, meditation, masses, liturgies and prayer assemblies. In all aspects of our school life, we endeavour to be witnesses to the Gospel values.

### **ENGLISH**

At Sacred Heart, dedicated learning time is allocated to provide uninterrupted sustained sessions where students engage in English experiences. Learners are encouraged to master reading, listening, speaking, writing and viewing. The aim of this program is to build knowledge and skills to effectively communicate in our world.

### **MATHEMATICS**

Sacred Heart students are encouraged to demonstrate an understanding that mathematics is a way of thinking, reasoning and working. They are offered opportunities to construct new knowledge by engaging in purposeful mathematical activities and investigations.

### **OTHER LEARNING AREAS**

STEM (Science, Technology, Engineering, Mathematics), Humanities and Social Sciences (HaSS), Technologies, Health and Physical Education, The Arts.

Specialist teachers provide lessons to all students in Physical Education, STEM and The Arts (Music and visual arts).

## **WHOLE SCHOOL APPROACHES**

### **MEDITATION**

Daily meditation time is encouraged from Prep to Year 6. Meditation provides our children with the opportunity to experience reflective silence and stillness.

### **INFORMATION COMMUNICATION TECHNOLOGIES IN THE CLASSROOM**

Using current technologies in classrooms further encourages our children to connect, extend and challenge learning. Our children have access to a Google school portal that links to a classroom page containing information about activities and learning. They are able to access ebooks through the library, information about homework and learning areas, games to extend learning and various other relevant resources. Access to these pages in Years 2 - 6 is via a unique username and password for each child, further ensuring the security of personal work. In Prep and Year 1, a group username and password is provided as children's transition to this mode of learning.

Children's work stored in Google products, including Gmail, Drive, Documents and Presentations are able to be accessed by teachers and security filters apply.

Our children have access to iPads and laptops in Prep to Year 2, while in Years 3–6 additional Chromebooks are available in each classroom. Interactive televisions are placed in all classrooms and wireless connectivity has been upgraded to improve accessibility to all.

## ***Assessment and Reporting***

### **STUDENT WRITTEN REPORTS**

Reports are provided to parents/carers in an electronic format at the completion of Terms Two and Four. Achievement codes and reporting descriptors used align with the Australian Curriculum. These reports are placed in the school's Parent Lounge portal which provides a secure location for parents to access using a unique username and password. The school office provides this username and password.

Children in Years 3 to 6 are assessed against a five-point achievement code and the reporting descriptors used are A, B, C, D and E.

Children in Years 1 and 2 are assessed against a five-point achievement code and the reporting descriptors are Very High, High, Sound, Developing and Support required.

### **NAPLAN**

The National Assessment Program (NAPLAN) occurs annually, in March, with children in Years 3 and 5 being assessed using common national tests in Reading, Writing, Language Conventions (Spelling, Grammar and Punctuation) and Numeracy.

The assessment and reporting described above provides formal procedures for assessment and reporting. Results for NAPLAN are provided to families towards to end of Term 3.

## ***Support Facilities***

### **INCLUSIVE PRACTICES - LEARNING SUPPORT**

A team of dedicated teachers and teacher assistants have been allocated to the area of Learning Support. Our Learning Support coordinators: Mrs Michelle Baldwin and Mrs Jackie Mulholland assist our teachers to meet the needs of each child and assist in implementing Education Adjustment Programs.

Our school has a commitment to early year's education and intervention. The Mini-Lit (Years 2 and 3) and Macq-Lit (Year 3 to 6) programs are provided for children who have identified reading/spelling difficulties.

### **SCHOOL COUNSELLING SERVICE**

Our school's counselling service is available for our children three days each week. It is a confidential, professional service that aims to support individuals and families. Appointments for counselling is done through the completion of a referral form which is available from our front office. Our counsellor is Mrs Susan Hooper.

### **STUDENT PROTECTION IN CATHOLIC SCHOOLS**

Student protection and wellbeing are paramount in all Catholic Schools in the Diocese of Rockhampton. We place the highest priority on the safety and care of children and young people. All children have a right to expect that the school will always do all that is possible to protect them from any kind of harm and create a safe learning environment.

Catholic Education is committed to best practices in student protection and the development of proactive approaches to equip people with the skills and knowledge to identify risks of harm and respond appropriately.

[http://www.rok.catholic.edu.au/schools\\_protection.htm](http://www.rok.catholic.edu.au/schools_protection.htm)



## ***Behaviour Management***

Sacred Heart Catholic Primary School strives to provide a learning environment that is welcoming, safe and supportive. We foster the development of all aspects of our children's well-being.

All members of the Sacred Heart Catholic Primary School community must accept their responsibility for establishing and maintaining positive relationships and for promoting responsible behaviour. Expectations will be clearly communicated and programs that promote effective social skills and positive relationships will be provided.

Behaviour management in an effective learning community is a positive way of building and maintaining relationships and developing self-disciplined and responsible children.

## ***School Routine***

### **THE SCHOOL DAY:**

8.35am	First bell
8.40am	Assembly / Classes commence
10.40am	Lunch time
11.20am	Classes resume
1.20pm	Afternoon tea
1.40pm	Classes resume
2.52pm	Bus bell
3pm	School concludes

Children are expected to be at school in sufficient time to either attend the whole school assembly or to begin class. Supervision is provided at school in our multi-purpose area from 8am daily

Children are asked to bring a healthy snack for a 'Brain Break' at 10am.

School concludes at 3pm each day. All children are expected to leave the school grounds by 3.30pm as supervision cannot be guaranteed after this time.

We request that parents/carers notify the school if they will be late in collecting their children.

### **SPORT AND PHYSICAL EDUCATION**

All children are encouraged to participate actively in sporting activities organised by our school. Formal swimming instruction is provided for all classes as a part of our physical education program. All children are to participate in these. The Sports Houses are Cana (Purple), Jordan (Orange), Tabor (Green) and Galilee (Yellow).

### **INSTRUMENTAL MUSIC**

At present, children are able to study voice, violin, guitar, brass, woodwind and percussion. Visiting private teachers withdraw children from class for instruction and are responsible for their own fees and fee collection. Children involved in this program are invited to become part of the school string band.

## **INCLEMENT WEATHER**

The school has a wet weather procedure for lunch breaks.

## **ABSENTEEISM**

When children are absent from school or need to leave early, a written explanation, phone call or email, stating the cause of the absence, is required. If your child is absent from school at 9am and our office has not been contacted, you will receive a text message informing you of their absence and asking you to contact the school.

## **SCHOOL RECORDS**

Information, given by parents when children are enrolled, forms the basis of our student and family records. We ask that any changes of address, telephone numbers etc be communicated to the school office promptly so that our records remain current. This information is vital if we need to contact you urgently.

## **ASSEMBLIES**

Whole school assemblies are held on a Friday at 8:40 am in the multi-purpose area. Important messages for the week are communicated, the National Anthem is sung, Lantern awards presented and a prayer assembly is undertaken by one of our classes.

On other days during the week, year level assemblies are held. At these assemblies, student awards are presented and birthdays acknowledged.

## **LOST PROPERTY**

All items of clothing, particularly hats and winter wear, need to be clearly marked with your child's name so that, if lost, they can be returned. Items of lost property are kept at our front office.

## **BOOKCLUB**

Our school operates Book Club. Ordering is done online.

## **DENTAL CLINIC**

All children in our school are eligible for free dental treatment when the mobile dental van visits. Before any examination or treatment can be conducted, written consent is required from a parent/carer. Appropriate forms are sent home prior to the dental van's arrival.

## **LIBRARY**

All children are required to have a plastic or material library bag or folder for borrowing purposes.

All classes have a set time for borrowing and library use. Children may also borrow and return books during lunch times. In addition, our children are able to borrow and return ebooks through their class page using their unique username and password.

## **MONEY**

It is important that money for specific purposes is placed in an envelope, clearly marked with the name, amount and activity. All money is to be handed to the classroom teacher upon arrival at school or handed in at the office. EFTPOS facilities are available.

## **SCHOOL BUSES**

A number of school buses provide transport to Sacred Heart School. Information regarding eligibility for travel on these buses and the routes available can be obtained by phoning the Transport Department in Rockhampton 49 311539.

Details of buses providing access to Sacred Heart can be obtained from the school's office or from Young's Bus Service Yeppoon phone 49 393131.

### **ARTS PERFORMANCES**

Throughout the year, various groups visit our school to stage musical, dramatic and/or dance performances for our children. Families will be notified as to exact dates and costs in the school newsletter.

### **TUCKSHOP**

Tuckshop is open on Wednesday and Friday each week. Helpers are always welcome. A price list and menu are supplied at the start of each year and updated when necessary. On-line ordering is available through FlexiSchools.

### **NUT FREE SCHOOL**

Children are requested not to bring any nut products to school. The tuckshop and Outside School Hours Care are also nut free. A number of children enrolled at the school are highly allergic to nuts.

### **WEAPONS AT SCHOOL**

Any weapon or instrument that could be used to cause harm is prohibited at any Sacred Heart School sanctioned activity. Children breaching this requirement may face serious consequences including suspension and the termination of their enrolment.

### **NEWSLETTER**

A school newsletter is distributed each Thursday. Families who provide an email address will receive this by email. Those who do not have access to email can receive a paper copy. Families are encouraged to read the newsletter, to be kept informed of news and events pertaining to our school.

### **SCHOOL STUDENT LEADERSHIP**

Our Year 5s and 6s elect school captains at the beginning of the year for Semester 1 and Semester 2 respectively. Sporting house captains are elected for the entire year.

## ***Parent Partnerships***

### **PARENT / TEACHER INTERVIEWS**

Formal parent / teacher meetings are scheduled twice each year (Term 2 and 4). Parents/carers or class teachers may wish to meet at other times to discuss a child's progress. To ensure the most effective interview, we ask that parents/carers make an appointment with their child's teacher. If parents/carers have any concerns about their child, do not hesitate to contact the class teacher.

### **PARENT/CARER VOLUNTEERS**

Parent participation is encouraged in many aspects of school life at Sacred Heart Yeppoon. Parents are invited to:

- Assist in classrooms.
- Attend Parent Connect meetings.
- Support activities organised by the school community.
- Work in our tuckshop.

## ***Parents Connect Group***

The Parent Connect group is an integral part of our school community. They provide the opportunity for families to share their opinions on issues and assist in improving the educational opportunities for our children. The Parent Connect group aims to:

- provide a medium of support, information and involvement of parents/carers in their children's education and the school community.
- develop collaboration between parents/carers and school staff.
- foster a distinctive Christian environment in the school.

Their executive comprises a president, vice-president, secretary and treasurer. Sub-committees do exist and include our Heart Parents (friendship group). Meetings are conducted on the first Monday of each month at 3.30pm.

## ***School Board***

Our school board aims to nurture the religious character of our school. It assists with the development of guidelines to support the implementation of Diocesan policies and may also identify specific areas of school life they believe require the development of policies.

Board meetings are held monthly.

## ***Volunteers' Induction***

### **STUDENT PROTECTION HANDBOOK FOR VOLUNTEERS**

Each year, volunteers must read the Student Protection Handbook for Volunteers and sign the Volunteer Register at the school. This register is available in the office and in the tuckshop.

### **WORKPLACE HEALTH AND SAFETY INDUCTION FOR VOLUNTEERS**

Each year, volunteers must undertake workplace health and safety induction and sign the WHS Training Record which is available in the office and tuckshop.

Volunteers are to sign in and out:

- Classroom and library helpers to sign at the office
- Tuckshop helpers to sign at the tuckshop

### **BLUE CARDS FOR VOLUNTEERS**

A Positive Notice Blue Card for Child Related Employment is required by parent volunteers within school hours. However, a Blue Card is required for volunteers who are not parents. Parents who are after school hours' coaches or managers of teams that train on our school grounds, on the oval or in the covered area, are required to have a Blue Card.

## ***General Information***

### **PARKING**

The school has two car parks, one off Barracuda Crescent and one-off Bottlebrush Drive. Teacher supervision is provided after school in the covered area adjacent to the Bottlebrush Drive car park. A 'drop off and quick pick-up area' is available in the Bottlebrush Drive car park. A maximum speed of 10 km/hr is reinforced in both car parks.

### **MEDICATION**

Parents requesting that children are to receive medication at school must complete the form available from the office. All medication must have a doctor's or chemist's label attached. All medication is administered by our office staff who hold current First Aid Certificates. Teachers will not administer medication unless on a camp or excursion.

### **SUN SAFETY INFORMATION**

Sacred Heart School is a Sun Smart school. Children are required to wear a broad brimmed hat when playing or undertaking activities in the sun. The school has two large, covered structures and other areas with shade sails. Alternative indoor activities are available in the lunch break. Sunscreen is available for children.

### **INFECTIOUS DISEASES**

Some medical conditions require exclusion from school to prevent the spread of infectious diseases amongst staff and children. Information on the recommended minimum exclusion periods or "time out" for infectious conditions is available from Queensland Health. [http://www.health.qld.gov.au/ph/documents/cdb/timeout\\_poster.pdf](http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf)

### **NO DOGS IN SCHOOL GROUNDS**

For safety reasons, no dogs are to be brought into the school grounds at any time.

### **TEXTBOOK LISTS**

A list of school text and stationery for each year level is provided when your child is enrolled at the school and prior to the conclusion of school each year. It is also available on our school website.

## ***Sacred Heart Outside School Hours Care***

Contact Phone: 0409 337 725

Co-ordinator: Mrs Sarah Hill

The Sacred Heart Outside School Hours Care Service offers after school care for those children with working parents/carers.

The service operates each afternoon during each term from 3pm to 6pm. Afternoon tea is provided in the cost. The service is run from the Outside School Hours Care building and is eligible for child-care assistance through Centrelink.

We accept children enrolled at Sacred Heart Yeppoon.

For further enquiries contact our co-ordinator on the above number.

## **School Uniform**

The wearing of correct school uniform each day at Sacred Heart School is necessary for all children in Prep - Year 6.

### **PREP UNIFORM**

Prep children wear a plain red hat.

### **GIRL'S UNIFORM**

- Red and navy polo shirt
- Navy skort
- Socks: Choice of white ankle socks with blue soles embroidered with *Sacred Heart* around the top or white ankle socks
- All black joggers or all black leather shoes (no white or coloured soles or symbols)
- Navy school hat

### **BOY'S UNIFORM**

- Red and navy polo shirt
- Navy shorts
- Socks: Choice of white ankle socks with blue soles embroidered with *Sacred Heart* around the top or white ankle socks
- All black joggers or all black leather shoes (no white or coloured soles or symbols)
- Navy school hat

### **UNIFORM SUPPLIER**

Uniforms are available from Seaside Embroidery in Hill Street, Yeppoon (beside Young's Bus Service office). The phone number is 49 392556.

### **OTHER UNIFORM INFORMATION:**

Children, with pierced ears, are to wear small, plain, studs. No other body piercing is acceptable. Hair is to be cut in an acceptable style suitable for primary school children. If hair is past the shoulders, it must be tied back. Hair colouring is not acceptable. Hair is to be fastened by small plain clips, plain band or a ribbon in the school colours: plain red, blue or white.

Jewellery should be avoided, however signet rings, simple crosses on small plain chains and watches may be worn.

## **School Fees and Levies**

Families at Sacred Heart Yeppoon contribute to the cost of educating their child/children by the payment of school fees and school-based levies. The fees and levies payable are prescribed annually by the Diocesan Education Planning and Finance Committee.

Collection of school fees at Sacred Heart is carried out in accord with the Diocesan Enrolment Policy and School Fees Policy. This is available on request and on our website.

Families experiencing genuine financial difficulties may apply for a reduction in school fees payable. Any reduction given will be determined on a case-by-case basis, and in keeping with the family's current financial circumstances. Concessions given are for the current year only and are negotiated annually with the school principal.

**2024 Concession Card.** Catholic Education introduced a new school fee discount to further support families in our schools. Parents/carers with an eligible means-tested Australian government health care or pensioner concession card will automatically receive a 70% discount on tuition fees (does not apply to school levies). This initiative is intended to assist those families who genuinely lack the financial capacity to pay tuition fees in full.

### **TUITION FEES**

Student discounts apply for all children in diocesan schools from Prep to Year 12.

### **2024 TUITION FEES SCHEDULE**

Per child

Students in Diocesan Schools	One	Two	Three	Four or more
Discount Percentage	0%	12.5%	35%	50%
PRIMARY - per week (40wks)	\$37.63	\$32.92	\$24.46	\$18.82
PRIMARY - per term	\$376.30	\$329.24	\$244.65	\$188.15
PRIMARY - per year	\$1505.20	\$1317.05	\$978.38	\$752.60

### **SCHOOL-BASED LEVIES**

School-based levies are charges for curriculum resources, library books, printing levies and School Care Insurance for each child.

### **2024 SCHOOL LEVY SCHEDULE**

Per family

No. of students at Sacred Heart Yeppoon	One	Two	Three	Four	Five
Discount Percentage	0%	10%	20%	30%	40%
Per week	\$8.87	\$15.97	\$21.30	\$24.85	\$26.62
Per term	\$88.75	\$159.75	\$213.00	\$248.50	\$266.25
Per year	\$355.00	\$639.00	\$852.00	\$994.00	\$1065.00

### **SCHOOL BUILDING LEVY**

Each family will be charged a building levy of \$113.40 per term (\$453.60 per year) in conjunction with normal school fee billings. As this amount forms a collectable part of school fees, no tax deduction is possible.

### **TECHNOLOGY LEVY**

\$130 per child – Maximum of \$260 per family per year (\$40 per child per term)

### **PARENT CONNECT GROUP LEVY**

\$25 per family per term - \$100.00 per family per year.

### **SCHOOL FEE PAYMENT OPTIONS**

**PayWay** is a secure, internet-based solution to manage payment of school fees. In addition to direct debits via DDF, you are able to pay directly through your Parent Lounge account by credit card, EFT or cash at the school office, direct deposit to the school bank account and via BPay.

Contact Sacred Heart School finance officer, Mrs Stacey Todman at shy\_finance@rok.catholic.edu.au or at our office if you need any information about the payment of school fees. Thank you.