2026

Primary Handbook

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Welcome to Sacred Heart College

Our school has been a proud part of the Tasmanian Catholic Church since our foundation in 1888 and, as one of Hobart's oldest colleges, a leading member of the Tasmanian education community for 135 years. Founded by the Sisters of St. Joseph, Sacred Heart College has a direct link to the Order's founders, Saint Mary MacKillop and Father Julian Tenison Woods. Our mission is to live out the educational vision of those two great heroes of Catholic education. We strive to make our motto *Sursum Corda* 'Lift up your Hearts!' the defining message of hope for our students and staff.

Sacred Heart is a co-educational Catholic College, with an enrolment of approximately 1000 students from Kindergarten to Year 10. We work to provide our students with a well-rounded Catholic education, encouraging a life-long love of learning.

There are countless opportunities at Sacred Heart to be involved, not only in the everyday curriculum but also in a wide range of sporting, cultural and service activities.

Underpinning all that we do is our Josephite ethos, a rich tradition of service and commitment to social justice, which prepares our students to be proactive and generous citizens of their world, long after they exit our gates for the last time.

We live by the words of our founders, *"Never see a need without doing something about it."*

This handbook has been created as a resource for the families. I encourage you to have a look through the handbook and to refer to it as a source of information and perhaps as a starting point for any questions you may have about our College.

Mrs Elizabeth McDougall
Principal

OUR RECONCILIATION ACTION PLAN

Acknowledgement of Country

Sacred Heart College acknowledges that we learn, teach, and play on the lands of the muwinina people. We are committed to fostering a connection between our school community and the world's oldest living cultures on the Country that we now all share.

We are guided by the spirits of the old people still in the Land; we listen to the wisdom of the Elders of the present, and we cherish and nurture the emerging Aboriginal leaders of the future. We acknowledge the strength and resilience of all of Tasmania's First Peoples and we walk alongside them with respect.

Our Vision for Reconciliation

Sacred Heart College will continue to encourage all members of our school community to actively consider the diverse histories, cultures and communities that make up our nation. As part of the Australian nation, we acknowledge and respect Australia's complicated and difficult past since colonisation and the effect this has had on Aboriginal and Torres Strait Islander peoples and cultures. We actively acknowledge the strength and resilience of Aboriginal and Torres Strait Islander peoples and cultures and are committed to walking with Australia's First Nations peoples into a future of historical acceptance valuing equity and equality for all Australians. Encouraging and supporting understanding of Australia's First Nations peoples' values, cultures and histories is a core value of our school community.

Our school community has a strong vision for a reconciled Australia in which Aboriginal Torres Strait Islander and non-Indigenous Australians walk together with respect and understanding. We will continue to recognise and teach about Aboriginal and Torres Strait Islander peoples' diverse cultures and connections to Country, and we will foster shared respect for culture and Country as we best prepare our students to be part of a future of equality, equity and unity.

OUR HISTORY

The story of Sacred Heart College began on the 16th October 1887 when the foundation stone of the two original classrooms was laid. Our College was blessed and opened and accepted its first group of students in 1888 and was conducted by dedicated Catholic lay teachers until 1908 and the arrival of the Sisters of St Joseph of the Sacred Heart of Jesus.

The Sisters of St Joseph were founded in Penola, South Australia in 1866 with their work and values based on the ideals of the Order's founders, Julian Tenison Woods and Mary MacKillop, who shared a call to help and educate children. Whilst focusing on Catholic teaching, schools established by the Sisters of St Joseph were open to any child who wished to learn.

A responsibility to help those in need, to recognise that there is God in everyone and in everything, and to appreciate and cherish the people and the world around us, continue to be central to the Values and the Mission of our College.

From humble beginnings in 1888, Sacred Heart College has expanded to become a co-educational College for boys and girls extending from Kindergarten through to Year 10 and welcoming students and families from many different backgrounds and faiths.

The focal point of our College is the Sacred Heart Church, hosting members of the local community for regular worship and special services. The Church was built in 1884 and the College has developed around it to include a Primary and a Secondary Campus, purpose-built expansive teaching spaces and specialist facilities to cater for a wide range of student endeavours: academic, sporting, design and technology, vocational training and the arts.

Student learning, values and expectations at Sacred Heart College are deeply entwined with our history and the enduring legacy of the Sisters of St Joseph, Saint Mary of the Cross MacKillop and Father Julian Tenison Woods. At the heart of our College Mission lie the values cherished by our founders – compassion, humility, respect and a commitment to social justice.

Our rich history connects students to a tradition of faith and excellence, guiding them to become knowledgeable, compassionate and ethical individuals who are prepared to face the challenges of the future with grace and purpose.

We acknowledge those who came before us and strive to build upon their legacy to maintain a community that is respectful, welcoming and inclusive, acknowledging the past and fostering a sense of belonging for all at Sacred Heart.

OUR VISION AND VALUES

We believe that all members of our community are created in the image of God and have an innate dignity that needs to be respected and nurtured. We strive to create an environment for our students, staff and all in our College community which is founded on core values of respect, integrity, hospitality, inclusiveness, forgiveness and justice and to pass on these values and the teaching and spirituality of the Catholic Church through our learning programmes, through opportunities for prayer and celebration and through outreach.

We recognise the individuality of each student and actively work to promote their needs through quality teaching and learning, firm, fair and consistent expectations and the establishment of an effective care network for every student.

Students are encouraged to develop a personal ethical framework that focuses on our College Charisms and Expectations: C.A.R.E – Co-operation, Achievement, Respect, Empathy.

Students are encouraged to:

- Work co-operatively with their peers and College staff
- To value opportunities, set goals and do their best to achieve
- To demonstrate self-respect and self-management
- To demonstrate respect and empathy for others both within the College and the wider community
- To respect their surroundings, including College property and also the world around them

OUR VISION STATEMENT

- With open hearts we model the all-embracing love of Jesus Christ.
- With caring hearts we are faithful to the tradition of the Sisters of St Joseph.
- With aspiring hearts we instil a love of learning and an enthusiasm to embrace the challenges the future may hold.

OUR MISSION STATEMENT

Guided by the Spirit:

- We acknowledge the sacredness of creation and our responsibility to care for our earthly home;
- We celebrate as a prayerful Eucharistic community;
- We encourage each other to give witness to the values of the Gospel;
- We reach out to all; but especially the broken, the lonely, the rejected, the stranger;
- We challenge each other to grow in academic, sporting, cultural and service endeavours;
- We strive to develop responsible self-management;
- We build respectful and supportive relationships between parents, students and staff;
- We respect the differing beliefs of others.

As a united community we strive to: '*Act justly, love tenderly and walk humbly with our God*.' (Micah 6:8)

OUR MOTTO

COLLEGE HOUSES

Students joining Sacred Heart College are welcomed into one of the four College Houses; Julian, Quinlan, Delany or Xavier. Our House System is much more than the sports carnivals and other fun activities that enrich College life. Each House focuses on an inspirational figure who has made a significant contribution to the development of our College, a specific charism value and C.A.R.E. expectation, and an agency that students work to support throughout each year.

The Houses have a vital role in service and outreach within our Catholic community and every member of each House learns and lives that service. Indeed the prime purpose of our House system is to give voice and action to outreach.

Delany

Archbishop Patrick Delany (1853-1926)
Born in County Galway, Ireland, Patrick Delany was ordained as a priest in 1879. In December 1893 he was consecrated as Coadjutor of Hobart and in December 1907 became the third Archbishop of Hobart.

Agency: Society of St Vincent de Paul
Charism Value: Service
Expectation: CO-OPERATION

Quinlan

Sister M Hyacinth Quinlan (1850-1933)
Born near Clare in South Australia, Bridget Mary Quinlan entered the Sisters of St Joseph in Adelaide in 1868. Hyacinth was pivotal in sharing the spirit of Father Julian Tenison Woods and St Mary of the Cross MacKillop with three of the diocesan Josephite Congregations: South Australia (1868-1891), New Zealand (1880-1891) and Tasmanian (1891-1933).

Agency: Mary MacKillop International
Charism Value: Learning
Expectation: ACHIEVEMENT

Julian

Father Julian Tenison Woods (1832-1889)
Born in Southwark, England, Julian Tenison Woods was ordained a priest in Adelaide in 1857 and with Mary MacKillop was the co-founder of the Sisters of St Joseph in Penola, South Australia in 1866. Fr Julian worked in Tasmania from 1874 1876. He was a missioner, a founder, a scientist, a poet, a musician, an artist, a journalist, an explorer but before all of these he was a Priest of God.

Agency: Caritas
Charism Value: Environment
Expectation: RESPECT

Xavier

Sister M Xavier Canty (1871-1934)
Born in Cootamundra, NSW, Mary Ellen Canty entered the Sisters of St Joseph in 1890 and was one of the original communities at Sacred Heart in 1908, taking on the role as Principal of Sacred Heart from 1921-1933.

Agency: Catholic Mission

Charism Value:	Compassion
Expectation:	**EMPATHY**

OUR CAMPUS & FACILITIES

Our College Campus blends historical buildings with modern specialist facilities, encircling Sacred Heart Church at its core. These surroundings serve to remind us of our purpose, our history and traditions, whilst also ensuring the curriculum is delivered within a contemporary learning environment.

Over our 135 year history our campus has expanded and developed, growing from the original two classrooms and Novitiate building to include:

- Expansive modern teaching spaces
- Award winning Primary play spaces.
- Kindergarten playground and gardens and Bush Kinder Space.
- Primary and Secondary Libraries
- Specialist facilities for Science, Music, Drama, Art, Digital Technologies, Media Arts, Design in Food, Textiles, Wood & Metal
- Dedicated spaces for Learning Support and Intensive English
- Outdoor fitness equipment and multiple external seating areas
- Indoor and outdoor sporting facilities
- Students also have supervised access to the nearby Clare St Oval at lunch times, HPE lessons, afterschool sport, celebrations and activities throughout the year.
- We are in the process of incrementally installing hearing augmentation system in our classrooms for students with impaired hearing or auditory processing challenges

PRAYER, CELEBRATION & OUTREACH

Charism of our College

Charisms are traditions which are linked to significant people whom the Catholic Church has deemed remarkable in their contributions to the society they lived in by living out most fully the Gospel values of Jesus Christ. Each Charism has its own history and figures, and the extended present day network of professionals strive to keep the work alive today.

The Josephite Charism: Saint Mary of the Cross MacKillop

The Josephite Sisters were started by Saint Mary MacKillop, who lived from 1842 to 1909. Mary MacKillop's dream of providing Catholic education to rural Australian children began in Penola, South Australia. She was the first woman to begin a religious order which addressed the specific needs of rural Catholics in colonial Australia. Fr Julian Tenison Woods and Mary MacKillop shared a dream to educate children who lived in isolated rural communities in Australia. Her dream to educate children was further realised with the establishment of a Catholic order of Sisters, which was named the Sisters of Saint Joseph, whose patron saint is Saint Joseph the Worker, father of Jesus. These Sisters began their ministry by setting up schools in South Australia, and quickly expanded to Queensland, Victoria, Tasmania and New Zealand. The Josephite Mission and History Centre, on site has a museum detailing the history of our College, and the work of the Josephites in Tasmania.

How are these Charisms alive and celebrated in the day-to-day life of Sacred Heart College?

Throughout the Church and College year, there are a number of whole school events which help students to learn about the Sacred Heart of Jesus, St Mary of the Cross MacKillop, Fr Julian Woods and the Josephite Sisters and which commemorate their significant work.

We pray with students leading prayer each morning and Community Prayer every Friday mornings in Sacred Heart Church.

We celebrate Mass on Feast Days, celebrating the Feast of the Sacred Heart of Jesus in June, and St Mary of the Cross MacKillop's Feast Day on 8th August each year.

We work to help others as each House focuses on a particular charism and supports a specific charity, with one term designated to each of the focus charities.

HOUSE	EXPECTATION	OUTREACH FOCUS
JULIAN	RESPECT	Caritas Australia
QUINLAN	ACHIEVEMENT	Mary MacKillop Today

DELANY	CO-OPERATION	St Vincent De Paul
XAVIER	EMPATHY	Catholic Mission

C.A.R.E. – CHARISMS AND EXPECTATIONS

In partnership with families, the College strives to provide a safe, caring and supportive school environment which assists students towards the achievement of appropriate behaviours, fostering a sense of personal responsibility and self-discipline.

The major focus are our C.A.R.E Expectations as outlined for each of the College Houses. C.A.R.E. represents the guiding elements of Co-operation, Achievement, Respect and Empathy, which our school community refers to in an effort to build positive behaviours.

The CARE Expectations and Charisms are clearly on display within every classroom and are incorporated in many aspects of the school day encouraging respect for self, for each other and for our environment. Students receive recognition for consistent effort and positive behaviour through the presentation of CARE tickets, JMJ Awards, Principal's Awards and the St Joseph Certificate.

COLLEGE STAFF

PRIMARY LEADERSHIP TEAM

Principal	Mrs Elizabeth McDougall
Deputy Principal – Primary	Ms Nicole De Gouveia
Director of Ministry	Mr Paul Crennan
Assistant to the DP Primary - Student Wellbeing	Ms Suzi Pritchard
Director of Learning Support - Primary	Mrs Kate Moore/Mrs Anna Greenhill (T1&T2) Mrs Emma McCambridge (returning T3)
Learning Stage Leader - Kindergarten & Prep	Mrs Emma Wisby
Learning Stage Leader - Years 1 & 2	Mrs Jacqui Luttrell
Learning Stage Leader - Years 3 & 4	Mrs Melissa Bower
Learning Stage Leader - Years 5 & 6	Mrs Jo Pamplin

PRIMARY TEACHING TEAMS

Kindergarten Teaching Team	Mrs Tennielle Armstrong Mrs Emma Wisby (LSL)
Prep Teaching Team	Miss Laura Collins Ms Kieren Shanahan Mrs Sally Cassidy Mrs Emma Wisby (LSL)
Year 1 Teaching Team	Mrs Emma Reid Mrs Sophia Tucker Mrs Jacqui Luttrell (LSL)
Year 2 Teaching Team	Miss Brontie Froud Ms Elizabeth Macdonald Mrs Jacqui Luttrell (LSL)
Year 3 Teaching Team	Mr Joe Scott Ms Natasha Cormie Ms Ionela Ocoleanu Mrs Melissa Bower (LSL)
Year 4 Teaching Team	Mrs Claire Chivers Mr Kieron Kennedy Ms Sarah Stephen Mrs Melissa Bower (LSL)
Year 5 Teaching Team	Mrs Fiona Oliver Mr Daniel Bellinger Ms Suzi Pritchard Mrs Jo Pamplin (LSL)
Year 6 Teaching Team	Mrs Sophie Sullivan Mr Paul Guinane Ms Chloe McGuire Mrs Jo Pamplin (LSL)

SPECIALIST TEACHERS & CO-ORDINATORS

Head of English as Another Language	Ms Swechha Shrestha
Lead Teacher – HPE/Primary Sports Co-ordinator	Mr Paul Guinane
Aboriginal & Torres Strait Islander Key Teacher	Ms Sarah Stephen
College Counsellor – Primary	Ms Melitta Hopkins

Specialist Teachers:

• Health & Physical Education	Mr Paul Guinane/Miss Elizabeth McGann
• Learning Support	Mrs Anna Greenhill
• Music (K-6)	Ms Leigh Lazarus
• Visual Art (P-2)	Ms Vicki Morris
• Language/Indonesian (3-6)	Ms Li Li Lim
• Drama (P-4), Learning Support	Mrs Jess De Franceschi
• Drama (5-6)	Mr Andrew Newton

Learning Support Officers: Tracey Apted, Donna Bone, Max Cowburn, Zoe Douglas, Tom Ferguson, Liz de Groot, India Lockley, Wendle Makiling, Fiona Moore, Andrina Rackett, Georgia Rogers, Georgia Ross, Jefferson Roy-Chowdhury, Seena Sejan, Belinda Vinen, Bailey Walker, Jemma Warner, Amy Westwood, Vanessa Westwood.

DAILY STRUCTURE

- Supervision of students is provided from 8:20am each morning in the Quadrangle - the area in front of the Primary Office. Students should not be on school premises prior to 8.20am.
- All students should be on campus by 8:40am.
- The School Day starts at 8.45am and runs through to 3.00pm.
- The school day is structured as follows:

Primary Timetable	
8.45am	Start of the day
8.45am – 11.00am	Classroom Programmes (fruit break 10.00am)
11.00am – 11.20am	Recess
11.20am – 1.00pm	Classroom Programmes
1.00 pm – 1.50pm	Lunch 1.00pm - 1.10pm Eating time in the classroom 1.10pm - 1.50pm Outside play
1.50pm – 3.00pm	Classroom Programmes
3.00pm	End of the day

- Afterschool supervision is provided at bus stops on Pedder St, Clare St and New Town Road to assist with safe transit home.
- Students waiting for collection at the end of the day must wait in the supervised playground area. Students remaining on site after 3.15pm will be taken to the College Office to contact home.

TERM DATES

Term 1	Friday 6 February 2026		Term 1 begins for Prep to Yr 6 & Kinder Corda
	Tuesday 10 February 2026		Term 1 begins for Yrs 8 to 10, & Kinder Sursum
	Thursday 16 April 2026		End of Term 1
Term 2	Monday 4 May 2026	-	Friday 10 July 2026
Term 3	Tuesday 28 July 2026	-	Friday 2 October 2026
Term 4	Monday 19 October 2026	-	Thursday 17 December 2026

CURRICULUM

Sacred Heart College strives to promote excellence in our curriculum. Students are supported and encouraged to develop the skills required to communicate, question, interpret and analyse, and become engaged members of our College and global communities.

Sacred Heart College is committed to a curriculum that will:

- Provide solid foundations in literacy and numeracy,
- Provide specific knowledge in key disciplines through an engaging curriculum that is accessible to all students,
- Promote national values of democracy, equity and justice,
- Promote personal values of honesty, resilience and respect for others,
- Provide opportunities and connections that enable life-long learning.

PRIMARY CURRICULUM

Sacred Heart College Primary Campus is a place for children, families and educators to come together to celebrate the development of the whole child as they weave their own individual learning story. Staff are committed to creating an environment where children feel respected, loved and valued. It is a place where childhood is celebrated and children are nurtured. We value kindness, cooperation, tolerance, and respect.

Catholic education by its very nature challenges us to be a community and to build an atmosphere where children can be gradually made aware of God's love for them and to understand their own unique place in the world. Children are immersed in a rich learning environment, which supports their individual learning, where they are listened to and encouraged to express their ideas and where relationships are nurtured.

In Kindergarten we provide an integrated programme which offers each child the opportunity and time to play, to discover and explore, to question and wonder. We value play as a powerful tool for learning which enables children to develop at an appropriate pace through meaningful interactions with adults and with the world around them. We value the role of the natural environment in the lives of children and the development of an environmental identity.

As students progress through the Primary years they are provided with comprehensive learning opportunities within the Australian Curriculum subjects of English, Maths, Religious Education, Humanities and Social Sciences (HASS), Science, Physical Education, Health and Wellbeing, Languages–Indonesian, Music, Visual Arts, Drama, Digital and Design Technologies integrated across all curriculum areas.

Literacy and Numeracy

Literacy and numeracy are key priorities for the College across all Grades. A number of initiatives have been put in place to assist student to build solid foundations in Literacy and Numeracy skills. These programmes include:

- Strategic testing for Early Years to target phonemic awareness and numeracy skills.
- Strategic testing across Years 3-6 to target fluency and comprehension including Dibels and PAT.
- Literacy Programmes including Writing Revolution, InitiaLit, Spelling Mastery, Daily Review and Seven Steps.
- Mathematics Programmes including Shaping Minds

Learning with Technology

At SHC technology is recognised as an important educational tool that augments student learning and offers students new ways to discover, to analyse, to collaborate and to communicate. Our College strategy is to provide ICT that is reliable, secure and accessible to all students, to support teaching and learning and enhance the experience and opportunities for our students. Technology is utilised within each classroom and teaching space and is integrated within lessons and extracurricular activities.

Information and Communications Technology (ICT) facilities are available in each classroom with iPads, interactive whiteboards, digital visualisers and plasma screens in use throughout the Primary Campus. Student are encouraged to be sensible and respectful in their use of technology with specific expectations detailed within the handbook.

Students in Prep to Year 3 use class sets of College owned iPads. Year 4 students have access to College laptops, learning basic skills and responsibility. Students in Year 5 and 6 participate in the Bring Your Own Laptop programme (BYOL), which continues throughout the Secondary Campus. Student laptops need to be brought to school prior to the start of Term 1 for configuration. Please refer to the Bring Your Own Laptop Programme attachment for all details.

Inclusive Education

Sacred Heart College is an inclusive school where students of all backgrounds and abilities are welcomed and supported. Our approach is to be flexible and to cater for the diverse needs of individual students. The Learning Support Team and the EAL Team (English as an Additional Language) work closely with subject teachers to support in differentiating tasks and assessments, implementing teaching strategies and developing a clear understanding of the nature of students' challenges so that they have the best possible opportunity to engage with the curriculum and all aspects of College life. Using a variety of testing regimes, students who are identified as gifted are enriched and extended within their learning programme. Individualised plans are created with parents, the student and key staff to ensure that this extension is appropriate and supported.

Online platform - Josie

Upon commencement, students and parents receive access to our online platform, Josie, which allows student, teachers and parents to connect, communicate and collaborate, supporting student learning and student wellbeing.

Through Josie students are able to:

- submit work
- receive teacher comments on work completed, and review their marks,
- access timetables, calendars and due dates and effectively manage their workload.

Through Josie parents can:

- view continuous online reporting,
- access progress reports and academic reports
- receive notifications whenever student work is marked or feedback is provided
- keep an eye on due dates and events on the College Calendar

Parents and students may contact our IT Department via telephone on 6279-4090 or email helpdesk@shc.tas.edu.au should they need help accessing Josie or require any technical support.

Assessment

Assessment of student learning is an on-going process and takes place at different levels and for different purposes, including:

- ongoing formative assessment within classrooms for the purposes of monitoring learning and providing feedback, for teachers to inform their teaching, and for students to inform their learning.
- summative assessment for the purposes of reporting by schools to parents and carers on the progress and achievement of students. (ACARA)

We monitor students' progress by assessing their knowledge, skills and understanding against the Achievement Standards.

Feedback and Reporting

An important part of the assessment process is reporting results and giving feedback on tasks and assessments for the purpose of:

- communicating progress,
- providing meaningful feedback,
- allowing students to reflect on what they have done well, where and how they can improve and how they can extend themselves.

Results/feedback can take various forms: written comments; rubrics; annotated student work; percentages; letter grades.

Effort and Work Practices

Students are assessed on their effort and work practices in the form of a rubric, reflecting on engagement with learning, respectful practices and self-management. This initial assessment is completed at the midway point of Term 1 for discussion with Tutor Teachers at Get Set Conferences.

Academic Reports

Detailed reports are issued at mid-year followed by formal opportunities to meet with subject teachers. End-of-year reports are issued in the final weeks of Term 4. Parents are welcome to contact teachers at any time should they wish to discuss student progress.

Reporting Timetable	Ongoing	Continuous online reporting regularly updated on Josie
	Term 1	Goal Setting / Get Set Conferences
	Term 2/3	Mid-year Reports & Learning Conferences
	Term 4	End of Year Reports

For more details please click on this link to access the Feedback, Assessment & Reporting Handbook accessible on the College website.

EXTRA CURRICULAR ACTIVITIES

College Sport

Learning continues outside the classroom with students encouraged to face challenges, set goals, develop stamina, learn about competition, commitment and teamwork, and build friendships through their involvement in College sport.

In addition to the Health & Physical Education Programme, students have the opportunity to enjoy a wide variety of sporting activities throughout the school year including:

- afterschool sporting rosters for a range of different sports each term;
- the fun and celebration of full day College Carnivals with all secondary students and staff gathered together at the Aquatic Centre, Wentworth Park or the Athletics Centre to represent their House and connect with students from across the year levels;
- lunchtime events and challenges and cross-campus activities

In line with our College values we strive to provide an inclusive environment where everyone is welcome. This extends to College Sport with our aim being to provide all students with the opportunity to participate, to try new sports, be part of team and build friendships.

The table below provides an indication of the activities on offer each term.

	Carnivals	Team Rosters and Events
Term 1	SHC Junior Swimming Carnival (1-2) SHC Primary Swimming Carnival (3-6) JSSATIS Swimming Carnival (3-6) STCPSSA Swimming Carnival (3-6)	Tennis Soccer Cricket Flippa Ball Junior Golf Basketball Championships
Term 2	SHC Cross Country Carnival (P-6) STCPSSA Cross Country (3-6) JSSATIS Cross Country (3-6) Primary All Schools Cross Country (3-6)	Netball Soccer Hockey Water Polo City to Casino 5/6 Winter Sports
Term 3	SHC Primary Athletics Carnival (3-6)	Basketball Junior Netball Junior AFL Hockey
Term 4	STCPSSA Athletics Carnival (3-6) JSSATIS Athletics Carnival (3-6) Junior Athletics Carnival (K-2) Kinder Cross Country	Junior Basketball Junior Tennis Touch Football Tee-ball Cricket / Indoor Cricket Flippa Ball Hockey Schools Triathlon

Information on the sports options for the term, and details of the sign-up process, are made available to students and parents prior to the start of each term.

Performing Arts – College Bands & Ensembles / Drama Productions

- Opportunities are available for students to join the College Band & Ensemble Programme which includes Junior & Senior Band, Junior & Senior String Ensembles, Concert Band and Vocal Ensemble.
- Bands and ensembles members are expected to attend before-school rehearsals and participate in both College and Community Performances throughout the year.
- Families can also arrange individual instrumental tuition for students with specialist tutors visiting the College by arrangement.

Activities and Competitions

Extra-curricular activities at Sacred Heart are designed to suit the talents and interests of all and provide students with a well-rounded appreciation of the world around them. There are a number of exciting options from which to choose in the areas of culture, service and sport such as Chess, Spelling Bee and Vinnies cooking.

Student Leadership

Opportunities to take on responsibility are available to students, from informal leadership roles in tutor groups or on camp through to more formal positions, as members of the Student Representative Council, Sports Captains, Primary Student Leaders and Junior College Captains.

Outreach

Students have numerous opportunities to become involved with their community through College outreach programmes that support our House Charities: Caritas, Mary MacKillop Today, St Vincent de Paul and Catholic Mission, participation in ANZAC Day events or Vinnies Cooking.

Year Level Camps

Students experience long day trips or residential camps in Years 4 and 5 and visit Canberra in Year 6 learning about Australian History and Democracy. Camps provide valuable opportunities for students to bond as a class, to develop new friendships, learn about leadership, build on existing strengths, have fun in a supportive and challenging environment, and discover more about the world around them. Activities on camp vary but are designed to challenge the students physically and mentally as they work together to work through problems and challenges, make decisions and develop resilience.

STUDENT WELLBEING

Student Wellbeing, or Pastoral Care, at Sacred Heart involves looking after the physical, emotional, spiritual and social well-being of students and staff. Since the Sisters of St. Joseph founded the College in 1888, pastoral care, or the sacred duty to respond to the needs of each and every person in our community, has been a central feature of life at the College. Pastoral care is also a shared responsibility. It is about building relationships, enhancing a sense of community, meeting challenges and helping our students to feel that they belong.

Pastoral care is embedded in every facet of College life and is an integral part of all educational activities. Our pastoral care programmes are catered to suit the needs of each age group and are implicit as part of everyday life at the College. All staff, teaching and non-teaching, are involved in pastoral care at Sacred Heart. Our major goal is to work in partnership with parents to educate resilient, independent and confident men and women who can make a difference in the world.

Teaching Teams

Across the Primary campus staff combine into teaching teams to plan collaborative learning, teaching and reporting opportunities which allow year groups to work together as a whole on most learning tasks. Learning hubs have been designed to provide opportunities for both independent work and collaborative group work and learning.

Supervised Lunchtime Activities

During the lunch break students have access to the CARE Room or a range of activities including games, craft, music, art and more. A teacher is on duty in each area to provide students with time to complete a quiet activity, help students find friends to join in with, or time for reflection in a quiet space.

Breakfast Club

Each Thursday morning, students from Primary and Secondary are welcome to enjoy breakfast (at no charge) in MacKillop Court hosted by members of the College Leadership Team. This weekly before-school activity creates the opportunity for students and staff from across the College to connect informally while enjoying a warm drink, fruit or a toasted sandwich.

College Counselling Support for Students

The Primary College Counsellor assists students in managing, learning, behavioural, social and emotional challenges, that may arise during their schooling.

- Our Primary Counsellor is available to work with students who may need short-term support to navigate personal or school-related difficulties. In addition to working with students the Counsellor can provide referrals to external services.

- When a referral form is received for a student, the student will remain on the Counsellors list during their Primary years.
- Please note that while our Counsellor provides important early support and intervention, they do not offer long-term therapeutic counselling. If ongoing or intensive support is needed, the counsellor can assist in facilitating referrals to appropriate external services to ensure your child receives the level of care and support required.

IN PARTNERSHIP WITH FAMILIES

The relationship between school and home forms a vital part of our supportive school environment. Sacred Heart College operates with the firm belief that we work in partnership with families, guiding the young people in our care to become knowledgeable, compassionate and ethical individuals who are prepared to face the challenges of the future with grace and purpose.

We seek the following support from parents and guardians:

Support Attendance	Ensure your child attends school every day, on time, equipped with everything they need, and ready to learn. School starts at 8.45am. Students should be on school grounds by 8.40am. Support from parents and carers is requested to help us minimise student absences and maximise positive engagement with school to enhance academic and wellbeing outcomes.
Communicate Regularly	Ensure the College is aware of all relevant information about your child including health and contact information to maintain the important link between school and home. Contact the College to advise of any student absence, if you have concerns about your child's progress or wellbeing, or to advise of any changes in contact information, email addresses etc.
Support College Values & Expectations	Be aware of College Values and Expectations and reinforce these at home, supporting students to be at school on time, in the correct uniform, and encouraging our C.A.R.E. Values of Co-operation, Achievement, Respect and Empathy.
Keep up to date	Check emails, newsletters, and other school communications regularly for updates and important information. Regularly access Josie to receive important notifications and progress reports regarding student achievement and help student keep up to date with approaching events and activities.

SUPPORTING ATTENDANCE - *EVERY SCHOOL DAY MATTERS*

The importance of attending school every day is an integral component of the *Education Act (2016)* which requires all children and young people aged 5 to 18 to be enrolled in an education or training facility and to attend every day. The College must account for every student absence, recording a reason.

- If your child is unwell please contact the College by 9.00am to advise of their absence. The Principal may ask for a medical certificate to explain extended absence for illness.
- Students arriving late or leaving early must sign in/out through the College Office.
- Appointments should be made outside of school hours. If your child needs to leave school to attend an appointment please contact the College.
- We strongly encourage families to plan holidays to take place during term breaks. Taking holidays during term time can impact student progress and achievement making it challenging for students to catch up with work missed during their absence.
- For extended leave requests (5+ days) please advise the Principal's Office in writing, providing a minimum of two weeks' notice - email principalsoffice@shc.tas.edu.au Requests will be acknowledged in writing.
- Special days such as Sports Carnivals, Feast Days and Reflection Days are an integral part of the College Curriculum. Attendance is compulsory for each these important occasions with all students expected to demonstrate a commitment to College events and activities through attendance and participation.

For additional detailed information please review **ATTENDANCE REQUIREMENTS AND EXPECTATIONS**

TO CONTACT THE COLLEGE

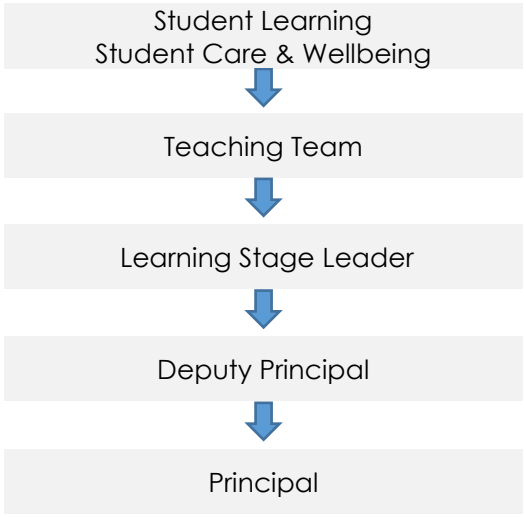
The College Office is open 8.00am to 4.00pm Monday to Friday during term time. There is an answering machine for phone messages after 4.00pm.

To contact the College Office:	Phone 6279-4090	Email admin@shc.tas.edu.au
For absences	SMS: 0428 533 441	Email absence@shc.tas.edu.au

COMMUNICATION WITH TEACHERS

Parents are encouraged to communicate any information which may be relevant to how your child may be feeling e.g. illness, bereavement, or change in family circumstances so that we can work in partnership with you and your child. If you have an issue of importance to discuss, and to ensure any concerns can be given our full attention, it is best to make an appointment at a mutually convenient time rather than try to catch staff during the busy moments at the start of the school day.

The flowchart that follows provides an idea of who to contact in various situations.



TEACHING TEAMS

All our teachers are members of highly collaborative, year-based teams who work together closely to plan for and deliver the highest possible standard of pastoral care and curriculum engagement for every student in their care. In this best practice structure, our flexible and open learning hubs enable students to experience not only wonderfully positive opportunities to work within mixed groupings of their peers, but also with every teacher in the team.

Teachers share the responsibility for the entire year group. These collaborative teaching and learning philosophies ensure assessment, progress feedback and reporting, day to day issues and concerns, and any other communication with parents is completed and delivered as a team by our teachers.

Each teaching team has a group email address to ensure all members of the Teaching Team are involved in communication. Parents are encouraged to email the Teaching Team to ensure all members of the team are aware any concerns and appropriate supports can be put in place as required. The teaching team email is easily accessible on each Josie Community Page.

RESPECTFUL COMMUNICATION

In keeping with our College Values, the relationship the College builds with families is based on a shared understanding that all communication should be respectful, courteous and reflect a commitment to a positive culture of interaction. This extends to all facets of College life including formal and informal College events and activities, and all forms of communication including social media, in line with Catholic Education Tasmania Commission Tasmania (CECT) Adult Behaviour Policy - Please here to access CECT Policies

COLLEGE COMMUNICATION

- The majority of College Communication with families issues via email. Current email addresses and parent contact information are essential to ensure families receive all relevant information throughout the school year.
- A wide variety of information is made available through the weekly Newsletter and Josie e.g. events on the College Calendar, sporting team rosters, events and excursions.
- **Josie** is our online learning and communication platform. Each year level has a dedicated page where parents can keep up-to-date with information about events, student feedback, and academic reports, positive notes and information shared by teachers. Josie provides access to

sports information, the College Calendar, the newsletter, parent resources and a great deal more.

- By checking Josie regularly parents can stay informed about what's happening at school, keep track of important events, and engage in their child's learning.
- Josie login in information is provided upon enrolment. Please contact the IT Department on 6279-4090 or email helpdesk@shc.tas.edu.au if technical support is required.

EXCURSIONS / PERMISSION FOR OFF-CAMPUS SCHOOL ACTIVITIES

- Students have opportunities to participate in excursions and off campus activities during the school year that provide an extension to the curriculum, first-hand experience of a particular area of study and/or opportunities for social development. We will provide families with detailed information prior to each excursion via email. Specific permission will be sought from parents/guardians prior to any excursions that include aquatic activities, outdoor education or any high-risk activities or overnight camps.
- Information regarding off campus events and activities is sent home by email.
- The online excursion system(Consent2Go) provides information regarding each excursion or activity, and on some occasions requires the completion of a consent to participate.
- When required, online consent and requested paperwork need to be returned to the Teaching Team or the College Office by the due date.
- Parents are asked to please ensure contact and medical information recorded through Consent2Go remains accurate and up-to-date and to regularly check Consent2Go emails to ensure students are able to participate in excursions and activities.

PARENT-TEACHER CONFERENCES

- All parents will be asked to book a Get Set Conference time in Term 1, allowing for a positive and meaningful first face-to-face meeting with Tutor teachers, parents and students at the start of each year.
- The SHC Get Set Programme is based on essential elements of the Personal and Social Capability framework from the Australian Curriculum and aims to encourage students to develop reflective practices, self-awareness and self-management skills.
- The opportunity to meet with teachers and discuss student progress is available early in Term 3.

BEFORE & AFTERSCHOOL CARE

We recognise the demands of combining family life and work, and through the Discovery Early Learning Centre can offer both before and after school care and holiday care on site. Discovery is not part of the College but we have a very strong relationship with the Centre with both the Outside School Hours Programme (OSHC) and the School Holiday Programme held in the College's Media Centre. Please contact Discovery directly with any questions, or to enrol in any of their programmes. Phone: 6228-9494

B4@SHC (SETUP for Success)

Catholic Education Tasmania has worked closely with schools and local communities to develop the early year's program, SETUP for Success, to promote learning for life for both young people and their families. This program at Sacred Heart College is called, B4@SHC.

B4@SHC is open to all families within the College and local community who have a child aged birth to five years. Our program supports families to play and interact with their children to better understand their child's early learning and development. The sessions are run by qualified Early Childhood Teachers and supported by Learning Support Officers who work alongside families and their children. Programs are run in term time and schedules are available on the College website.

VOLUNTEERS

We welcome the important role that volunteers play at Sacred Heart and encourage members of the College Community to be involved with College life. Parent support is vital for our sports teams with volunteers often required to help manage or perhaps coach teams. Members of our College Community are also warmly invited to join the Friends of Music, supporting our College Bands & Ensemble Programme, or the SHC Family & Friends. Information regarding events and opportunities to get involved appear regularly in the College Newsletter. Members of our College Community who would like to volunteer are invited to contact the College Office for detailed information.

CHILD SAFEGUARDING PROTOCOLS

Sacred Heart College is committed to implementing and following practices which protect the safety and wellbeing of children. Government legislation and Catholic Education Tasmania policies

require adherence to formal structures and procedures with regard to anyone volunteering to help students or working on College grounds.

All volunteers/visitors/contractors active within the College must:

- have a current Working with Vulnerable People Registration Card (WWVP) and are required to sign in each time they visit the College (applications for a WWVP can be accessed online)
- Complete the SHC online induction
- Complete the Catholic Education Tasmania Safeguarding document

CHILD SAFEGUARDING PROTOCOLS

- **Sign In/Sign Out Procedures**
- **Before and After School Supervision Arrangements**

Tasmanian State Government legislation for 'Working with Vulnerable People' was introduced in 2014 which required the implementation of formal procedures for visitors to the College and for signing students in or out when arriving late to school, or leaving early. This dictates that all adults on College grounds during working school hours, must have signed in and received a school lanyard visitors pass and have a current Working with Vulnerable People Registration. The only exception to these guidelines are for the normal morning drop off and afternoon collection periods and for parental/guardian attendance at special events such as Assembly, Sport Carnivals or where an invitation has been forwarded.

The purpose of the legislation is to significantly improve the safeguards and child protection processes to help keep children safe from harm. The safety and security of all of our students is our highest priority for all at the College, and as such, the following procedures are in place:

1. All students who arrive late to school or who are needing early collection during the day need to be signed in or out by their parent/guardian at the Primary Office. This also applies to those students needing to attend appointments, but who will return to school.
2. Students arriving late need to sign in at the Primary Office. Students in Kinder will be collected by staff and taken to their classroom. Students from Year 1 to 6 are able to move across to their classroom once they have obtained a late pass.
3. Students needing to leave the College for an appointment or due to illness can be collected from the Primary Office. Students will be signed out of the College when their parent/guardian has arrived.
4. Outside of the normal "drop off" and "pick up" periods in the morning and afternoon, adults should not visit classrooms areas unless appropriately signed in. Any student arriving at school after 8:45am will be deemed as arriving late and must be signed in at the office before being taken by school personnel to their classroom. The same procedures apply for collection of students before 3:00pm.
5. A supervising Teacher is on duty from 8:20am. Students arriving at school prior to 8:30am are reminded that they must wait in the quadrangle area outside of the Primary Office, unless they are accompanied by their own parent or guardian. Students will be allowed to go to their classrooms at the sounding of the 8:30am bell.
6. At the end of the school day, Kindergarten students must be collected from the Kinder classroom at 3.00pm by a parent, nominated adult guardian or if required a sibling who is in Year 7 or above.
7. In line with our Child Safeguarding Protocols, adults collecting children at the end of the school day should not be on campus prior to 2.45pm unless they have signed in at the College Office and have provided a copy of their WWVP.
8. Students who are waiting for parents after 3:00pm must wait in the supervised playground area.
9. The lower grassed and playground areas and footpaths are out of bounds after school to those students not individually supervised by their parents or nominated guardian adult. Teachers will ask students waiting in these areas to move to the quadrangle/courts.
10. If students are still in the playground at 3:15pm, they will be asked to move to the College Office for contact with parents.

Thank you for taking the time to read this important information. Please do not hesitate to contact the College should you have any concerns or queries. We appreciate your support of these safety procedures.

Working With Vulnerable People Legislation (WWVP)

Under Working with Vulnerable People Legislation anyone who wishes to work or volunteer with children is required to complete a Working with Vulnerable People check. The applies to any contractors visiting the school grounds to complete work, all visiting volunteers and all teaching and non-teaching staff. The purpose of the legislation is to significantly improve the safeguards and child protection processes to help keep children safe from harm.

In line with this legislation anyone wishing to help in the classroom, attend excursions or to visit the College during the school day is required to sign in to the school office to show their Working with Vulnerable People registration and receive and display an official visitors pass authorising them to be on-site. The only exception to these guidelines is during the morning drop off and afternoon collection periods, for parental/guardian attendance at special events such as assemblies or sport carnivals, or where an invitation has been forwarded.

Applications for a Working with Vulnerable People Registration can be completed online by visiting http://www.justice.tas.gov.au/working_with_children Applicants should complete the online application, print the 'Application Receipt' and take it to any Service Tasmania shop with a current driver's licence. Service Tasmania will take a photo of the applicant and will also require payment of the fee (approx. $20). SHC volunteers may seek a refund of this fee from the College upon presentation of a completed Working with Vulnerable People Registration Card if they wish.

Applications are assessed by the Tasmanian Department of Justice. Once the application is submitted the checking and confirmation process takes between 2 and 6 weeks. Once the process is completed a Working with Vulnerable People Registration Card will issue to the applicant's address. The registration covers volunteers for three years and allows parents and carers to assist at school with sporting teams, parent help and excursions and also to volunteer at external sporting clubs, scouts etc.

SACRED HEART COLLEGE ONLINE INDUCTION

Volunteers are required to complete the SHC Workplace Health and Safety Induction module which can be found on Josie.

To complete the online induction:

- click on http://www.onlineinduction.com/shc/
- login if you have registered previously or select *First time here? Click here to register*
- select *Volunteer*
- complete details
- complete the online induction

Sacred Heart College

S.W.P.B.S

CARE expectations

DELANY

QUINLAN

ACHIEVEMENT

- be organised & prepared for learning
- take responsibility for your learning
- welcome challenges

RESPECT

- respect your learning environment
- respect for yourself & your right to learn
- respect for others & their right to teach & learn

CO-OPERATION

- contribute positively to class activities
- work in a safe manner
- ask questions when you don't understand

EMPATHY

- listen & learn from others
- be inclusive
- never see a need without doing something about it

XAVIER

JULIAN

School Wide Positive Behaviour Support

COLLEGE EXPECT-ATIONS AND GUIDELINES

Sacred Heart College strives to provide a safe, caring and supportive school environment to help each student reach their full potential. Shared responsibility and the dignity and worth of every member of the College Community are cornerstones of our Vision and Mission Statements. We uphold these by showing and promoting respect for oneself, for others and for the environment in which we work.

We expect the highest standard of behaviour of our students, to maintain a positive, productive and safe learning and teaching environment for students and staff and to ensure all members of our College Community feel welcome, safe and experience a sense of belonging.

Students are encouraged to regularly consider and reflect on the College's C.A.R.E Expectations (Co-operation, Achievement, Respect, Empathy) in an effort to consistently demonstrate positive behaviours. These standards extend beyond the boundaries of our College.

Sacred Heart College follows a **School Wide Positive Behaviour Support (SWPBS**) **Framework** - a system approach for establishing the social culture and behaviour support needed for a school to be an effective social and learning environment for all students and staff. Its features include:

- Explicit teaching of positive social expectations
- Clarity about what those expectations are
- Acknowledgment and rewards for appropriate behaviour
- Consistent consequences for unacceptable behaviour
- The use of collected data about behaviour to inform decisions

Working in partnership with parents we encourage students to foster a sense of personal responsibility and self-discipline. Sacred Heart College students are expected to:

Show respect for MYSELF by

- arriving at school, and to classes, on time and with all the equipment required
- wearing the correct uniform
- observing College expectations about make-up, jewellery, and hairstyles
- being positive and productive
- being present and attentive (phones off and away, no head phones in class)
- doing my best and asking for help when I don't understand what I have to do
- taking care of my belongings
- being involved in College life as much as I can

Show respect for OTHERS by

- recognising that all students and teachers have a right to do their best in the classroom, in sport, in outreach activities or cultural pursuits
- making positive contributions to class discussions and group work
- listening to others when it is their turn to speak and respecting their right to express opinions that may be different to mine
- moving in a safe manner in classrooms, corridors and in the yard
- using appropriate language
- avoiding bullying behaviours and not tolerating it in others
- being courteous and well-mannered to all members of the College Community
- consistently demonstrating respectful behaviour when representing the College on excursions, on the bus and within the local community.

Show respect for the ENVIRONMENT by

- taking care of all College property and facilities
- Maintaining our College environment by using the recycling and waste bins provided in the classrooms, corridors and playground to dispose of packaging, litter and food scraps.
- observing school expectations about items that have the potential to be harmful or damaging to our environment, including aerosol deodorants, chewing gum, white-out fluid and permanent markers (7-10)

STUDENTS AND PARENTS SHOULD ENSURE THEY ARE AWARE OF ALL COLLEGE EXPECTATIONS AND GUIDELINES AS DETAILED ON THE FOLLOWING PAGES.

SCHOOL WIDE POSITIVE BEHAVIOUR EXPECTATIONS (K-6)

At Sacred Heart College we embrace the C.A.R.E. values: **Care, Achievement, Respect, Empathy**
These principles guide our actions, foster a positive environment, and shape our community.

SCHOOL WIDE EXPECTATIONS	ALL THE TIME/EVERYWHERE	LEARNING SPACES	TRANSITIONS	PLAYTIME	GATHERINGS	TOILETS
BE SAFE	We CARE for others and ourselves We care for our school environment and resources We are welcoming and inclusive We are a good friend to others We keep our hands and feet to ourselves and play safely. We speak up when something feels wrong	We ask to leave a space/ We stay in the learning space and ask to leave if we need to We walk around the space	We walk safely and quietly We walk on pathways and keep to the left We stay with the group We keep our hands, feet and objects to ourselves	We play in the correct areas We keep our movements safe We use equipment and the playground correctly We walk when going around corners We are sun smart We seek an adult's help when needed	We enter and exit the space respectfully We are responsible with hands and feet	We keep games and food away from the toilet We get help from a teacher if needed We only have one person in a cubicle. We lock/shut the door We use the toilets at school before going to the oval.
BE RESPECTFUL	We ask for help when needed We make responsible choices We use our manners We speak kindly to others We listen when others are speaking	We let others learn We treat all property and resources with respect We respect the opinions of others. We participate and cooperate in group work	We listen to and follow directions We use quiet voices	We are inclusive and play fairly We share space and equipment We move to class when the music bell plays We pack up and return equipment We put our rubbish in the bin	We participate and respond appropriately We celebrate the achievements of others respectfully and we are humble in our success	We respect the privacy of others We keep the area clean and tidy We leave the area when we are finished.
BE YOUR BEST/ BE A LEARNER	We wear the correct uniform We walk quietly We accept feedback and decisions positively We participate as best we can We learn from our mistakes	We are prepared for learning We are active and engaged learners We ask for help when needed We take pride in our work	We are organised We move directly to and from the spaces we are using	We follow the rules of the games We show empathy We show good sportsmanship	We participate fully in song, prayer and events	We flush the toilet We wash our hands We use the toilets during break times We only go when we need to go We use the sanitary bins if needed

UNIFORM AND APPEARANCE

It is an expectation of the College that students wear the official uniform and present a neat and well-groomed appearance at all times.

The wearing of the College uniform aims to engender a sense of belonging and to reflect a commitment to the College. The College uniform is the face of the College to the general public. All students should take pride in their appearance and should present themselves daily in a clean, age appropriate, natural state suitable for our formal learning environment. Our guidelines are driven by a sense of justice, that every student appears equal and free from peer pressure (avoiding spending money and time to present oneself in the style of the latest fad). We encourage our students to express their individuality and creativity in other ways.

On occasion, students use the holidays to experiment with their personal presentation/identity, this is a positive form of individual expression. However, our expectation on Day 1 of each term is that students present themselves appropriately for our formal, school environment in accordance with our Uniform/Presentation Expectations listed below. We encourage our students to express their individuality and creativity in other ways.

The wearing of the correct school uniform is expected at all times. Should a student be unable to wear the correct uniform due to unforeseen circumstances, parents are expected to notify the school prior to the start of the school day.

Uniform (Kindergarten – Year 2)

Students in Kinder to Year 2 wear College Sports Uniform each day.

Formal Uniform (Years 3-10)

- Students in Years 3 to 10 are required to wear Formal Summer Uniform in Term 1 and Term 4 and Formal Winter Uniform in Terms 2 and 3.
- Students in Years 3 to 10 are required to wear their Formal Uniform each school day unless they have HPE or a SHC sports related activity on their timetable for that day.
- Sports (HPE) Uniform can be worn on these days only, or when advised for specific College events.

For students in Years 5 to 10 **College Blazers** must be worn to and from school unless excused on hot days when students will be advised via PA or Tutor/Class Teacher. Students may wear the College Jacket with their formal uniform to and from school over their blazer in wet weather. Please note that the jacket is not to be worn in place of the blazer to and from school. When at school, students may wear their jacket in place of their blazer if they wish.

Shoes:

- Plain black leather or polishable lace up shoes (not boots) must be worn with the uniform.
- Only durable black lace up school shoes are to be worn in the kitchens and workshops.
- For safety reasons, shoes, including sports shoes must be lace-up and robust (not canvas or soft material).
- Sport shoes must be supportive (runners, cross trainers etc.).
- Suede or skateboard shoes, volleys etc are not appropriate for HPE/College Sport.

Hair/nails/makeup:

- Hair must be neatly groomed in keeping with our conservative, formal environment for learning.
- If shoulder length or longer, hair must be tied back.
- No extreme hair colours, styles or cuts like undercuts, razored patterns, mullets, mohawks, rat tails, horseys, dreadlocks or styles deemed unsuitable by the direction of the Principal.
- Hair must be in keeping of natural colours. No extreme bleaching, multi tones or hair fixing agents like gel, hair extensions, hair jewellery, beads or art.
- No noticeable makeup, nail polish, fake tan, fake nails, fake eyelashes/eyebrows.
- Students must be clean shaven.

Jewellery:

- Earrings: students may wear plain standard size sleepers (no larger than a 5cent piece) or studs only. Maximum of two in each ear, worn in the outer ear only.
- No other facial jewellery is permitted (e.g. not in nose, brow, tongue, tragus).
- No dangly earrings. No spacers, rods or bars.
- Only one plain ring, bangle, wristband watch or necklace.
- No other jewellery is permitted.

School Bags:

Students are to use the SHC monogrammed school bag only. School bags are to be kept clean and free of stickers and graffiti. Only when the school bag is full may an additional bag be used for excess gear.

Hats: SHC branded caps, hats and beanies from our Uniform Shop may be worn when outside, to provide warmth in winter/protection from the sun during Terms 1 and 4. All hats are to be removed whilst in a classroom during normal lessons. All hats must be worn the correct way around, free from graffiti and not bent or altered in shape.

Non-SHC Items:

- Students may not wear any non-SHC items with the College Uniform such as hoodies, tops, jackets, overcoats, scarves, baseball caps, branded socks, beanies, soft shoes etc.
- Students may not wear visible non-uniform items under the uniform. e.g. long t-shirt worn under sports t-shirt.

Additional Requirements:

- Shirts worn with the winter uniform are to be tucked in.
- Skirt length should be 5cm above the knee.
- Belts must be plain grey or black. No 'brand' or webbing belts. Plain, discreet sized buckles only.
- Trousers must be worn appropriately with waistband on the hips, no visible underwear.
- No visible body art (tattoos) is permitted.

Year 10 Tops: Year 10 students may obtain and wear the College approved leaver's top but are required to acknowledge and complete a Year 10 Top Agreement which details formal guidelines.

NOTE: Commencing in 2025 the College blazer is being phased out for Primary students. Students entering Year 3 in 2026 will transition to formal uniform as normal but will not be required to wear a blazer. The soft-shell jacket will be their outer garment. For this year group, the blazer will not be part of students' required uniform presentation until Year 7, when they start in Secondary.

UNIFORM REQUIREMENTS 2026

GIRLS' SUMMER UNIFORM	BOYS' SUMMER UNIFORM
College blazer (Years 5-10)	College blazer (Years 5-10)
College jumper	College jumper
White College blouse with logo	White College over shirt with logo
College tartan skirt or trousers	College grey shorts/trousers
Bucket hat	Bucket hat
Navy socks/pantyhose	College grey striped socks
Formal black lace up school shoes	Formal black lace up school shoes
SHC backpack	SHC backpack

GIRLS' WINTER UNIFORM	BOYS' WINTER UNIFORM
College blazer (Years 5-10)	College blazer (Years 5-10)
College jumper	College jumper
College shirt - long/short sleeve (2-piece collar)	College shirt - long/short sleeve (2-piece collar)
College tartan skirt or trousers	College grey trousers/shorts
College bow tie/tie	College tie
Navy pantyhose/socks	College grey striped socks
Black lace-up dress shoes	Black lace-up dress shoes

SPORTS/HPE UNIFORM	
College rugby jumper	College rugby jumper
College trackpants	College trackpants
College polo top	College polo top
College blue shorts	College blue shorts
White socks	White socks
College jacket	College jacket
Sports shoes	Sports shoes

Additional uniform items are available through the Uniform Shop but these are for specific events only and may not be worn at school i.e.:

- Girls may wear the short athletics tights for athletics training and competitions only - not at school.
- Mesh style basketball shorts may be worn for basketball training and games only - not at school.
- The only hooded top permitted is the Year 10 Leaver's top. Other SHC hooded tops are for training and competitions only. Netball or basketball red, hooded tops are to be worn specifically for netball or basketball after school training or tournaments only – not at school.

UNIFORM REQUIREMENTS

Students are ambassadors of Sacred Heart College at all times. Uniform must be worn correctly at school, when travelling to and from school, on excursions and at all College functions and events. College uniform can be sourced from the College Uniform Shop.

During term time the Uniform Shop is open:	Tuesdays	8.00am – 12.30pm
	Wednesdays	12.00pm – 4.00pm
	Thursdays	1.30pm – 6.00pm

Girls - Summer

Boys - Summer

Girls – Winter

Sports (HPE) Uniform

Boys – Winter

Formal black lace-up dress shoes

Style of Shoe NOT to be worn with the School Uniform

Style of Shoe NOT to be worn with the Sports Uniform

Attendance Requirements & Expectations

As stated in the School Education Act, students are required to attend the school that they are enrolled in every day it is open for instruction. The College must account for every student absence each day and must record the reason for each absence. We have a duty of care to ensure students are accounted for during school hours. This has resulted in the implementation of the following processes:

- Students are required to be on time to Tutor and all classes. Being punctual is being respectful of other people's time, ensures minimal disruption for the class and prevents students missing out on important information.
- If a student is absent parents/carers are required to contact the College by phone, email or SMS by 9am to advise the reason: Phone: 62794090, Text: 0467302470, Email: **absence@shc.tas.edu.au**
- If notification of absence has not been recorded by the College by 9:30am an automated text message will be sent to parents, asking for an explanation.
- On their return to school students should provide a courtesy note or e-mail to their Tutor Teacher communicating any issues that may have caused the absence, ensuring staff are informed of anything that may impact on their wellbeing.
- Where possible family holidays should occur during the scheduled school holiday breaks. In the case of a planned absence, parents/carers should e-mail absence@shc.tas.edu.au to provide details of the dates the student will to be absent from the College and the reason.
- The Principal may ask for a medical certificate to explain extended absence for illness.
- After any absence, it is the student's responsibility to follow up on any missed work and to catch up within a reasonable time frame.

Late Arrival

- Students who arrive late must report to the Office upon arrival at school to sign in and obtain a late pass. An auto text is then sent to parents to notify them of the irregular check in time.

Early Departure

- Students are not permitted to leave the College grounds during school hours.
- Permission to leave school during the day is only granted for an important reason in response to a parent's request stating the date, time and reason for leaving. The note must be presented to the Tutor Teacher in the morning for signing and presented again at the Office when the student is signing out. Staff may call parents to verify arrangements. The student must sign back in at the Office on their return.

Out of Class

- No student is to be out of class during lesson time without the permission or supervision of a staff member.

Feeling Unwell

- When a student becomes unwell or injured at school and appears to require medication, rest, or treatment by qualified medical personnel, the school will take all necessary action to contact the parents or guardians.
- Students are asked not to call parents directly but to present to the Office with a note from the teacher excusing then from class. College first-aid officers will care for students in the first aid room and will contact parents to arrange for the student to go home or if required arrange more immediate care.

Remaining on Campus

- Students are to remain on College property at all times. We have a duty of care to ensure students are accounted for during school hours.
- Students are permitted supervised access to the Clare St Oval at lunchtime and during HPE classes.

Boundaries

- Secondary students are not permitted to enter the Primary Campus, respecting our Primary students by allowing them the safety of their own space. Similarly Primary students should remain on the Primary campus with the exception of seeking approval to visit the IT Help Desk located in the Secondary Library .

Attendance Requirements & Expectations

Every School Day Matters

Regular attendance is not just a legal requirement but is vital for students to build confidence, friendships and a strong foundation for learning. When students miss school, they miss opportunities to learn, grow, and connect – every school day matters.

There are 200 teaching days in a school year

IF YOUR CHILD IS AWAY FROM SCHOOL FOR	1 day per fortnight	1 day per week	2 days per week	a two week holiday during term time
THAT EQUALS	20 days per year OR 4 weeks of school	40 days per year OR 8 weeks of school that's nearly a whole term	80 days per year OR 16 weeks of school that's one and half terms of school	For Primary Students: 10 missed lessons in literacy, numeracy, reading and spelling For Secondary Students: 50 missed lessons, across the eight key learning areas

Attendance of 95% or above is the expected standard to support student success and wellbeing

Attendance Level	Days Present (out of 200)	Days Absent in a year	
>95%	191-200 days	0-9 days	**EXCELLENT ATTENDANCE** Consistent attendance at school helps ensure students make the most of their learning opportunities, supporting their success and wellbeing.
90% - 94%	180-188 days	12-20 days	**CAUSE FOR CONCERN** Being at school consistently helps students learn effectively and feel part of their friendship groups. Missing multiple days can impact both learning progress and a child's sense of belonging at school.
<89%	179 days or less	21+ days	**SIGNIFICANT CONCERN** Missing multiple days of school can impact learning growth, wellbeing, and sense of belonging. When students are away for extended periods, it becomes harder for them to stay connected—both academically and socially.

Safe & Respectful Behaviour Expectations

IN THE CLASSROOM

Students are encouraged to take responsibility for their own learning and to be respectful of others; their peers and their teachers.

- Students should arrive for the start of each class organised and with all appropriate equipment (charged laptop, Student Diary, any required books, folders, pencil case etc.)
- Students should make every effort to remain focused throughout each class and not distract others trying to learn.
- Students are required to follow instructions from staff members, be co-operative and respectful.
- Mobile phones/smart watches/ear pods are to be off and away between first bell and last bell.
- If students need to make or receive a call or text they should go to the office to seek permission to do so. For more details please refer to ***Mobile Phone Expectations***
- Phones/ear pods/headphones are not permitted between first bell and last bell. There may be occasions when the teacher permits the use of corded headphones for a particular purpose.
- Connecting wirelessly to devices like bluetooth speakers, data projectors etc without staff permission is strictly not permitted.
- Students are not permitted to eat in class – no food, no chewing gum, no drinks other than water.
- Hats and beanies need to be removed when entering the classroom.
- Any form of damage, graffiti or destruction of student or College property is unacceptable.

BULLYING OR VIOLENCE IS NOT ACCEPTABLE AT SHC

The College promotes the development of caring relationships that foster respect, confidence and dignity.

Bullying is defined as deliberately hurting, injuring, embarrassing, upsetting or threatening someone else through uninvited physical, verbal or psychological behaviour which makes another person or group feel uncomfortable, intimidated, hurt or anxious.

Bullying in all its forms (verbal, written, violence, harassment, discrimination and cyberbullying) will not be tolerated at Sacred Heart College. This applies to staff, students and parents of the College.

Students are expected:

- To keep "hands off" at all times. ***Rough Play Is Not Okay***. 'Just mucking around' is not tolerated.
- To be thoughtful and respectful of others, and to think before posting or sending on social media.
- To report instances of bullying to their classroom teachers.
- To take ownership of poor choices or behaviour by being honest in working towards repairing the harm.
- To participate in a restorative conference.
- To learn from mistakes made and not repeat the behaviour.
- The College reserves the right to report serious harassment to the appropriate authorities.

DUDE IT'S RUDE… WATCH YOUR LANGUAGE

Swearing or any type of abusive or offensive language is not permitted at SHC in verbal or written form. Everyone has a right to work and socialise in a respectful space. Students are encouraged not to be a bystander and let the gutter talk occur but rather have the courage to call people out for swearing by saying… DUDE IT'S RUDE… WATCH YOUR LANGUAGE!

DESTRUCTION OF PROPERTY

Students are responsible for the proper care and respect of all property – their own, others and that of the College. The destruction of property (including misuse, graffiti, breakages etc.) is meaningless, disrespectful and expensive. In the event of a student causing damage to College property or the property of another student, in collaboration with parents students may be asked to contribute towards the cost of repair and participate in the repair process.

CHEWING GUM IS NOT WELCOME AT SHC

Chewing gum in a school environment can be destructive and distractive. Thoughtless disposal causes damage to carpets, uniforms, furniture and school equipment all of which are costly to replace, repair or clean. Chewing gum in class can cause students to be distracted rather than concentrating on the task at hand. The time lost in learning and the costs brought about by irresponsible disposal have resulted in our decision to say NO to chewing gum at our College and whilst students are in uniform.

BANNED SUBSTANCES/ITEMS

Sacred Heart College encourages students to have respect for themselves, for others and for College facilities and is committed to maintaining a safe and supportive environment for all students. With this in mind, the following items are not permitted on campus or at any College related event or activity:

- chewing gum
- caffeinated energy drinks
- permanent markers
- correction fluid
- aerosol deodorants, spray paint
- wireless speaker devices
- cigarettes, vaping devices
- lighters, electric razors
- alcohol, pseudo/fake alcohol products
- drugs,
- any alcohol or drug paraphernalia
- knives or weapons of any nature including fake/toy guns or weapons of any kind
- water bombs, flour bombs, stink bombs
- pornographic material or any other offensive items

Our overarching aim is to educate the young people in our care, providing them with clear guidelines of our College Expectations through the details provided in our College Handbook and Student Diary. Our Secondary Health Curriculum and Student Personal Development Programme strive to provide students with education on the health risks associated with smoking and vaping, risk minimisation and sensible decision-making.

Given the associated health dangers and illegal nature of these items for people under 18 years of age, the possession, supply or use of any smoking or vaping devices, alcohol or illicit drugs is not permitted and appropriate consequences will be imposed should students carry out these activities whilst at the College, representing the College or attending a College-related event.

Procedures: The College will act to ensure the school (and any school-related event) is free from banned substances/items as listed. If there is a reasonable belief that a student is in possession of a banned item that presents a risk to the student, other students, staff or the College, staff can:

- ask a student to disclose if they are concealing a banned substance/item;
- ask a student to empty their pockets or the contents of their bag;
- conduct a search of school property (lockers, classrooms, cupboards etc)

BIKE STORAGE

SHC is committed to promoting an active lifestyle among its staff and students and encourages the use of sustainable transportation methods, such as the option of riding a bike to school. SHC provides a designated secure area accessed from Clare Street, for staff and students to lock and store their bikes. This caged area is locked and monitored throughout the day by video surveillance.

Students are responsible for supplying their own bike locking devices; we recommend using tough anti-theft folding locks or U-locks for optimal security. Additionally, it is mandatory for students to wear helmets while riding, in accordance with state government guidelines. Whilst the College assists to secure and monitor the bike storage area, we are not responsible for any theft or damage. However, the College is committed to assisting in any investigations should concerns arise.

STUDENT MEDICATIONS

If students need to take prescribed medications during school hours the College must be notified in writing completing all details of the Short Term/Ongoing Medication Form available from the office.

LOST PROPERTY

- All clothing, books and personal items brought to school must be labelled with student name.
- Students should report lost articles to their Tutor/Class Teacher and check the lost property collection at the College Office.
- Unnamed and unclaimed items are stored for one term. After that time items are donated to the second-hand uniform stores or St Vincent de Paul.

LITTER

- We have numerous bins for rubbish, for recycling and for composting organic materials.
- Students are asked to show respect for their surroundings, and for the environment in general, and to dispose of items in the appropriately marked bins.
- If students have contributed to littering they may be asked to complete some litter service for our community.

BATHROOMS

- Respect the privacy of others and the facility by being hygienic in the way that you use it, including washing hands.
- College bathrooms contain individual cubicles for individual use only. They are not spaces to socialise or eat in. No other students should accompany you into the cubicle.
- Report graffiti or unsatisfactory conditions to the Office.
- There is an expectation that all students are to use bathrooms at scheduled break times.

CRUNCH 'N' SIP BREAK

Our Primary community works hard to promote healthy habits for students. Students have a crunch 'n' sip break each morning. We ask that families support us in our endeavours by ensuring that students bring **fruit or vegetables only** to have during this mid-morning break, and wrapper free food for other breaks. We also encourage water as the drink of choice at school.

NUT-AWARE

Please note that Sacred Heart College has a Nut-Aware Policy. We do have a number of students who experience the serious effects of anaphylaxis if exposed to nuts. With this in mind, families are asked to please not include any food containing nuts, or trace elements of nuts, in lunch boxes. This is also something to be considered when sending along food for special events. Whilst we enjoy celebrating special occasions such as birthdays with students, we ask that parents check with their classroom teachers before sending in birthday cakes, muffins or other treats for classes to share. For similar reasons, students are regularly reminded not to share lunches or food items.

CANTEEN

- The College Canteen is available for students at both recess and lunch each day with the menu available on the College Website.
- Orders can be placed and paid for via the Qkr app (access through the SHC website, or the app store)
- Eftpos using a card is available for secondary students. Electronic phone payment is not accepted.
- Students are to line up in designated sections and wait quietly to be served.
- Manners such as "Please" and "Thank You" are to be used when speaking to Canteen staff.
- Students not buying food should not congregate in the canteen area.
- Students are not permitted to order or have food delivered by a service provider (like Uber Eats/Pizza Hut) as a matter of student safety and equity.
- Chewing gum and caffeinated energy drinks are banned items at SHC.

IN THE LIBRARY

- Water bottles are permitted in the Library but no food is permitted.
- Borrowed items should be returned by the due date. Any overdue items are followed up with students, then parents if required.
- Students are expected to care for all College property returning borrowed items on time and in good condition. In collaboration with parents, students may be asked to contribute towards the cost of repair or replacement of items that are damaged or lost.

AT BREAK TIMES

- To prevent the disruption to classes the Secondary Campus is out of bounds during Primary recess and lunch. Primary students should not pass beyond the yellow boundary line extending from the Church across to the Secondary Music/Art Room.
- Spitting and rough play are not permitted at any time. The ***Rough Play is not Okay*** rule applies school wide.

At recess and lunch there are many students and staff enjoying a break in the yard area. For everyone's safety:

- There are designated spaces marked for handball games. Tennis balls only should be used and should be kept below hip height. Any other ball games can be played on the courts, or on the oval, as detailed on posters that appear across the campus (please see below).
- Students are asked to be respectful of the College gardens, not to trample on plants or to remove or throw any items from the garden beds - rocks, pinecones etc.
- Rough play is not tolerated. The 'hands off' rule applies at all times and in all areas of the College, showing respect for other's space.
- Students are required to wear their SHC bucket hats when outdoors in Term 1 and Term 4.

IN THE QUADRANGLE

The Quad has space for handball games, skipping and gaga ball. All players are expected to follow the rules of gaga ball, on display around the College.

The 5 Golden Rules of Games at Recess & Lunch

1. PLAY FAIR: Follow the rules and respect everyone's decisions
2. BE A GOOD SPORT: Encourage everyone
3. IF YOU'RE OUT, YOU'RE OUT: Accept it calmly and let the next person have a turn
4. INCLUDE EVERYONE: Make sure no one is left out and share the equipment
5. HAVE FUN: Do your best, be safe, and enjoy the game

ON THE COURTS

- The courts are for basketball and netball games only. Due to the confined space games must be played with safety in mind. No kicking of balls. No soccer or football.
- The courts are not an area for eating. Food should be consumed prior to entry.
- Students should behave with respect at all times, displaying good sportsmanship. No swearing, no spitting and no removal of shirts.

IN THE SSJ

- The stage area is out of bounds.
- Similar to the courts the SSJ is an active space.
- Games should be played safely.
- Food should not be taken into the SSJ.
- Sitting around the sidelines is not recommended and is unsafe.
- Students should demonstrate good sportsmanship at all times.

USING THE OVAL

- Students have access to the Clare St Oval for HPE and sporting activities. Students may also access the oval at lunchtime with staff providing supervision. There is no access at recess.
- The oval is Council property and may not always be available.
- Students must follow the instructions from the duty teacher at all times
- Students may only cross the road with a duty teacher
- Before crossing the road students must look right, look left and then look right again
- Everyone must WALK when crossing Clare St or Harding St. We do not run over the crossings or at any point in our walk to the oval.
- To access the oval students must (1) Cross Clare St using the pedestrian crossing under the direction of a duty teacher (2) Cross Harding Street under the direction of a duty teachers (3) Walk along the footpath along the fence line of Clare St (4) Use the gate on Clare St to access the internal pathway that leads up to the oval.
- Students are to remain visible on the grassed area of the oval, not on the outskirts, and not using the public toilets. Students should use the school facilities before moving to the oval.
- The play equipment at the oval may be used under staff supervision only.
- Students are expected to care for this shared space removing all traces of food and litter (using the bins provided) and caring for all equipment provided by the Council and the equipment provided by the College.

PASSIVE PLAY SPACE

The area outside Year 6 is set up each recess and lunchtime to provide students with the opportunity to enjoy quiet and interactive play with their peers. Activities such as building with Lego, straws, blocks, magnetic tiles, plus card games, board games and art activities are offered in a supervised space with Year 6 Buddy Leaders also rostered on each day to support younger students.

SUN SMART GUIDELINES

Primary students are required to wear sun hats whilst outside during Term 1 and Term 4. In line with our Uniform Policy, College bucket hats are to be worn and can be purchased from the Uniform Shop. The use of sunscreen is also recommended. Please refer to our Sun Smart Protection Guidelines on page 41 of the Primary Handbook.

Sacred Heart College S.W.P.B.S CARE expectations

CO-OPERATION ACHIEVEMENT RESPECT EMPATHY

IN THE PLAYGROUND

QUADRANGLE

With lots of people sharing this space, crossing to the canteen, the office and the church, this space is for:

- Handball and soft basketballs
- Skipping ropes and hula hoops
- ten pin bowling and bocce

NO KICKING THE BALL IN THIS SPACE PLEASE
(that's for the oval)

OVAL

Open every lunch time with
lots and lots of space for running games,
soccer, football, cricket

Room for kicking balls,
scoring goals, taking marks,
and belting the ball to the boundary.

COURTS

Room for Basketball, Netball and Handball

BUT NO KICKING THE BALL
IN THIS SPACE PLEASE
(that's for the oval)

PLAYGROUND

A place for everyone to enjoy the play equipment

Make sure everyone gets a turn
On the swings, count to 30, then let the next person have their turn.

The small swings are for younger people
(Kinder, Prep, Year 1 and Year 2)

NO BALL GAMES IN THE SPACE PLEASE

Sacred Heart College S.W.P.B.S CARE expectations

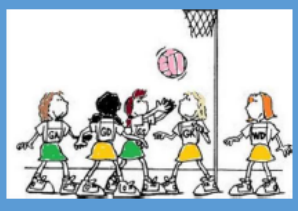
CO-OPERATION ACHIEVEMENT RESPECT EMPATHY

IN THE PLAYGROUND

QUADRANGLE

OVAL

COURTS



PLAYGROUND

Expectations When Representing the College

We expect the highest standard of behaviour of our students
both at school and in the community.

Students are encouraged to regularly consider and reflect on the College's
C.A.R.E expectations (Co-operation, Achievement, Respect, Empathy)
in an effort to consistently demonstrate positive behaviours.

These standards extend beyond the boundaries of our College.

SAFETY AND RESPECT WHEN IN UNIFORM AFTER HOURS

At all times students are required to wear their uniform with pride and without additions of non-SHC branded items. This includes travelling to and from school. Students using public transport must respect bus drivers and fellow passengers.

For the safety of all students, students are to travel to and from school via the most direct route. Students are not permitted to gather in public spaces like shops, arcades, parks, malls, cafes etc. We ask all students not to disrespect themselves or the College after hours, especially when in uniform. If concerns are brought to our attention, contact will be made with parents.

EXPECTATIONS WHEN USING BUS SERVICES

Various bus services are accessible from New Town Road, Pedder St and Clare St. Staff are on duty at these three departure points. Travelling on public transport requires a high level of responsibility. Students must respect bus drivers and fellow passengers. Students are required to wear their uniform with pride in all places, this includes travelling to and from school.

STUDENT CONDUCT AT LOCAL STORES

Expected student positive behaviour at local stores includes:

- Leave school bags at the entrance of the store with your friend or under security vision or staff supervision.
- Be respectful by using manners with both staff and other customers.
- Break off into pairs, avoiding large groups inside the store and near entry/exits.
- Do not create a disturbance by blocking or running in aisles; misusing equipment, littering or shouting/making loud noise etc.
- Be respectful of the store's products by not handling items you don't intend to buy.

COLLEGE SPORT, EXCURSIONS, CAMPS & DAY TRIPS

All expectations and standards of behaviour continue to apply whilst students are participating in any College-related activity.

Students representing the College in sporting endeavours are expected to display respect for players, coaches, umpires and spectators. As a member of SATIS, sport at Sacred Heart College promotes physical, emotional and social well-being by fostering competition between schools in an environment which encourages participation, diversity, integrity and sportsmanship.

In registering for a sport, students and parents are asked to make a commitment to the College's extracurricular sports programme to ensure we can consistently field a team once we have registered to participate in a roster.

When on excursions, day trips, camps or undertaking outdoor education activities, it is integral that all students are on their best behaviour and we reserve the right to refuse participation in any activity if we deem that a student's behaviour is unacceptable or dangerous.

Mobile Phone and Wearable Technologies Expectations

USE OF MOBILE PHONES/SMART DEVICES (WATCHES) /EAR PHONES
- Includes all phones/smart watches/music devices/accessories/ear pods

The smart phone/watch (device) is an effective and quick means of communication. Where unforeseen events occur, smart devices provide students and their families with a ready means of communication. Smart devices can also be tools for teaching and learning purposes. There is a need, however, to set clear guidelines and limit their use during the school day, in particular, to avoid unnecessary interference or distraction from teaching and learning, and to discourage anti-social behaviour especially at break times. Ultimately, we aim to encourage young people to be responsible users of technology.

- **All mobile phones and ear phones should be OFF AND AWAY between the first bell and last bell of each school day**, this includes during break times and while participating in College commitments (afterschool sport, rehearsals/performances etc) and while attending offsite College activities (excursions, camps etc).

- Phones brought to school should be stored securely in Secondary student lockers or in the phone storage facilities provided in Primary classrooms.

- In Secondary, smart watches may be worn but must be in flight mode. If this is not the case and the watch is being used as a substitute for the phone, consequences will apply.
- In Primary, smart watches will be stored in classrooms as is the case with mobile phones during the school day.

- Devices may not be used for transactions at the College Canteen. Payments can be made using cash or card.

- If parents need to contact children during the school day, please contact the College Office and the message will be passed on to student. Students are able to check messages at the end of the day.

- If students need to make contact with family, employers, coaches and so forth then they should present to the office or to a teacher where they will be permitted under supervision, to make that communication on their device or by using a school phone.

- **Ear pods are not permitted between first bell and last bell.** There may be occasions when corded earphones may be permitted in class for a particular purpose.

- Connecting wirelessly to devices like Bluetooth speakers, data projectors etc. without staff permission is strictly not permitted.

- Students must not access any form of social media during school time, on personal devices or on College devices.

- Students are not permitted to create, appear in or post any media content that includes the College logo, members of staff or students in College uniform on any social media platform.

- Failure to comply with these guidelines will result in the smart phone/watch/headphones being passed in by the student to the office whereby the device will be kept secure and in a labelled envelope. The device may be collected from the Office by students at 3pm.

- The breach of expectations will be recorded on Josie with parents receiving a notification.

- For repeat instances, where students continue to ignore the mobile phone/watch/headphones expectations, parents will be alerted and consulted. If required, the student may be asked to log the phone/watch/headphones in to the Office for the day or for an extended period of time as agreed with parents.

Safe & Respectful Use of Technology Expectations

At Sacred Heart College technology is recognised as an important educational tool that augments student learning and offers students new ways to discover, to analyse, to collaborate and to communicate. Our College strategy is to provide Information Communication and Technology (ICT) that is reliable, secure and accessible to all students, to support teaching and learning and enhance the experience and opportunities for our students.

The College provides education on the use of technology and age-appropriate advice and guidance on responsible digital citizenship through our Student Personal Development Programme, educating students to be safe, ethical and respectful participants of the online community.

The College endeavours to restrict access to inappropriate material available via the Internet but does not accept responsibility for any illegal, offensive, indecent or otherwise harmful material accessed on the Internet, nor for any loss however arising from use of, or reliance on, information obtained through its internet service or in relation to the reliability or quality of that service. The College has taken all reasonable steps to ensure its Duty of Care policy extends to Internet access.

OUR EXPECTATIONS OF STUDENTS

SACRED HEART COLLEGE STUDENTS ARE EXPECTED TO USE ICT RESPONSIBLY, RESPECTFULLY AND ETHICALLY, IN ACCORDANCE WITH THE VISION, MISSION AND VALUES OF OUR COLLEGE.

Students are expected to demonstrate:

Respect for Self

- Considering their personal digital footprint (the image portrayed now and for many years into the future)
- Taking care to keep personal details private including names, addresses and passwords
- Reporting any suspicious or inappropriate online content or behaviour

Respect for Others

- Using polite, respectful and appropriate language in all forms of communication (no swearing, offensive, degrading, violent or racist language)
- Demonstrating respect for other peoples' opinions and ideas
- Obtaining permission before using images of people
- Demonstrating care for resources including student owned devices and all property belonging to the College
- Never using technology to harm or harass others (through email, the internet or any form of social media)

Sacred Heart College students are expected to use technology in an ethical and lawful manner by:

- Accessing only authorised networks, computers and data resources
- Not using the internet to access material which is harmful, abusive, unlawful, objectionable or not in accordance with Sacred Heart College Vision, Mission or Values.
- Respecting the privacy of others
- Respecting the laws of copyright - not downloading and sharing software, games, music, graphics, videos or text
- Understanding that plagiarism is unacceptable and always acknowledging the source of all materials accessed in the preparation of student work

Sacred Heart College students are expected to be productive, positive and respectful in their use of technology by agreeing to:

- Bring my working device and charger to school each day and ensure my device is fully charged at the start of each day.
- Log in using my designated school login name and password only
- Only connect to the internet at school through SHC-Wi Fi
- Not use a Virtual Private Network (VPN) under any circumstances
- Not run games or any other programs on my device at school unless instructed by a teacher
- Not access any form of social media during school time - on personal devices or on College devices.
- Not create, appear in or post any media content that includes the College logo, members of staff or students in College uniform on any social media platform.

EXPECTATION OF STUDENTS

It is the expectation of the College that students will:

Familiarise themselves with and support the Expectations recorded in the Handbook, and will strive to ***Be their Best***:

- Be on time to class
- Be in correct uniform
- Be organised
- Be respectful
- Be focused
- Be productive
- Be responsible
- Co-operate with students and staff
- Follow teacher's instructions

And consistently demonstrate:

- Respect for themselves
- Respect for others
- Respect for their environment

EXPECTATION OF PARENTS

It is the expectation of the College that parents will:

- Familiarise themselves with the Expectations recorded in the Handbook.
- Support the College's Expectations and Guidelines as detailed within:
  - Uniform Requirements & Expectations
  - Attendance Requirements & Expectations
  - Safe & Respectful Behaviour Expectations
  - Expectations When Representing the College
  - Mobile Phone & Wearable Technologies Expectations
  - Safe & Respectful Use of Technology Expectations
- Ensure that their child attends school regularly.
- Contact the College by 9am if their child is not going to be attending school on a particular day
- Provide their child with the correct uniform and equipment and assist with its maintenance and cleanliness.
- Ensure that their child wears the uniform correctly or provide a note of explanation when their child is unable to wear the correct uniform.
- Establish regular contact with their child's teacher and provide updated contact and medical information as required to maintain the important link between school and home.

At SHC we are committed to providing a social and learning environment in which our students feel safe, positive and productive. Positive behaviour support processes and restorative practices are in place to foster self-discipline, responsibility and social and emotional learning.

Sacred Heart College operates as part of Catholic Education Tasmania. Detailed policies that provide further information can be found on their website: https://catholic.tas.edu.au/policies

	Name	Signature	Date
Parent/Carer			
Student			

Supporting Positive Behaviour

Our response to unproductive behaviours prioritises the safety and wellbeing of all members of the College Community and is educational in nature, teaching students why behaviour is unacceptable, aiming to foster responsibility for actions and to encourage positive and respectful behaviour.

Processes:

- Minor transgressions are managed in the classroom with teachers providing a reminder of College Expectations followed by redirection to learning and expected behaviour.
- In instances where student behaviour is impacting the learning environment and further action is required, students are provided with an opportunity to participate in a restorative process, to reflect on College Expectations and how their behaviour has impacted others, and are encouraged to take responsibility for their actions and behaviour. Students are guided through this process by Classroom Teachers, Learning Stage Leaders, Deputy Principal or Principal. Details are documented and information is shared with parents.
- In the event of repeated transgressions or unsafe behaviour the College follows the CECT *Response to Unacceptable Student Behaviour* – *link to CECT Policies & Procedures* .

Being My Best

Be My Best

Be Safe

Be Respectful

Be on time - Be in correct uniform
Co-operate with students and staff
Follow teacher instructions

If you have made a poor choice you may be asked to

- Relocate within your class
- Relocate to another class
- Be removed from class to meet with Learning Stage Leader
- Parents contacted Issued a consequence

If major problem,
meet with Deputy Principal or Principal

RESTORATION – FOLLOW UP

Restorative meeting with student/teacher

OR
Re-entry restorative meeting with Deputy Principal/Principal

Responding to Unproductive Behaviour

EXPECTATION	UNPRODUCTIVE BEHAVIOUR	POSSIBLE CONSEQUENCES* TO ENCOURAGE POSITIVE/RESPECTFUL BEHAVIOUR
Academic Expectations	• Repeatedly arriving in class without required equipment • Refusing to complete tasks in class •	• Encouraged to do the right thing • Parent contact • Student may be asked to complete the work during a break time, or at home
Attendance Expectations	• Repeated absence, or regular late arrival.	• Parent contact • Follow up by Tutor Teacher, Deputy Principal - Primary
Uniform Expectations	• Incorrect uniform	• Reminder to wear the correct uniform items • Reminders about the correct days to wear sports uniform • Parent contact
Mobile Phone Expectations	• Incorrect use of digital devices	• Encouraged to do the right thing • Device handed in to office • Time to review the Positive Behaviours Matrix in CARE room during a lunch break • Parent contacted
Respect for College Property	• Deliberate damage to desks, bag boxes, IT devices, College instruments, equipment, property etc.	• Cleaning, repair or cost of replacement of item invoiced home • Time to review the Positive Behaviours Expectations in CARE room during a lunch break • Parent contact
Safe & Respectful Behaviour	• Disruptive behaviour in class. • Failure to respect a teacher. • Use of offensive language. • Failure to follow a teacher's instruction.	• Encouraged to respect teacher and classmates • If continue to make poor choices student may be: · Relocated within the classroom · Relocated to another class · Removed from the class by a Learning Stage Leader or Deputy Principal · Walk with a duty teacher · Restorative meeting · Time to review the Positive Behaviours Expectations in CARE room during a lunch break · Parent contact · Daily support form · Meeting with the Deputy Principal · Suspension · Meeting with the Principal
	• Bullying of students	• Meeting with teacher/Learning Stage Leader • Parent contact/interview • Restorative justice conference with all parties • Meeting with the Deputy Principal
	• Physical violence or any other major breaches of our expectations	• Deputy Principal's/Principal's Office (red zone of flow chart)

*Under the principles of restorative justice, each student who behaves in a way that diminishes the life of the community is considered in light of the wellbeing of the individual and the wellbeing of the community. With this in mind, some variations may occur.

Acknowledging Positive Behaviour and Student Achievement

POSITIVE NOTES ON JOSIE

Notes are added to a student's Josie record to acknowledge positive behaviour. Students and parents receive immediate notification whenever a note is added.

BADGES

Badges are awarded on Josie to reflect achievement in spelling, times tables, receipt of a CARE Award, or class specific achievements. Badges appear on the student's Josie page under Achievements.

SCHOOL WIDE POSITIVE BEHAVIOUR AWARDS

C.A.R.E. TICKETS are awarded to acknowledge students for:

- Contributing to our Sacred Heart Community in a respectful, positive and productive way.
- Consistently demonstrating our College Values: Co-operation, Achievement, Respect, Empathy
- Being a role model to others.

C.A.R.E. Tickets are recorded by the Primary Office then placed in the C.A.R.E. Ticket boxes, one for each of the College Houses. C.A.R.E. Tickets are randomly drawn from each House Box during Primary Assembly with students invited to select a prize from the CARE Basket.

C.A.R.E. Ticket recipients receive awards as follows:

- 1 x C.A.R.E. ticket = C.A.R.E. Sticker
- 10 x C.A.R.E. tickets = C.A.R.E. Award & a prize item
- 20 x C.A.R.E. tickets = BRONZE C.A.R.E. Award & extra play time
- 30 x C.A.R.E. tickets = SILVER C.A.R.E. Award & morning tea with the Principal
- 40 x C.A.R.E. tickets = GOLD C.A.R.E. Award & choice of - SHC Cinema experience
  - Wear plain clothes
  - Mario Kart challenge
  - Extra PE lesson
- 50 x C.A.R.E. tickets = PLATINUM C.A.R.E. Award & SHC medallion

PRINCIPAL'S AWARD (awarded at the end of each term)

The Principal's Award is awarded to one student in each class who exemplifies a outstand effort or achievement in a personal capacity. Recognising students who have worked hard during the term to achieve their personal best in any of the following: academic achievement, outstanding effort, improvement in work ethic, dedication to school work etc.

JMJ AWARD (awarded at the end of each term)

The JMJ Award is awarded to two students per year level in recognition of their efforts to live out the Christian Values of Jesus, Mary and Joseph, and the positive way they interact with their peers and the College environment.

ST JOSEPH'S CERTIFICATE (awarded at the end of the school year)

The St Joseph Certificate exists to encourage and acknowledge students who contribute significantly to Sacred Heart College and the wider community. To receive the St Joseph's Certificate, a student needs to meet College Expectations regarding attendance, uniform and participation, take part in at least two extra-curricular activities and complete at least 10 hours of volunteer work during the year. Applications for the St Joseph's Certificate can be obtained from the College Office.

Aims and Objectives

- To encourage students at Sacred Heart College to witness their faith through action and to connect with the spirit of Julian Tenison Woods and Mary MacKillop in giving to others in need - especially the marginalised and disadvantaged.
- To assist Sacred Heart College students to become more aware of injustices in our society.
- To encourage students to be aware of and identify needs in their home, local area and broader national community and international community.
- For students to enjoy meeting with a range of people outside their normal lives.
- To engage students in reflecting on their experiences about service and the injustices and disadvantage suffered by many.
- To establish skills and awareness in students for life.

EVACUATION

- The onset of an emergency that requires the evacuation of the school buildings will be signalled by the ringing of sets of three (3) short beeps.
- Teachers will escort all students under their care at that moment to the closest safe exit and then to the netball courts (amphitheatre while courts are under construction). Students are to move promptly but in an orderly fashion.
- Students are to remain in their groups until further instructions are received from the Chief Warden.

LOCKDOWN

- The need for a lockdown is signalled by the playing of the Lockdown Alarm Tone which includes an oscillating sound and an announcement of LOCKDOWN, LOCKDOWN, LOCK DOORS, MOVE AWAY FROM THE WINDOWS.
- When you hear this alarm played at any time, all students, staff and visitors are to stay indoors.
- If outside of buildings, move to the closest room, preferably with a supervising teacher.
- All windows are to be shut and locked if possible as are all internal doors and external doors from the room. Blinds/curtains where possible are to be drawn shut. All people are to move away from windows and doors.
- If a Lockdown is called during a break time, students are to move to the closest, large room, preferably: SSJ, MacKillop Court, Library, Drama Room, Games Rooms.
- If students are on the oval they may seek refuge in Tenison (if it is safe to do so), which is the closest SHC building.
- If danger is coming towards students, it may be deemed safer to scatter and run away from the threat and then to follow a safe pathway to eventually seek refuge in an SHC room.
- The all clear will be indicated by a PA announcement saying "all clear, all clear, all clear".

Students and staff complete drills of both lockdown and evacuation procedures at regular intervals throughout each year.

Sun Smart Protection Guidelines

The Cancer Council's Sun Smart guidelines for Tasmania recommend using sunscreen when UV levels reach 3 and above and wearing sun-protective clothing and a hat whenever outside. Informed by these guidelines, Sacred Heart College (SHC) has a range of sun protection measures in place.

Sun safety is a shared responsibility. Students, staff and parents are encouraged to implement a combination of sun protection measures to help students and staff protect themselves from the damaging effects of ultraviolet (UV) radiation.

As a school we:

- Provide students and staff with education about sun safe practices, adopting the message provided by the Cancer Council – *Slip, Slop, Slap, Seek, Slide*.
- Inform students of the daily UV rating
- Provide access to shaded areas
- Provide access to sunscreen
- Encourage students to take responsibility for their own sun safe behaviour and seek support from parents to ensure students have a named school hat and personal sunscreen at school each day especially during Term 1 and Term 4.

Hats

- SHC **hats are part of the** College **Uniform and are available from the Uniform Shop.**
- Students in Kindergarten to Year 6 must wear their SHC bucket hat for all outdoor activities throughout Term 1 and Term 4 to provide some protection from the sun.
- Primary students without a hat at recess or lunch time are required to play in undercover/shaded areas.
- Secondary students are encouraged to wear an SHC hat for all outdoor activities during Term 1 and Term 4.
- College staff aim to model sun safe behaviour, in wearing a hat during outdoor activities in Term 1 and Term 4.

Sunscreen

- We recommend students apply sunscreen at home and have their preferred brand in their school bag for re-application during the day. This is particularly important for students requiring hypoallergenic products.

- Sunscreen is available for use by students and staff whilst at school and during outdoor excursions and events.

- Please note, staff are unable to apply sunscreen to students. For younger students staff will provide instruction and reminders to empower children to apply sunscreen independently. We recommend roll-on types for ease of re-application.

Cancer Council recommendations:

When the UV is 3 or above we need to:

- *Slip on clothing that offers maximum coverage.*
- *Slop on a SFP50 or higher broad spectrum protection sunscreen.*
- *Slap on a broad brimmed hat that covers neck, ears and face.*
- *Seek shade where possible.*
- *Slide on a pair of sunglasses that meet Australian standards AS1067.*