

Secondary Handbook



2026



College Information
& Expectations

CONTENTS

	Page No
Welcome to Sacred Heart College	Page 4
Our Reconciliation Action Plan	Page 5
Our History	Page 5
Our Vision and Values	Page 6
College Houses	Page 7
Prayer, Celebration & Outreach	Page 8
Our Campus & Facilities	Page 8
College Leadership	Page 9
Daily Structure	Page 10
Curriculum	Pages 11 -13
Extra-Curricular Activities	Pages 13 – 14
Student Wellbeing	Pages 15 – 16
In Partnership with Families	Pages 17 – 19
College Expectations and Guidelines	Page 20
• Academic Expectations	Page 21
• Attendance Requirements & Expectations	Pages 22 – 23
• Uniform Requirements & Expectations	Page 24 -26
• Safe & Respectful Behaviour Expectations	Pages 27 – 32
• Expectations When Representing the College	Page 33
• Mobile Phone Expectations	Page 34
• Safe & Respectful Use of Technology Expectations	Page 35
Expectations Agreement	Page 36
Being My Best	Page 37
Responding to Unproductive Behaviour	Page 38
Acknowledging Positive Behaviour & Student Achievement	Pages 39 – 40
Student Safety – Emergency Procedures	Page 41
Sun Smart Protection Guidelines	Pages 42



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 over 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.

A handwritten signature in black ink, reading 'Elizabeth McDougall', is written in a cursive style.

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

Sursum Corda - Lift up your Hearts

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 missionary, 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**

PRAYER, CELEBRATION & OUTREACH

Prayer - As a Catholic school, prayer plays a key role in the life of the College. Students and staff share morning prayer within Tutor and also have the opportunity to offer individual prayers or intentions - a moment for reflection to express shared or silent gratitude, hopes or concern for others.

Liturgies and Masses are celebrated throughout each year to mark important occasions and milestones. Each College meeting and event begins with prayer.

Religious Education - Students from Years 7 to 10 complete Religious Education within their Core Curriculum: developing their knowledge and understanding of Christianity within contemporary Australian and global society; fostering skills of discerning, interpreting, thinking critically, seeking truth and making meaning; challenging and inspiring their service to others and engagement in the Church and the world.

Reflection Days – One day each year is set aside for students within each year level to gather together for a full day of reflection. Each year level focusses on a different theme such as gratitude and planning for the future, nurturing friendships and connections or caring for our common home.

Community Connections - Our connections with local parishes, Catholic Education Tasmania and the Sisters of St Joseph ensure students have opportunities to complete sacramental programmes within their local parish, and join with students from across Hobart, Tasmania and Australia to experience events such as:

- JJAMM - Joseph, Julian and Mary MacKillop Leaders experience
- AJASS - Association of Josephite Affiliated Secondary Schools Pilgrimage and Leadership Days

Outreach and Social Justice - Students give voice and action to outreach through our College Houses, raising awareness and supporting communities both locally and across the globe through our longstanding connections with Caritas and Project Compassion, St Vincent de Paul, Catholic Mission and Mary MacKillop Today.

Students can put their faith into action by helping to prepare meals for Vinnies, joining the winter sleep out, participating in House Week activities or being part of the student-led Justice Action Network.

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
- 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
- Student Wellbeing Hub
- Primary and Secondary Libraries
- 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, after school sport, celebrations and activities throughout the year.

All classrooms are fitted with a hearing augmentation system for students with impaired hearing or auditory processing challenges.

Multiple elevators and ramped walkways ensure students and staff with impaired mobility can safely access all areas of our Secondary Campus.

The Sister Francis McCarthy Library offers students a quiet place to read or complete school work. The recently refurbished secondary library features areas for individual and group work and provides an extensive array of physical and online resources. Library staff and resources support students and staff with research and referencing, sourcing titles, e-books and ClickView resources. The library's vast selection of digital resources is available to students 24 hours a day.

COLLEGE LEADERSHIP

Principal		Mrs Elizabeth McDougall
Deputy Principal - Secondary		Mr Nicholas Lahey
Deputy Principal - Primary		Ms Nicole De Gouveia
Business Manager		Mrs Anita Smith
Director of Ministry		Mr Paul Crennan
Director of Teaching and Learning		Mrs Aimee Woodward
Director of Student Wellbeing		Ms Karen Pape
Head of House (Xavier)	Year 7 Co-ordinator	Mr Tom Reale
Head of House (Julian)	Year 8 Co-ordinator	Miss Amelia Beckett
Head of House (Delany)	Year 9 Co-ordinator	Mr Chris Wright
Head of House (Quinlan)	Year 10 Co-ordinator	Mr Kieran Siedler
Head of House Support		Ms Christine Cornelius/Mr Chis Ransom
Head of Religious Education		Mr Stefan Matuszek/Ms Claire Hutchinson
Head of English		Mrs Simone de Smit
Head of Humanities & Social Sciences		Mrs Sarah Sturt
Head of Mathematics		Mr Simon Waiss
Head of Science		Mrs Katy Andrews
Head of Health & Physical Education		Mrs Jade Rossiter
Head of Technologies		Mr Tristan Cripps
Head of English as an Additional Language		Ms Swechha Shrestha
Head of The Arts		Ms Veronique Boyd
Head of Digital Technology		Ms Melissa Carlton
Lead Teacher - Outdoor Education		Mr Matt Conolan
Lead Teacher - Vocational Education & Training		Mr Nathan Smith
Co-ordinator of Staff Development		Mrs Robyn Kearney/Mrs Kerri Miller (T1)
Co-ordinator of Learning Support – Years 7&8		Ms Kate Travers
Co-ordinator of Learning Support – Years 9&10		tbc
Co-ordinator of Secondary Sport		Mr Adam Mills
Careers & Pathways		Mrs Aimee Woodward
Aboriginal & Torres Strait Islander Student Support Teacher		Ms Nikola Kramer
RISE Student Support Programme Co-ordinator		Mr Tristan Cripps
College Psychologist		Mrs Rowena Gibson
College Counsellor		Ms Kristy Forrest

DAILY STRUCTURE

- Supervision of students is provided from 8:20am each morning in two areas:
External - in front of the main office including the amphitheatre and the courts area.
Internal - in MacKillop Court.
- All students are required to be on campus by 8:40am when a bell goes to signal to students to move off to lockers and then directly to Tutor, commencing at 8:45am.
- Morning Tutor is an opportunity for students to check in with their Tutor Teacher and get set for the day ahead.
- Students complete five periods of learning each day from 9.00am – 3.00pm. A bell signals the end of each period and recess and lunch.
- Students receive their class timetable at the start of Term 1 which is also accessible to both students and parents on Josie. The timetable runs over a 10-day cycle i.e. for 2 weeks at a time.
- The school day is structured as follows:

Secondary Timetable	
8.40 am	Warning Bell
8.45 am - 9.00 am	Tutor
9.00 am - 10.00 am	Period 1
10.00 am - 10.20 am	Recess
10.20 am - 11.20 am	Period 2
11.20 am - 12.20 pm	Period 3
12.20 pm - 1.00 pm	Lunch
1.00 pm - 2.00 pm	Period 4
2.00 pm - 3.00 pm	Period 5

- Supervision is provided until 3.30pm at bus stops on Pedder St, Clare St and New Town Road to assist with safe transit home.
- Teacher supervision is not provided on campus after 3:00pm and students should not remain on College grounds after the 3:00pm bell unless participating in a special event as notified by the College.

TERM DATES

Term 1	Friday 6 February 2026	Year 7 Orientation Day
	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 knowledge 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,
- Provide opportunities and connections that enable life-long learning.

Years 7, 8, 9 and 10 are a period of physical and social growth and increased independence. Our secondary programme takes into account the developing interests of students, providing opportunities to discover new interests, learn through challenge and further develop academic and social skills, based on guidelines set by the ACARA national curriculum.

Our teaching and learning environment offers students a comprehensive programme of study incorporating a series of core subjects and electives, providing students with increasing opportunities for choice and extension as they progress through each year.

Year 7 & 8

KEY LEARNING AREAS

- Religious Education
- English
- Mathematics
- Science
- Humanities & Social Sciences and Geography
- Health & Physical Education
- The Arts – Drama, Music, Visual Arts
- Technologies - Digital Technologies, Design Technology – Food & Textiles / Wood & Metal
- Language – Japanese

Years 9 & 10

CORE SUBJECTS: (studied for the full year)	Religious Education Mathematics Health & Physical Education	English History Science
ELECTIVE SUBJECTS (students select three elective subjects each year, studied for the full year)		
The Arts	Visual Arts, Drama, Music	
Design & Technologies	Food Studies, Design in Wood, Design in Metal, Intro to Housing & Architecture	
English	English Explored	
Health & Physical Education	Athlete Development, Sport Science, Health Studies, Outdoor Education & Environmental Studies	
Humanities	Criminology, Psychology, Business & the Economy, Humanities Explored, Intro to Working with Children, Introduction to Children's Services	
Mathematics	Mathematics Applied, Mathematics Advanced	
Languages	Japanese	
Science	Science Explored, Science Extended	
VET subjects	Intro to Construction, Intro to Hospitality, Intro to Engineering (Metalwork)	
Enrichment, Outreach & Support	The Duke of Edinburgh's International Award Senior Academic Skills	

Pathways

In Years 9 and 10, students participate in *Pathways*, a subject designed to guide student as they explore possible study and career directions. Throughout the program, students develop a deeper understanding of themselves as learners, recognising their individual strengths, skills and interests and how these connect to the many different avenues open to them after Year 10.

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.

Student Laptops and Stationery Requirements

- Students from Year 5 to Year 10 require their own laptop as part of the College Bring Your Own Laptop Programme (BYOL). Minimum device specifications, examples, and laptop set up information is accessible on the [College Website](#). Students are expected to have a fully, charged, working device at school each day. If laptop issues arise students/parents need to communicate with the student's Tutor Teacher or the Director of Teaching & Learning.
- All students require the items listed on the booklist for their year level. Information is provided in Term 4 each year listing any stationery or text book items students will require for the following year. Detailed booklist information is accessible on the [College Website](#).

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:

- connect with each of their classes
- communicate with teachers
- 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:

- communicate directly with teachers,
- 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 providing meaningful feedback on tasks and assessments for the purpose of communicating progress and 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 including written comments, rubrics, annotated student work, percentages or 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.

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.

Academic Support

Students are encouraged to take responsibility for their learning, to ask questions and seek assistance from subject teachers. Each class page on Josie features a communication social stream connecting students and their subject teacher beyond timetabled classes. Students are also welcome to email subject teachers directly, through Josie class pages or using the email addresses provided in the Student Diary.

Tutorials are provided Monday to Thursday in the Secondary Library for students who are seeking individual assistance with their studies.

EXTRA CURRICULAR ACTIVITIES

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.
- There are also opportunities for students to be part of annual College Arts events.

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.

Students can participate in activities such as chess and robotics, history and science competitions, Tournament of Minds and Philosothon, join lunch time activities such as language clubs, Josephite Action Network, access the games room or select from a range of sports equipment available to borrow.

Year Level Activities Days and Camp Opportunities

Year 7 and 8 camp activities are held throughout the year, providing valuable opportunities for students to bond as a year group, develop new friendships and have fun in a supportive and challenging environment. In Year 9, students are able to choose from a variety of adventure & enrichment activities providing opportunities to learn about leadership, build on existing strengths, develop teamwork and discover more about the world around them.

Camp activities are designed to challenge the students physically but also mentally as they work together to organise and plan for expeditions, work through problems and challenges, make decisions and develop resilience.

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, Music Captains, Peer Support Leaders, Primary and Secondary Student Leaders and 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 commitment to student groups such as Breakfast Club, Vinnies Youth Conference and Josephite Action Network.

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 Athletics Carnival SSATIS Athletics SATIS Athletics	Girls Soccer	7/8	9/10
		Girls Volleyball	7/8	9/10
		Girls Cricket	7-10	
		Boys Basketball	7/8	9/10
		Boys Tennis		9/10
Term 2	SHC Cross Country Carnival SSATIS Cross Country All Schools Cross Country	Girls Netball	7/8	9/10
		Boys AFL	7/8	
		Hockey	9/10	
		Waterpolo	7-10	
		Badminton	7-10	
Term 3	SHC Swimming Carnival (tbc) SSATIS Swimming Carnival SATIS Swimming Carnival	Boys Soccer	7/8	9/10
		Girls Basketball	7/8	9/10
		Girls AFL		9/10
		Boys AFL		9/10
		Hockey	7/8	
Term 4		Girls Tennis	7/8	9/10
		Boys Tennis	7/8	
		Boys Cricket	7/8	9/10
		Touch Football	7/8	9/10
		Volleyball boys	7/8	9/10
		Girls AFL	7/8	

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.

Additional opportunities become available during the year including:

- Netball Championships
- Waverley International Netball Tournament
- Southern & State Basketball Championships
- Schools Triathlon
- Futsal and Volleyball Competitions
- Rowing (in collaboration with New Norfolk Rowing Club)

STUDENT WELLBEING

Student Wellbeing at Sacred Heart involves looking after the physical, emotional, spiritual and social wellbeing of students and staff.

Since the Sisters of St. Joseph early guardianship of the College, 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 a shared responsibility. It is about building relationships, enhancing a sense of community, meeting challenges and helping our students to feel that they belong.

Student Wellbeing is embedded in every facet of College life and is an integral part of all educational activities.

SUPPORTIVE COMMUNITIES

With over 500 students on our Secondary Campus, our secondary structure features a range of smaller supportive communities where students can build strong relationships, receive guidance from caring mentors, and share common experiences.

TUTOR GROUPS

Students commencing at Sacred Heart are welcomed into a Tutor Group which includes students from Years 7, 8, 9 and 10 supported by their Tutor Teacher. This group gathers together each morning to connect, share information and prepare for the day ahead.

Students remain in the same Tutor Group throughout Years 7-10. This long-term association allows for the development of enduring friendships and a deep sense of belonging as students progress through their educational journey together.

Tutor Teachers support students in both their studies and wellbeing and are the main point of contact between school and home. We extend an invitation at the beginning of each year, welcoming parents and students to meet with the Tutor Teacher to Get Set for the year the year ahead.

HOUSE SYSTEM

Tutor Groups are aligned with each of the College Houses - Delany, Julian, Quinlan and Xavier. Our timetable provides regular opportunities for students to gather together as a House, fostering a sense of pride and identity as students enjoy friendly inter-house competitions or celebrate and acknowledge student achievements.

House Weeks and Feast Days allow these connections to extend across the campus with students from Kinder through to Year 10 participating in a range of shared activities throughout the school year.

YEAR LEVEL ACTIVITIES

Students participate in a number of their classes each day within the same Core Class. The class structure within Options and Electives Subjects allows for a variation of class structure, allowing students to broaden friendships and connect with peers from across their year level.

Year 7, 8, 9 and 10 regularly gather as an entire year level to attend assemblies, personal development programme activities, reflection days, off-campus events and celebrations, allowing for further extension of networks and connections.

PEER SUPPORT

Year 7 students are welcomed to the College and supported throughout Term 1 by Year 10 student mentors. Our Peer Support Programme provides senior students with the opportunity to take on leadership responsibilities, providing guidance, advice and a friendly face for Year 7s, and supporting the development of friendships across the year levels.

BREAKFAST CLUB

Each Thursday morning, students from Primary and Secondary are welcome to enjoy breakfast (at no charge) in MacKillop Court hosted by a team of staff and students. 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.

STUDENT PERSONAL DEVELOPMENT PROGRAMME

All secondary students participate in a Personal Development Programme allowing students the opportunity to focus on developing personal and social capability as they learn to understand themselves and others, and manage their relationships, lives, work and learning more effectively.

Personal and social capability, as stated in the Australian Curriculum documentation, involves:

- students recognising and regulating emotions;
- developing empathy for others and understanding relationships;
- establishing and building positive relationships;
- making responsible decisions;
- working effectively in teams;
- and handling challenging situations constructively.

Our Personal Development Programme, in line with the national curriculum, encourages our young people to be healthy, engaged and responsible global citizens. The Sacred Heart Personal Development schedule often involves whole school assemblies, guest speakers or customised, issue based topics presented to an age specific year group that supports students in becoming confident, responsible and safe individuals, empowering our young people to make good choices now and in the future.

Each year commences with our Get Set goal setting programme, encouraging students to develop reflective practices, self-awareness and self-management skills. Throughout the year sessions cover topics such as responsible online behaviour, careers and pathways, positive body image, mental health, study skills, driver education and more. Information is shared with families throughout the year, supporting continued conversations at home.

STUDENT SUPPORT

The Student Support Team works together to support student wellbeing across the Secondary Campus. The Heads of House, Director of Student Wellbeing, College Counsellors and the Wellbeing Hub are located in close proximity on the first floor of the Secondary Campus, providing students with a range of support options.

Student counsellors are available for students who may need assistance to cope with learning, behavioural, social or emotional issues. Students can access the counsellor themselves by requesting an appointment via confidential e-mail, or can be referred by parents, teachers or doctors.

Assistance is available if students need to:

- Talk to someone they can trust;
- Share school/home/personal problems;
- Ask for help to get through the maze of high school, talk about friendship or relationship issues;
- Come in for a chat about whatever is on their mind.

Year 7 – 10 College Counsellor Kristy Forrest kristy.forrest@shc.tas.edu.au
Year 10 College Psychologist Rowena Gibson rowena.gibson@shc.tas.edu.au

College Counsellors are also available to parents, to provide support, guidance, and referral. Please email Kristy or Rowena to schedule a meeting.

SCHOOL TV

We value the strong partnership between home and school, knowing it plays a vital role in supporting student wellbeing. We are pleased to provide families with access to SchoolTV's helpful information and practical tools. This shared resource is designed to complement the learning and support provided at school, and to be available for families to explore in their own time.

Developed by leading child and adolescent health professionals SchoolTV is an online platform that provides trusted information and expert advice on a wide range of topics. SchoolTV offers short videos, articles, tips and fact sheets on a range of topics. SchoolTV is easy to navigate and available anytime. Resources are updated regularly to reflect current issues and challenges faced by children and teens.

SchoolTV can be accessed via this [link](#) with access also available through Josie, the College Website and the weekly Newsletter.

RISE PROGRAMME

Disengagement is a challenging, multifaceted issue. Real Individualised Sacred Heart Education (RISE) is Sacred Heart College's programme to assist students who have been identified as experiencing prolonged challenges in the way they meaningfully connect to the school environment and the requirements of learning.

The RISE programme consists of 1:1 mentoring sessions for students and targetted support for our students, their families and teachers.

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 carers:

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:
For absences

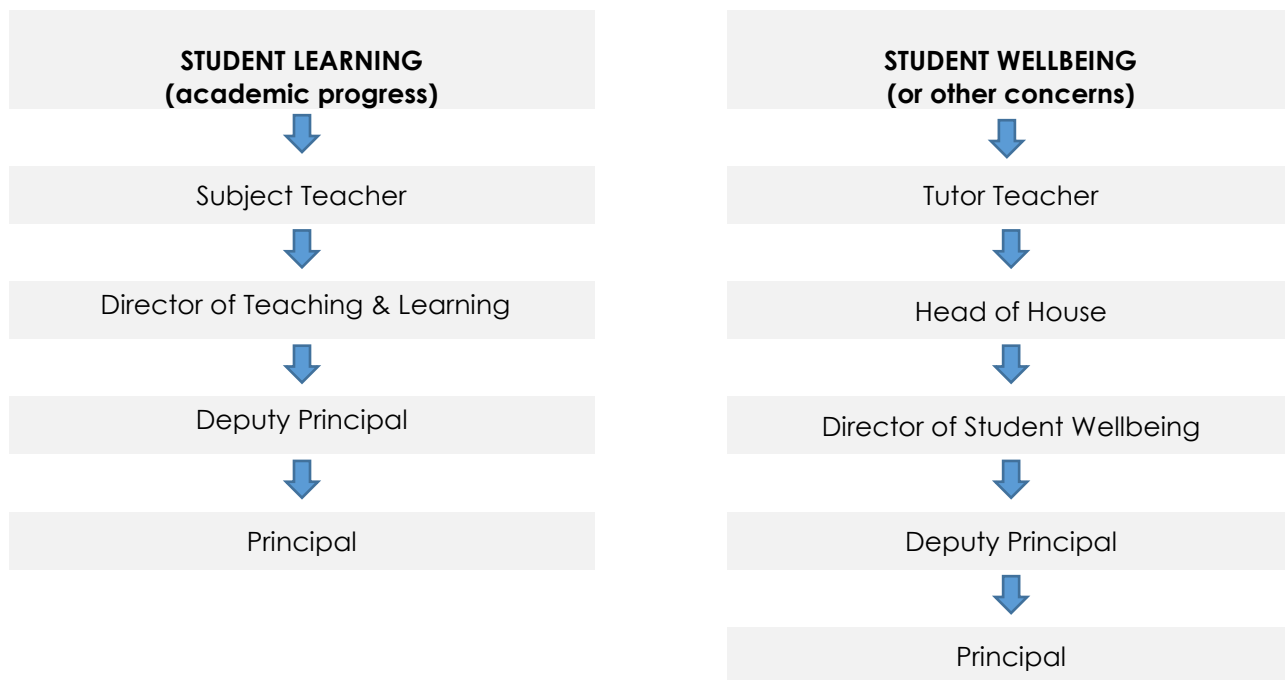
Phone 6279-4090
SMS: 0428 533 441

Email admin@shc.tas.edu.au
Email absence@shc.tas.edu.au

CONTACT WITH STAFF

Parents are welcome to contact staff throughout the year if they would like to discuss any facet of their child's school life. The flowchart that follows provides an idea of who to contact in various situations.

Flowchart Indicating Communication Protocol



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.
- The College social media platforms regularly feature posts about activity throughout the College.

EXCURSIONS / PERMISSION FOR OFF-CAMPUS SCHOOL ACTIVITIES

- 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 Tutor, Class Teacher 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 10 minute 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 programme is student driven inspiring students to think about long and short term, measurable and achievable goals. It aims for students to take responsibility for the planning of each term, semester, year and potential future pathway.
- The opportunity to meet with Subject Teachers and discuss student progress is available early in Term 3.

OPPORTUNITIES TO GET INVOLVED – 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. Information regarding events and opportunities to get involved appear regularly in the College Newsletter.

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 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

Members of our College Community who would like to volunteer are invited to contact the College Office for detailed information.



COLLEGE EXPECTATIONS 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
- using my Student Diary appropriately
- 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

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



Academic Expectations

As students progress from Year 7 through to Year 10, they are encouraged to accept an increased responsibility for their own learning.

To get the most from their learning students need to:

- (1) Come to each class prepared with all the items they require which will generally include:
 - Fully charged, working laptop,
 - Pencil case with pens, pencils, ruler etc,
 - Any required text books,
 - Exercise books,
 - Materials required for the course (calculator, apron, safety glasses, lab coat etc).
- (2) Be prepared to participate in a range of learning activities that at various times will include explicit teaching, group or individual work, laptop or written work, quiet study, presentations and more.
- (3) Ensure that they access all the information made available:
 - Read emails, the Daily News and regularly access Josie to view class pages,
 - Be aware of classroom changes, items required, excursions, special events/activities,
 - Understand how to submit or upload work and how to read teacher comments and access marks for work submitted.
- (4) Participate in class and if they don't understand something, seek help.
 - It is each student's responsibility to let their teacher know if they need clarification.
 - Students are encouraged to ask questions, utilise the afterschool tutorials, speak to their Subject Teachers, Heads of Department or Tutor Teacher.
- (5) Be organised and aware of due dates. Ensure work is submitted on time or an extension is sought if required. Students should familiarise themselves with the SHC Extension Policy.
- (6) Expect to complete some work or study at home.
- (7) Be aware of the College's Academic Integrity Protocols with regard to correctly referencing and acknowledging the work of others when submitting student work.
- (8) Communicate with staff and students in a courteous and respectful manner when using social streams and collaborative tools on Josie and during video learning or online meetings.

Homework

Time at home revising work covered in class consolidates student learning, develops strong study habits and self-management skills. Examples of homework that can be undertaken are:

- completing class tasks and assignments,
- reading a novel,
- studying for a test,
- researching a topic
- revising current class work,
- practising subject-specific skills: e.g. musical instrument, timetables, enrichment, or extension tasks using MathsOnline, language vocabulary
- attending after school tutorials.

Submission of work and how to request an extension:

Every effort should be made to submit work by the due date. Teachers understand sometimes there can be extenuating circumstances that may require students to ask for an extension. If a student needs extra time to complete set work for legitimate reason, teachers may negotiate tasks with individual students, but students must speak with teachers before the actual due date.

Sacred Heart College Extension Policy

Teachers may grant an extension in extenuating circumstances if a request is made at least 48 hours before the due date. Work will not be accepted after the due date if an extension has not been granted, and a mark of 'not submitted' will be recorded. Incomplete work submitted on the due date will be marked accordingly. (Incomplete and 'not submitted' work can significantly affect the final grade.)



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 principalsoffice@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 written request noted in the Student's Diary 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 and parents are asked not to communicate directly with each other during school hours but to follow established protocols and communicate through the Office. In the event of illness 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.
- Students must enter and exit the Canteen from the Secondary Campus.
- No students are to be beyond the Music Room or beyond the steps at the front of the Church.



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.



Uniform Requirements & Expectations

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).

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.

Formal Uniform:

- Students in Years 7 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 7 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.

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.

UNIFORM REQUIREMENTS

GIRLS' SUMMER UNIFORM

College blazer
College jumper
White College blouse with logo
College tartan skirt or trousers
Bucket hat/cap (optional)
Navy socks/pantyhose
Formal black lace up school shoes
SHC backpack

BOYS' SUMMER UNIFORM

College blazer
College jumper
White College over shirt with logo
College grey shorts/trousers
Bucket hat/cap (optional)
College grey striped socks
Formal black lace up school shoes
SHC backpack

GIRLS' WINTER UNIFORM

College blazer
College jumper
College shirt - long/short sleeve (2-piece collar)
College tartan skirt or trousers
College bow tie/tie
Navy pantyhose/socks
Black lace-up dress shoes

BOYS' WINTER UNIFORM

College blazer
College jumper
College shirt - long/short sleeve (2-piece collar)
College grey trousers/shorts
College tie
College grey striped socks
Black lace-up dress shoes

SPORTS/HPE UNIFORM

College rugby jumper
College trackpants / ¾ pants (optional)
College polo top
College blue shorts
White socks
College jacket (optional)
Sports shoes

College rugby jumper
College trackpants (optional)
College polo top
College blue shorts
White socks
College jacket (optional)
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 to be worn specifically for netball or basketball after school training or tournaments only - not at school.



Sacred Heart College

S.W.P.B.S

CARE

expectations



ACHIEVEMENT

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

CO-OPERATION

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

RESPECT

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

EMPATHY

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



School Wide Positive Behaviour Support



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 detail 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 Tutor Teacher or their House Head.
- 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, in collaboration with parents students may be asked to contribute towards the cost of repair / participate in the repair process.

CHEWING GUM IS NOT WELCOME AT SHC

Chewing gum in a school environment can be destructive and distracting. 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
- correction fluid
- permanent markers, spray paint
- aerosol deodorants
- 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
- 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 substance/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)

LOCKERS

- All students are provided with a locker and should keep their computer, school bag, blazer and uniform items, musical instruments etc securely locked in their locker during the day.
- Laptops and other valuable item should not be left in lockers overnight.
- Students are expected to be responsible for their own belongings and to be mindful of others when utilising the locker areas.

Students are asked to agree to the following:

- I agree to secure my items in my locker.
- I will not share the combination of my lock with others.
- I will not store items that are not my own (including bags).
- I will not access another student's locker.
- I will not share a locker with any other student.
- I will keep my locker clean, well-organised and graffiti free.
- I will be courteous to others, accessing the lockers around me.
- I agree to keep my bag locked in my locker between first and last bell.
- I understand bags should not be taken into classrooms.
- I will report any damage or graffiti immediately.
- I understand that items are not to be thrown in this area (books, balls, food etc).

No banned substances/items or any illegal substances, weapons or other prohibited or offensive materials are to be placed in school lockers.

Lockers remain the property of the school and are subject to search if there are reasonable grounds to believe there is a risk of:

- Items that could impact the safety of students or staff
- Items that could cause damage to personal or school property
- Violation of College Expectations, Catholic Education Tasmania Policies or the Law
- Illegal or dangerous items (drugs, alcohol, weapons) being stored. In this event Tas Police may be called to complete the search.
- Lockers can be accessed to retrieve College property, or if a student has left the College.

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 should 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.
- Student Diaries need to be presented to the teacher for signing to track movement out of class.
- Students will be held responsible for any destruction that they have caused in these spaces.

AT BREAK TIMES

- Students need to move outside to the supervised areas during break times and are not permitted to remain in locker areas or corridors, or to remain in classrooms with the exception of designated rooms which are open at lunch and supervised by staff.
- Students may not consume food in classrooms or corridors with the exception of supervised lunchtime activities e.g. Games Room, Movie or Study Room, lunchtime meetings.
- To prevent the disruption to primary classes the Primary School Campus is out of bounds during Secondary recess and lunch. Secondary students should not pass beyond the boundary line extending from the Church across to the Music/Art Room.
- Students must remain on campus or at Clare St Oval. There is no access to shops etc at this time.
- Students may not meet visitors or delivery drivers for food orders.
- Mobile phones/ear phones are not permitted at break times and must remain **off and away**.
- Spitting and rough play are not permitted at any time. The **Rough Play is not Okay** rule applies school wide.

VISITORS

Students are not permitted to invite guests onto the College Campus. All visitors to the College must have a specific purpose and must sign in at the College Office, completing all required procedures.

ELEVATORS IN THE COLLEGE

The elevators/lifts are available for students and staff with mobility issues who will be assigned a lift pass. Students with a lift pass may take one other student (only) with them when using lifts. They remain out of bounds for all other students. As detailed above, students are expected to demonstrate care and respect for all College property. Interference or destruction of College property will be followed up accordingly.

IN THE LIBRARY

The Sister Francis McCarthy Library is open during recess and lunch, providing a quiet place for students to read, complete schoolwork or seek assistance from library staff with research or book requests.

- Water bottles are permitted in the Library but no food is permitted.
- Students can borrow books for a maximum of 4 weeks. 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.

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 outside of the fenced perimeter prior to entry.
- Students should behave with respect at all times, displaying good sportsmanship. No swearing, no spitting and no removal of shirts.
- All sports equipment should be cleared/returned after use.

MACKILLOP COURT

MacKillop Court is a warm and social place where students can access microwaves, water fountains, and tables and chairs. Students are asked to appreciate and care for these facilities, to take responsibility for your own rubbish and to encourage others to "do the right thing".

When using MacKillop Court students agree:

- Not to use mobile phones/ear phones
- To use the seating provided, not to sit on bench tops or tables
- To use the area safely by not running or playing any ball games
- To use inside voices rather than shouting across the space
- To be respectful of the area and not leave any evidence of food behind. Any packaging or any food dropped on the floor needs to be picked up and disposed of correctly.
- Absolutely no chewing gum.
- To report any vandalism or damage to the duty teacher immediately.
- To be respectful and sensible when using microwaves. To heat food in a safe manner in covered microwave safe containers. Popcorn is not permitted in microwaves.
- No phone or ear phone use is permitted between first bell and last bell.

IN THE SSJ

- Supervision is provided for students to use the SSJ during most lunchtimes unless booked by the Primary Campus or for other activities. Access is through the Pedder St entrance not via the internal stairs.
- 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.
- No phone or ear phone use is permitted between first bell and last bell.

IN THE YARD

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, in the SSJ or on the oval.
- 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, pine cones 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 encouraged to wear their hats when outdoors and may access complimentary sunscreen from the office.
- No phone or ear phone use is permitted between first bell and last bell.

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. There is a sign on the wall near the Canteen which is adjusted each day to indicate when the oval is open.
- Students are to cross safely at the designated crossing on Clare Street.
- Access to the oval is by the top entry only, near the play equipment.
- The play equipment is for families with small children and is not for use by SHC students.
- Students are to remain visible on the grassed area of the oval, not on the outskirts.
- Students may not access the public toilets at the oval.
- Students are expected to care for this shared space disposing of all food and litter in the bins provided at school before moving across to the oval.
- No phone or ear phone use is permitted between first bell and last bell.

CANTEEN / FOOD

- The College Canteen is available for students at both recess and lunch each day.
- The Canteen Menu is available on the College Website.
- Orders can be made at recess for lunchtime or can be placed and paid for via the Qkr app (access through the SHC website, or the app store)
- Eftpos using a bank card is available for secondary students. Electronic phone payment is not accepted.
- Students collecting lunch orders have priority during the first 10 minutes of lunch. A sign outside the Canteen indicates when the Canteen is then open for counter sales.
- 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.



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 Secondary Handbook and Student Diary, 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 Secondary Handbook and Student Diary.
- Support the College's Expectations and Guidelines as detailed within:
 - Academic Expectations
 - Uniform Requirements & Expectations
 - Attendance Requirements & Expectations
 - Safe & Respectful Behaviour Expectations
 - Expectations When Representing the College
 - Mobile Phone and 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 on the correct days or provide a note of explanation when their child is unable to wear the correct uniform.
- Establish regular contact with their child's Tutor 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			

Being My Best

Be on time to class.
Be in correct uniform.



Co-operate with students and staff.
Be responsible.
Follow teacher instructions.



If you have made a poor choice you may be asked to: relocate within your class.



Relocate to another class - **GREEN CARD**



Relocate to House Head – **ORANGE CARD**
(report to Front Office first)
(a responsible student may be asked to take you)



If major problem, relocate to Deputy Principal or Principal - **RED CARD**
(report to Front Office first)
(a responsible student may be asked to take you)

RESTORATION – FOLLOW UP

Return to teacher for restorative meeting
OR
Restorative meeting with House Head



OR
Re-entry restorative meeting with Deputy Principal



Issued a consequence.
Parents may be contacted
(in consultation with Tutor/HH)

Responding to Unproductive 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 Head of House, 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](#).

EXPECTATION	UNPRODUCTIVE BEHAVIOUR	POSSIBLE CONSEQUENCES* TO ENCOURAGE POSITIVE/RESPECTFUL BEHAVIOUR
Academic Expectations	<ul style="list-style-type: none"> Repeatedly arriving in class without required equipment Failure to submit work Plagiarism 	<ul style="list-style-type: none"> Encouraged to do the right thing Parent contact Impact on assessment/grades
Attendance Expectations	<ul style="list-style-type: none"> Repeated absence, or regular late arrival. 	<ul style="list-style-type: none"> Encouraged to do the right thing Parent contact Follow up by Tutor Teacher, House Head, Director of Student Wellbeing
Uniform Expectations	<ul style="list-style-type: none"> Incorrect uniform 	<ul style="list-style-type: none"> Encouraged to do the right thing with uniform Uniform essay Lunchtime detention Consultation with parents
Mobile Phone Wearable Tech Expectations	<ul style="list-style-type: none"> Incorrect use of digital devices 	<ul style="list-style-type: none"> Encouraged to do the right thing Device handed in to office Educational detention Parent contact/interview with House Head (HH)
Respect for College/Other's Property	<ul style="list-style-type: none"> Defacement or damage of College property or the property of others, desks, lockers, equipment, devices etc. 	<ul style="list-style-type: none"> Statement of how the damage occurred. Parent contact. In consultation with parents determination of repair or cost of replacement of the item invoiced home. May require quote/safety check/use of authorised repairer. Lunchtime or after school service based detention
Safe & Respectful Behaviour	<ul style="list-style-type: none"> Disruptive behaviour in class. Failure to respect a teacher. Use of offensive language. Failure to follow a teacher's instruction. 	<ul style="list-style-type: none"> Encouraged to respect teacher and classmates If continue to make poor choices - colour carded: <ul style="list-style-type: none"> green - relocate to another class orange - report to office, then HOH red - report to office, then DP or Principal RESTORATION <ul style="list-style-type: none"> Restorative meeting Parent contact/interview with HH Detention Daily support form Meeting with the Deputy Principal Suspension Meeting with the Principal
	<ul style="list-style-type: none"> Bullying of students 	<ul style="list-style-type: none"> Meeting with teacher/HH Parent contact/interview Restorative justice conference with all parties Meeting with the Deputy Principal
	<ul style="list-style-type: none"> Physical violence or any other major breaches of our expectations 	<ul style="list-style-type: none"> Deputy Principal's/Principal's Office (red)

*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

For students in Years 7 – 10

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.

SCHOOL WIDE POSITIVE BEHAVIOUR AWARDS

Awarded to acknowledge students for contributing to our Sacred Heart Community in a respectful, positive and productive way and for being a role model to others.

RECOGNISING ACHIEVEMENT OR OUTSTANDING EFFORT IN A PARTICULAR SUBJECT

Award for Academic Excellence - awarded to the student who receives the highest marks for their Year level in a subject.

Academic Merit - awarded to the student who receives the second highest mark for their Year level in a subject.

Commendable Effort - awarded to students who are nominated by the class teacher as having demonstrated outstanding effort and diligence to their studies throughout the year.

ST JOSEPH'S CERTIFICATE

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.

Criteria to Obtain Certificate

The St Joseph Certificate exists to encourage and acknowledge students who contribute a lot to the Sacred Heart College and the wider community. To be granted the St Joseph Certificate, three criteria need to be met through an application process available from the College Office:

- Meet the general College expectations regarding attendance, uniform and participation.
- Take part in two extra-curricular activities in a year. For example sport, committees, bands, performances, student leadership etc.
- Undertake 10 hours of voluntary work in a year drawn from at least 3 different tasks. For example, tutoring, coaching a team, helping St Vincent de Paul.

For students in Year 10

MARY MACKILLOP AWARD

The Mary MacKillop Award is presented to a student who has often demonstrated the ability to show initiative in helping others, especially those in most need.

OUTSTANDING CONTRIBUTION TO THE ARTS AWARD

The Sacred Heart College Arts Award acknowledges student contribution to the creative culture of the College beyond the expectations of the curriculum. This award recognises a student who has generously contributed to the creative culture of the College either through performance, exhibition, backstage work or in combination of these. This student has encouraged the artistic endeavours of others through their commitment and pursuit of excellence.

OUTSTANDING CONTRIBUTION TO SPORT AWARD

The Sport Award recognises a student who has been outstanding in their commitment to the sporting life of the College. They have also displayed Josephite values at all times on the sporting field and been generous in supporting other students, possibly through coaching and umpiring.

LONG TAN LEADERSHIP AND TEAMWORK AWARD

The Australian Defence Force Long Tan Leadership and Teamwork Award is presented to a student who has demonstrated all round effort in the areas of:

- Attitude - willingness to assist others, make selfless contributions and a commitment to excellence
- Conduct – outstanding at all times
- Leadership – a role model to other students
- Service - participates in College and community activities
- Sport – represents the College

GUILFORD YOUNG COLLEGE BURSARY

The Guilford Young College Bursary is awarded to a student who demonstrates some of the gifts of Archbishop Sir Guilford Young, namely visionary leadership, academic rigor and a passion for social justice.

DAWN PRICE AWARD

The Dawn Price Award acknowledges a Year 10 student for the way they utilise the Sr Francis McCarthy Library and Resource Centre to benefit their learning. This award is in memory of Dawn Price [1959-2021] who was a valued member of our College Community as a Teacher of English and History, House Head, Head of English, Teacher Librarian and friend and mentor to students and staff [2010 – 2020]. This award recognises a student who demonstrates a passion for books, a love of stories and an inquisitive nature, willing to consult a diverse selection of resources to further their education.

BARBARA BEDELPH AWARD

The Barbara Bedelph Award is for a Year 10 Food Studies/Hospitality student. The Barbara Bedelph Award is in the memory of Barbara Bedelph (1956 – 2011), who worked in Foods and Textiles department at Sacred Heart College from 1998 to 2010. The recipient will need to demonstrate the following:

- A passion for Foods
- An extensive knowledge and practical application in the area of Foods
- A willingness to assist other students and act as a role model
- A positive attitude and commitment to producing a high standard of practical work

JILLIAN MORGAN AWARD FOR ACADEMIC ACHIEVEMENT

The Jillian Morgan Award for Academic Achievement is the legacy of Jill Morgan, the first lay principal of Sacred Heart College and acknowledges outstanding achievement across the curriculum. The recipient of this award will demonstrate:

- Highly developed work and study habits
- A high regard for academic achievement
- A consistent high standard across a range of subject areas

THE PRINCIPAL'S AWARD

The Principal's Award is for exemplary leadership and service to the College Community.

DOMINIC PERRIN AWARD

This award is named in honour of Sister M Dominic who was a Josephite and long-standing Principal of Sacred Heart from 1934-1969. The Award was initiated in 1977 to mark the sixty year anniversary of Sr M Dominic joining the Sisters of St Joseph at New Town in 1917. This award is presented to a student who has demonstrated exemplary leadership and service across a broad range of activities, such as academic performance, sport, the arts etc.

DUX OF THE COLLEGE

The Dux of the College is awarded to the student who attains the best aggregate result over all subjects.

SURSUM CORDA AWARD

This award is in memory of former Sacred Heart Staff member, Mrs Carmel (Power) England and was first presented in 1993, the year of her passing. She is ever remembered for two reasons. The first was her love of her God, family, friends and Sacred Heart, and the second was her never-give-in acceptance of her illness. The title of this award, Sursum Corda, was carefully chosen by the Sisters of St Joseph as they thought it reflected the ideal of a student who lives out the Mission Statement of the College of not only lifting up our hearts, but of acting justly, loving tenderly and walking humbly with our God. The Sursum Corda Award is awarded to a student who:

- Genuinely tries to do and be their best
- Has a "have a go approach" in all that they do
- Fosters loyal and supportive relationships

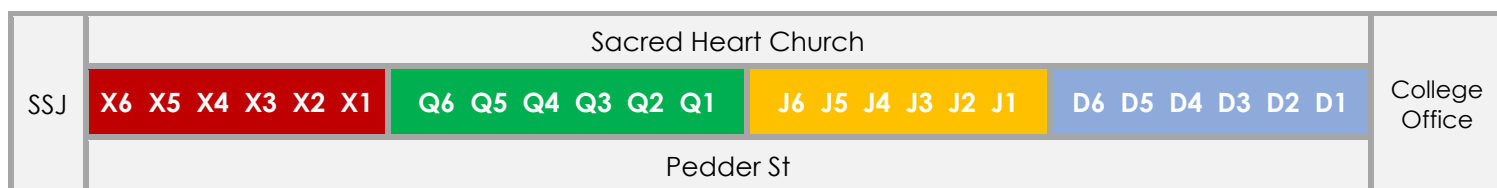
Presentation of the annual award is at the discretion of the Principal. Subsequently, if the criteria for an award is not adequately met, the award will not be presented.



Student Safety - Emergency Procedures

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. Students are to move promptly but in an orderly fashion.
- Upon arrival at the netball courts, students are to line up in Tutor groups in alphabetical order, facing the church. (Delany nearest to gate, Julian, Quinlan and Xavier).
- 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.*