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Welcome

Welcome to Sacred Heart Central School. Choosing a school for your child is a very important decision. We are wholeheartedly committed to educating your child and providing them with an educational experience where they feel valued and they belong. Sacred Heart is a place where everyone in the community is encouraged to learn, to grow and to work towards their best efforts.

Sacred Heart is a special place. The students report that they feel safe and that there are many opportunities, within the classroom and in terms of extra-curricular activities. The students say there is always someone they can go to if they need assistance. Sacred Heart has a fine reputation with regards to academic achievement and pastoral care. We have a supportive and committed parent body. There are avenues for parents to contribute to and be involved in the life of the school. The Sacred Heart community takes the important role that we will play in your child and family’s life very seriously. We look forward to sharing this most privileged journey with you and your child.

Sacred Heart ~ Student Outcomes

As we carry out our Mission, supported as always by the Holy Spirit, we expect that:

1. Our students will build their lives on Gospel values and be proud they attend Sacred Heart School in which these values are taught and practiced;
2. Our students will be honest and just and accept responsibility for their actions;
3. Each of our students will develop a well-formed conscience and sound decision-making strategies for a changing world;
4. Our students will respect the uniqueness of others;
5. Our students will realise their potential and live happy and productive lives;
6. Our students will become life-long learners with the determination, desire and confidence to pursue their dreams and accept new challenges;
7. Our students will be active participants in their community;
8. Our school community will give active witness to the Gospel through the Sacred Heart of Jesus;
9. Our school community will respond to our vocation to walk in the footsteps of Christ.
Mission Statement

In the light of our Vision, which grows from and is nourished by the life and teachings of Our Lord Jesus Christ, our Sacred Heart School community is committed to:

1. Providing a complete education with a strong, creative, and engaging foundation in the Catholic Faith;

2. Acknowledging that as a diocesan school community we are accountable to the Catholic Education Office and the Archbishop;

3. Creating a school community which welcomes and acknowledges the uniqueness of each individual, so that our students will feel secure and know that they are valued;

4. Encouraging self-worth, self-confidence and a love of learning in our students by recognising their achievements and affirming them in their efforts;

5. Consistency in our treatment of students, being non-judgmental, empathising with them and showing forgiveness and compassion;

6. Nurturing in our students a strong sense of justice by developing policies which will help them understand the relationship between actions and consequences;

7. Developing a community in which students see the Gospel values of love, respect, justice, compassion, mutual support and dedication to service.

Our Vision

In the Sacred Heart of Jesus we see the love, passion and devotion the Son of God has for His people.

Our School lives Christ’s love, compassion and devotion to service. We work together as a faithful community, rich in wisdom, celebration, unity, respect and justice.

“The Spirit lives in us so that we may see in the adventure of living not only the reality of the present but also the future to which God calls us”.

[Image of students with school banner]
Sacred Heart Executive

Principal                  Mrs Janet Cartwright
Assistant Principal       Mrs Nicky Trinder
Religious Education Coordinator Mrs Katie Thompson
Pastoral Care Coordinator  Mrs Lyne Witenden
Primary Curriculum Coordinator Mrs Skye Gay
Secondary Curriculum Coordinator Mr Andrew Alderman

Front Office Staff

Office Administrators      Mrs Emma Deep
                          Mrs Wendy McGlynn
                          Mrs Kate Elrington

Parish Priest              Fr Kevin Barry-Cotter
Pastoral Assistant         Sr Kathy Hodge

Contact Information

Address                   Morris Street, Cootamundra NSW 2590
Telephone                 (02) 6942 2612
Fax                       (02) 6942 3757
Email                     office.shcoota@cg.catholic.edu.au
Website                   www.shcoota.nsw.edu.au

All staff can be contacted via email with the following format:

firstname.lastname@cg.catholic.edu.au
Important Dates and Times

Term Dates 2014 for students
TERM ONE Wednesday 29 January - Friday 11 April
TERM TWO Tuesday 29 April - Friday 27 June
TERM THREE Tuesday 15 July – Friday 19 September
TERM FOUR Wednesday 8 October – Wednesday 17 December

Early Stage One to Stage Three School Hours
School day 8.50am - 3.15pm
School supervision commences 8.35am
Classes commence 9.05am
Sip & crunch 10.00am (approx)
Recess 10.50am – 11.15am
Lunch Supervised eating 12.50pm – 1.00pm (approx)
Playing time 1.00pm – 1.45pm
Home time 3.15pm

First Day of School 2014 Wednesday 29th January

To assist your child on the first day of school, please bring your child to the Early Stage One classroom at the following times:

Children with surnames A – K 9.30am
Children with surnames L – Z 10.00am

If you are unable to collect your child after school, please make sure that you have told your child and their teacher who will be collecting them.

Short Weeks
To allow the children to make a smooth transition into Early Stage One, they will not attend school on Wednesdays for Weeks Two to Seven of Term One, so that they have a rest day. Therefore, they will not attend on the following dates:

Wk 2 - Wed 5th February 2014
Wk 3 - Wed 12th February 2014
Wk 4 - Wed 19th February 2014
Wk 5 - Wed 26th February 2014
Wk 6 - Wed 5th March 2014
Wk 7 – Wed 12th March 2014
After the First Day of School
To help the children settle into school more quickly, it is better for parents to leave them in the playground to socialise with other children. It can be more distressing for you and your child if you remain in the playground. Surprising as it might seem, children usually settle quickly once their parent/s leave.

What is Early Stage One all about?
Early Stage One is a very important year in a child’s school life. It is the year in which the child will learn skills and develop learning habits, which are a vital foundation for later years. We want it to be a happy and positive experience. Most important for a child starting school at Sacred Heart is for them to adapt to the new environment, to make new friends and feel secure with their teachers.

They will learn to share, to cooperate, to develop self-discipline and to work in a group. Children will also learn skills in listening, following instructions and completing tasks. It is also the beginning of their own concept of themselves in relation to the school, so it should be a positive, rewarding year for them.

Early Stage One is a less formal year than others, and it might appear that children ‘play’ in Early Stage One. Many activities do, in fact, centre around play, but it is highly structured play with a clear educational purpose.

Jann Farmer-Hailey, an early years expert at the NSW Department of Education and Communities, describes the period when your child is adjusting to formal schooling as a time of “translations”. She says children already come to school with a bundle of skills and that it is a matter of shifting that knowledge into a school context.

"Children develop knowledge in a particular environment, be it day care, preschool or at home with mum, dad, nana or a caregiver. They are now taking that learning to a different setting and it has to be translated," Jann says.

For example, at home children may write a shopping list using scribbles or recognised letters. When they’re asked about the list they might say they want green grapes "so they know there is a message there", Jann says. "Now at school they have to put it into more recognisable forms."

The ease with which children are able to settle into school relies on a teacher's skill, and how well the family supports their child through the process. For parents this simply means to "keep doing the things you have been doing", Jann says. It’s not about doing twice as much work now your child may be expected to practise with a home reader, it’s about maintaining good practice and short, meaningful reading with parents.

Keep up the conversations about when you were at the supermarket buying things, or reading off the label. Keep doing the counting activities, but now be aware that they are bringing in more precise learning and tune into that and celebrate it.

Children are introduced to the Seven Key Learning Areas (KLAs) of the ES1-S3 NSW School Curriculum which are expanded on in higher Stages.
Key Learning Areas

Religious Education: Through the ‘Treasures New and Old’ Syllabus, Religious Education fosters within students a growing understanding of God and the Catholic faith tradition. Religious Education is at the heart of education at Sacred Heart.

English: Students bring to school a range of knowledge, understanding and skills developed in home and prior-to-school settings. The movement into Early Stage One should be seen as a continuum of learning. Students in Early Stage One are involved in one explicit 90 minute English session each day (school activities permitting). Students develop skills in Reading, Writing, Talking and Listening. Students participate in Reading Groups. Ideally each group has an adult who guides their reading of texts, role plays, related activities and any worksheets. Review of each Student's Reading Level occurs either in Reading Group time, release from face-to-face or other appropriate times. They also complete explicit handwriting lessons and have corrective lessons while participating in all other writing tasks. Weekly spelling words and tests commence during Early Stage One at a time determined through teacher discretion. Students take home a levelled reader, sound cards, sight words and other aids to assist in their literacy development.

Mathematics: Students develop skills and solve problems in the areas of Number, Space and Geometry, Measurement, Patterns and Algebra and Data. They connect events and the days of the week and explain the order and duration of events. They learn to read time. Students give and follow simple directions and describe position using appropriate language. They answer simple questions to collect information. Students use objects to create a data display and interpret data. They develop numeracy skills to assist with everyday situations.

Science and Technology: Helps students to understand their environment, both man-made and natural by investigating, designing, making and using technology.

Human Society and Its Environment: Encourages students to study relationships between people, cultures and languages.

Creative Arts: Students participate in Dance, Drama, Music and Visual Art through creating and making their own works.

Personal Development, Health and Physical Education: Helps students develop self-esteem, responsibility, personal fitness and the ability to make informed decisions about health and lifestyle.

The most important skill that a child brings to school is a sound understanding of language. At the beginning of Early Stage One this will be largely an oral language ability, which we will begin to develop into an understanding of printed language through Reading and Writing.

In Early Stage One, children will be introduced to reading by the use of Big Books, known and new rhymes, stories and poems in printed form, as well as through their own writing. This immersion and awareness of the printed word is done so that words that are familiar to them can help them in other situations.
If you are wishing to assist your child with work at home, please remember to:

- Talk to your child as often as possible about all the things happening around them.
- Read to them on a regular basis, preferably every night.
- Talk about letters primarily by their sound, as well as by their letter name.
- Write for your child in lower case letters, not capitals (i.e. cat not CAT).
- Always be positive about any work that they bring home.
- Praise them and display the work for the family to see.
- Affirm all attempts.

It is important to remember that there can be a large difference in maturity among Early Stage One children.

You should be aware of these differences and allow your child to develop at their own rate without making comparisons. Make use of the many opportunities that exist to talk to the class teacher if you have any concerns.

Classroom Routines

‘Sip and Crunch’
- A mid-morning fruit snack or vegetable – *must be fresh and preferably crunchy!*
- Students place their fruit and WATER bottle on the desk as they come in each morning.
- This will begin on the first day of school 2014.

Recess and Lunch
Recess (Little lunch) and Lunch (Big lunch) should be packed separately in their school bag.

School Materials
- All materials you need are listed on the Class Requirements handout included in the information pack.

Playground
- Students are guided and encouraged to play with their Early Stage One peers. They are encouraged to play with their peers rather than siblings to assist with forming friendships.
Feeling Ready for School

How do I fit in?
It is essential that all children feel like they fit in at school. Does your child feel:

- I have more than one friend.
- I can do things by myself.
- I know my teacher’s name.
- I use my manners.
- I can share.
- I’m happy to leave mum and dad.
- Mum and dad are happy to leave me!
- Mum and dad tell me that school is exciting.

Areas that can cause students concern…

- Changes to routine. eg Catching the bus.
- Lunches – which they don’t like.
- Containers that they cannot open.

It is essential to build each child’s self-esteem by:

- Praising all attempts.
- Trying not to compare.
- Talking often with your child about their experiences.
- Encouraging participation and resilience.
- Being interested in what they have to say.
- If you have any concerns please contact the classroom teacher or Coordinators.

Learning and Development

Things to work on with your child before they start school:

- Reading and talking to your child about the life experiences they are having.
- Recognising their name in different fonts.
- Using lower case to write their name except for initial letter e.g. Mary
- Organising their own things.
- Talking to people without being prompted.
- Knowing when they need to go to the toilet.
- Play boundaries.
- Routine - regular sleeping patterns and meal breaks e.g. morning tea at 11am, lunch at 1pm.
- Sip & Crunch
School Uniform
These can be purchased from:
- Moore’s Clothing
- Baileyana Embroidery
- Debbie Rose and Cutting Designs.

Please ensure that all items are clearly labeled.
If you have any concerns or issues, no matter how small, please make contact with the Front Office.

Hats
Sacred Heart Central School has a NO HAT – PLAY IN THE SHADE policy that operates all year. Hats must be wide brim, not caps.

School Bags
- When purchasing school bags, think BIG! It makes it easier for the children to put an array of items in and also makes for easier ‘zipping up’.
- Here is an example of a navy bag with the school emblem.

Bringing your Child to School
Infants children riding bicycles or walking to school must always be supervised.

Bus Passes
Bus forms are available from the school office for all children who are in classes Early Stage One – Stage Five (Kindergarten to Year 10). Please inform the teacher as to which bus is taken and on which days so the teacher can arrange a bus tag, bus buddy and routines.
What to bring for School:

1. School Uniform (labeled and/or embroidered)
2. Sip and Crunch - Water and 1 piece of Fresh Fruit or Vegetable (compulsory)
3. Recess
4. Lunch
5. Plastic WATER bottle. NO GLASS BOTTLES
6. An old shirt to be worn for Art or paint shirt
7. School bag – large
8. Sun protection cream (optional)
9. Library Bag
10. Change of underwear and socks in school bag every day.

Please label ALL articles with your child’s name and for clothing, especially hats and jumpers. We suggest that you get these items embroidered.
General Information

Canteen
The Canteen operates every day. Lunch orders should be written on a paper bag with the money placed inside the bag. Students place their lunch order in the class lunch basket when they first enter the classroom. In 2014, we are hoping to trial online lunch orders. More information will be provided at the beginning of 2014.

R.F.F. (Release from face-to-face teaching)
Each week all class teachers have release from face-to-face teaching (RFF). This time is used for preparation, programming, interviews and other professional duties. At this time the classes are taken by another teacher.

Communication with the School
You are welcome to discuss any concerns with your child’s teacher. Please remember that teachers cannot speak to parents during teaching time and sometimes have other duties before, during and after school. It is best to contact the school first through the Front Office and make an appointment or via email. Please allow 3 working days for a response to email.

Please make sure the school has a current emergency contact number (someone who lives in Cootamundra) in case of illness or emergency and notify the school of any changes to address, telephone numbers or workplace.

Medication
A Medical History Form will be sent home at the beginning of the school year. This form complies with the procedure recommended by the Catholic Education Office and is designed to ensure the safety of all children.

If you require your child to have medication e.g. Antibiotics, Asthma Puffers and Liquid Panadol, etc you are required to fill in a special medical form: Request to Dispense Medicine which states:

- full name of student
- when it is to be given
- dosage amount
- medical condition

It will be kept in the Medical Cabinet in Sick bay until it is required.

*If there is any variation to this a second Request to Dispense Medicine Form must be completed.*

Newsletter
Newsletters are compiled weekly and are emailed home each Wednesday. They are available on the school’s website which is [www.shcoota.nsw.edu.au](http://www.shcoota.nsw.edu.au). This is a major means of communication for families.
Calendar
The school calendar is available through the school’s website on www.shcoota.nsw.edu.au. It is an excellent reminder for both families and students of upcoming events like Athletics and Swimming Carnivals and Assemblies throughout the school year. Please note that unavoidable changes to calendar dates do occur throughout the year, so please regularly check on the website for these updates.

Absences
Regular attendance at school makes settling-in and learning easier and helps your child to build and maintain friendships with other classmates. Children should attend school every day unless they are sick or injured. If your child is absent from school for any period a BLUE ABSENTEE note is required on the return to school. If the absence is more than three days, a phone call to the school is advised.

School Counsellor
Our School Counsellor, Mrs Danielle Hudson, is available by appointment on Mondays for any parents or students wishing to seek advice about learning, social or behavioural concerns. Primary students require parental consent before seeing the Counsellor.

Spare Clothing
As children adjust to school life, accidents may sometimes occur. It is therefore suggested that a clean pair of underwear and socks be placed in a plastic bag and kept in school bags for the entire year.

School Uniform Policy
The uniform policy seeks to foster and support the formation of our Sacred Heart School community in accordance with our Vision, Mission and Outcomes. In accepting enrolment at this school parents agree to abide by the uniform policy. The policy may be changed from time to time by the School Board. For major changes to this policy the Board will consult widely with the uniform committee and parents. When a student is out of uniform, their class teacher must be provided with a written explanation.
Illness
Immunisation is an important safeguard against serious diseases such as Measles, Diptheria, Whooping Cough, Poliomyelitis and Tetanus. Regardless of your child’s immunisation status you are required by the Catholic Education Office and the Department of Health to provide a copy of the Immunisation Certificate. By law, children who are not immunised will be excluded from school should outbreaks of the below diseases occur.

The following are common diseases that your child might contract during childhood.

Please keep this for reference:

Measles
Exclude from school until fully recovered and for 4 days after the first spots appear.

German Measles (Rubella)
Exclude until the child has fully recovered, and for 9 days after the appearance of the swelling.

Ringworm
Exclude until appropriate treatment has begun.

Impetigo
The family doctor should be consulted.
If the sores are properly covered by a clean dressing, children are allowed to attend school. If they are not covered and are on exposed parts of the body such as hands or legs, the child should be kept home until the sores have healed.

Chicken Pox
Exclude from school for 5 days after the first spots appear or until blisters are dry.

Head Lice (Pediculosis)
Exclude from school until appropriate treatment has begun. Please remember to wash all bedding, toys, hairbrushes etc.

Conjunctivitis
Exclude until discharge from eyes has ceased.

***If your child has been sick with a chest infection, vomiting and diarrhoea or just generally unwell, please be mindful of the other students and staff and keep the children at home until they are well, as this will help stop the spread of infection around the school.