Enclosed with this package is:

- an information booklet and brochures which explain much of what we do and have at Sacred Heart Geeveston.

- an enrolment form which needs to be completed and returned to the school as soon as possible please.

- a uniform list which gives you an idea of what uniform requirements for the school are.

- a health form and statutory declaration for immunisation received (a copy of the child’s immunisation record is satisfactory).
Welcome to Sacred Heart Catholic School,

Sacred Heart School is a Catholic Co-Eductional School (K-6) that has provided a quality and Christ-centred education for students in the Huon Valley Region for 70 years. Today, a dedicated and professional staff team carry on the spirit and traditions of our founders, The Sisters of Saint Joseph.

Sacred Heart School continues to respond to, and to serve, the needs of parents who seek a Catholic education for their children. We aim to create an atmosphere in which both children and staff can grow and develop as a Catholic Community, loved by God. The school aims to extend this to a sense of belonging within the wider-community of home, school and parish.

We aim to provide a learning environment, which is stimulating, positive and purposeful that caters for the social, physical, emotional, academic and spiritual needs of the students entrusted in our care. Our School Improvement Plan and our policies and activities strive to develop, enhance and nurture each student’s talents and skills.

There are many opportunities for parents to work in partnership with the school, thereby strengthening the bonds of communication between parents and teachers. Parents are welcome to assist with classroom learning and the myriad of activities that take place in and around the school. There are also more formal opportunities to be involved in the life of the school through the School Board or the Parents and Friends Association.

Sacred Heart School strives to integrate faith and life within the daily activities of the school. This is achieved through the adherence to Gospel values, so that a warm, welcoming and supportive environment is created.

We hope that your involvement with the Sacred Heart Catholic School Community will be a very happy and successful one.

Should you have any queries please feel free to phone me to discuss any issue.

I look forward to speaking with you further.

Yours sincerely

Mr Stuart Kelly
Principal
Vision Statement

At Sacred Heart Catholic School we encompass the spirit of our founders, the Sisters of St Joseph and Catholic teachings where all:

- develop a relationship with God and be witnesses to Christ by living the Gospel values whilst promoting peace and tolerance.
- work together to provide a safe, supportive, encouraging and welcoming environment in which students strive for excellence; and
- encourage a passion for life long learning.

Mission Statement

At Sacred Heart we aim to:

- give witness to Gospel values recognising Christ as teacher and friend who is present in our lives;
- respect and support family life and acknowledge parents as the foremost educators of their children;
- encourage justice, tolerance and reconciliation;
- welcome all with openness and equality;
- celebrate as a community
- develop teaching and learning through the establishment of positive relationships
- create a learning environment which provides for the unique needs of each student, encouraging them to reach their full potential in all aspects of life;
- respect ourselves, each other and our surroundings;
- provide a secure environment that ensures the safety and wellbeing of all;
- be effective and contributing members of the wider community.

The heart of the Huon
The School Board

Sacred Heart is a Catholic School linked to the Catholic Education Office (C.E.O.) as part of the group of Systemic Catholic Schools.

At a local level the school has a School Board, which is primarily responsible for the financial and property management of the school and provides advisory services to the Principal in a number of key areas.

The advisory services are in the areas of Education (eg. Policies, Curriculum, staffing, building use), General (eg uniform, parent involvement, OH&S of grounds and buildings, Maintenance of buildings) and Financial (eg Budget, Fees, enrolment ceiling, capital works.).

The Board consists of members from the parent body, together with the Parish Priest and Principal in ex officio positions

The Board of Management for 2011 is
Fr Greg Barker  Parish priest
Mr Stuart Kelly  Principal
Mr Tony Bradley  Chairperson
Mrs Fiona Donato  Secretary/Treasurer
Ms Catherine Coad  Member
Mr Michael Buick  Member
Mr Donald Gordon  Member
Mr David Clark  Member
Parents and Friends

The P & F are very active and supportive in the school community. Primarily the objectives of the P & F are as follows:

1. To promote a strong community spirit among parents and children. 
   By organising family oriented activities 
   social gatherings for parents and friends.

   An aspect of this focus is fund raising where the P & F in liaison with the Principal, provide many valuable resources for the school.

2. A forum for parents to have an opportunity to discuss a wide range of issues affecting education, children and school.

P & F Executive for 2011

President        Mrs Narelle Gane
Vice-President   Mrs Narelle Duggan
Secretary        TBA
Treasurer        Ms Sharee Burgess

2010 School Fair
Prep’s potted bulbs
Other Information

Uniform
Manager Mrs Maree McQueen

A strong focus at Sacred Heart is the school uniform which has both summer and winter styles in the traditional colours of red and blue.

School uniform centre provides an excellent service for parents. New and limited second hand uniform is available.

Uniform
Students of Sacred Heart are expected to wear their uniform with pride. They must at all times wear a complete and correct uniform. Kindergarten children are only required to wear the sports uniform.

A uniform shop is on the premises and it stocks new items of clothing for school and sports wear.

Summer – girls
The official uniform for primary girls in summer is a summer dress, jumper, short white socks and black school shoes.

Summer – Boys
Boys wear open necked sky blue shirt and grey shorts, long or short grey socks, jumper and black school shoes.

Winter – girls
Royal blue tunic, jumper, long sleeve sky blue shirt, school bowtie, navy tights and black shoes. Optional plaid trousers can be worn, however the formal school uniform is the tunic.

Winter boys
Royal blue jumper, long sleeve sky blue shirt, school tie and grey trousers, grey school socks with black shoes.

Raincoats may be red, blue or black. A spray jacket is available for wearing over uniform while outside the classroom. It is not to be worn inside the classroom.

Hair longer than shoulders should be neatly tied back with royal blue or red ribbons. Hairstyles are to be suitable for young children. Colours and overuse of gel is not acceptable.
**Jewellery**  Pierced ears – wear one plain stud or sleeper in the earlobe. A plain signet ring, bracelet or watch may be worn.

**Hats** are compulsory for terms 1 and 3. Children will wear the navy bucket hat as supplied by the uniform shop.

**Sports clothes**
At all games where children are representing the school they are expected to be neatly and tidily dressed. Shirts are to be tucked in and socks pulled up. Full sports uniform must be worn to and from events.

For Physical Education lessons children wear a red or blue polo top (according to their house), blue shorts, white short socks, sneakers or sandshoes. Sports uniform is worn to school for PE instruction.

The school track pants, rugby top are to be worn to and from school. During the summer uniform period the trackpants may be left off and shorts may be worn home.

**School Sport Houses**  
- **Hartz** – red,  
- **Picton** – blue.

**Sport**
Sacred Heart Catholic School is an associate member of both

- Southern Catholic Primary Sports Association
- Huon and Channel Primary School Sports association

Our children participate in swimming, athletics and cross country carnivals, as well as winter football and netball.

The emphasis is for children to participate fully to their ability, develop skills and learn appropriate attitudes when playing.
Outdoor Education.
A comprehensive outdoor education and camping program has been developed from grade 2 to Grade 6.

In 2010 the following grades were involved in the listed program.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Duration</th>
<th>Activity Details</th>
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</thead>
</table>
| Grade 2 | 1 night  | Camping at school, Hastings Caves, Snug Falls  
Explore the local community and be away from home overnight |
| Grade 3 | 1 night  | Orford Youth and Convention Centre  
Focus on the wider environment |
| Grade 4 | 2 nights | Waddamana – Central Tasmania  
To study environment and history |
| Grade 5 | 2 nights | Recherche Bay, Cockle Creek  
Back to nature |
| Grade 5 & 6 | 1 night | Orford Youth and Convention Centre  
Team building, leadership and self-discovery |
| Grade 6 | 4 nights | Tour of Tassie  
Emphasis on the North and North West Coasts  
Children plan and organise their week |

Classes
Our present staffing structure allows us to have a number of specialist teachers to assist in areas of Music, Library studies, Special education and LOTE.

School Times
Start 8.55am  
Recess 11.10am – 11.30am  
Lunch 1.00pm – 1.40pm  
Finish 3.00pm
Canteen
Manager Mrs Mandy Geeves

The school canteen operates 3 days a week at recess and lunch-time. The days of operation are Wednesday, Thursday and Friday. There is an emphasis on healthy foods with a number of options for children to choose from for both snacks and lunch.

The first ten minutes of the lunch hour all children are required to sit together to eat their lunch before going to play.

Buses
Nearly all our student population arrive and depart from school by bus. The school is served by 6 different bus runs, covering all areas of the Huon Valley. The school owns three of these contracts and owns four buses, which are used extensively for excursions and camps.

The buses and areas they serve together with the drivers are as listed below,

Mrs Leanne Hall Mt. River/Castle Forbes Bay
Mr Scot McQueen Lucaston
Mrs Tom Freeman Judbury

We collect children in our buses on the main road between Huonville and Geeveston, through Franklin at appropriate stops.

We are also served by buses operated by other companies for other areas.

Michael Clark Dover
Neville Burgess Geeveston
Evans Coaches Waterloo to Geeveston
**Attendance**
When children are sick or absent from school for family or other reasons, the school must be notified either in writing in the school diary or by phoning the school. If notice of reason for absence is not given by 9.30am the school office will make contact with the home. This is both a safeguard for the school and the parents.

**Parent / Teacher Communication**
Reports are sent out to parents at the end of term 1 and 3. After term 1 reports are issued, there is an optional Parent Teacher interview arranged.

**Newsletter**
A newsletter is sent home or emailed with the students each Tuesday. As this is the main means of regular communication between the school and the home, we ask parents to check that they receive their weekly copy. Newsletter are also available on the school website.

**Diary**
Students in all grades have a diary specific to our school. While teaching the child a useful skill, it is also a valuable vehicle for providing parents and teachers with a means of communication. Use of the diary will be explained to the children at school and to parents, at the parent information evening held in the first 4 weeks of term 1.

**Disruption at Home**
If there is any emotional strain or change in the family, parents are requested to inform either the Class teacher or Principal. This could vary from grandparents / parents being in hospital, to marriage break-up, etc. If the school is aware of family changes we can be understanding of changes in behaviours that children may exhibit.

**Sickness at school**
Students who sustain minor injuries, such as cut fingers, will be treated at school. Parents will be contacted in cases where the student is not able to remain at school.

If a student sustains serious injury necessitating doctor or hospital treatment, the school will organise this and notify parents immediately of the action taken.

It is important to accurately fill in the information sheet issued at the commencement of the year, as this provides information concerning doctors, possible allergies, reactions and medical conditions, as well as telephone numbers where parents can be contacted promptly. It is necessary for the well-being of the children that the contact number section of this form be completed.
**Teachers**
The staff of Sacred Heart Catholic School are appropriately trained in teacher education and undergo 6 training days a year for personal and professional development. Many teachers take on further studies in curriculum, administration or religious education in their own time outside school hours. Seven staff have recently completed postgraduate study with the Australian Catholic University (ACU).

**Teaching Staff for 2011**

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Stuart Kelly</td>
<td>Principal</td>
</tr>
<tr>
<td>Miss Kimberly Turnock</td>
<td>Grade 6</td>
</tr>
<tr>
<td>Mr Gregory Dwyer</td>
<td>Grade 5 &amp; Assistant Principal/LT</td>
</tr>
<tr>
<td>Mrs Cate Doherty</td>
<td>Grade 4</td>
</tr>
<tr>
<td>Mrs Debbie Campagna</td>
<td>Grade 3</td>
</tr>
<tr>
<td>Miss Jacinta Keenan</td>
<td>Grade 2 &amp; Assistant Principal/Religious Education</td>
</tr>
<tr>
<td>Mr Stuart Grey</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Mrs Sarah Longey</td>
<td>Prep</td>
</tr>
<tr>
<td>Mrs Alessandra Klein</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Mrs Cathie Stockford</td>
<td>Library</td>
</tr>
<tr>
<td>Mrs Fran Reynolds</td>
<td>Special Learning Needs</td>
</tr>
<tr>
<td>Mrs Mary Heferen-Faulkner</td>
<td>Music</td>
</tr>
<tr>
<td>Mrs Jacquie Peattie</td>
<td>LOTE</td>
</tr>
<tr>
<td>Mrs Kari Thomas</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Mrs Robyn Evans</td>
<td>School Counsellor</td>
</tr>
<tr>
<td>Mrs Eva Dunn</td>
<td>School/Parish Associate</td>
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</tbody>
</table>

**Office Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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</thead>
<tbody>
<tr>
<td>Mr Chris Lovell</td>
<td>Office Manager</td>
</tr>
<tr>
<td>Mrs Maree McQueen</td>
<td>Administration &amp; Teacher Aide</td>
</tr>
<tr>
<td>Miss Emily Direen</td>
<td>Administration Trainee</td>
</tr>
<tr>
<td>Miss Ellice Direen</td>
<td>Administration Trainee</td>
</tr>
</tbody>
</table>

**Teacher Aides**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Mrs Elizabeth Beven</td>
<td>Early Years Classes</td>
</tr>
<tr>
<td>Mrs Leanne Hall</td>
<td>I.T./Special Projects</td>
</tr>
<tr>
<td>Mrs Katrina Coleman</td>
<td>Aboriginal Support</td>
</tr>
<tr>
<td>Mrs Mary-Jane Watkins</td>
<td>Kindergarten</td>
</tr>
</tbody>
</table>

**Utility officers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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</thead>
<tbody>
<tr>
<td>Mr Neville Burgess</td>
<td>Groundsman</td>
</tr>
<tr>
<td>Mrs Sally Young</td>
<td>Cleaner</td>
</tr>
</tbody>
</table>
School fees 2011

Board set fees and levies for the next year in term 3.
One invoice is sent after the commencement of the school year, followed by monthly statements showing payments made thus far. This allows families to know exactly what is remaining to be paid by the end of the school year.

Student Assistance Scheme (STAS)
For those families that are eligible, this deduction will be credited to your account when the school receives the money from the scheme. Forms are available from the school office if you wish to apply.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Fees</th>
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<tbody>
<tr>
<td>Kinder</td>
<td>$1088</td>
</tr>
<tr>
<td>Prep</td>
<td>$1147</td>
</tr>
<tr>
<td>Grade 1</td>
<td>$1147</td>
</tr>
<tr>
<td>Grade 2</td>
<td>$1217</td>
</tr>
<tr>
<td>Grade 3</td>
<td>$1239</td>
</tr>
<tr>
<td>Grade 4</td>
<td>$1271</td>
</tr>
<tr>
<td>Grade 5</td>
<td>$1279</td>
</tr>
<tr>
<td>Grade 6</td>
<td>$1227*</td>
</tr>
</tbody>
</table>

*$150 cost for Tour of Tassie not included.

St Mary’s Cathedral Restoration Fund
This is a voluntary donation of $30 per family per year and it is fully tax deductible. If you do not wish to make this contribution please contact the school office.

Capital Levy Fund
The capital levy for 2011 will be $165 per family. This will be added to your invoice in February.

Discounts apply for two or more children attending SHCS, 3 or more children in Catholic schools and early payment discount for full payment of fees prior to 31st March.
Fees may be paid weekly, fortnightly, monthly or annually. Cash, cheque, EFTPOS, direct debit, centrepay and scheduled or manual credit card facilities are available.

Parental Participation
Parental involvement is encouraged at Sacred Heart School with options for parents to participate in class based activities, day trips or longer camping trips.
On a yearly basis the teachers plan for specific activities, which involve children, parents and the wider local community. All volunteers in Catholic Schools are required to have a police check completed before participating in these activities. Forms are available at the school office.
Kindergarten
Sacred Heart Catholic School has an outstanding Kindergarten program that is facilitated by very experienced staff. The program is offered over three full days (Tuesday, Wednesday & Thursday). Pre-Kinder sessions are offered to families in third term.

Homework
It is a school policy that regular homework be set. This varies from a Kinder / Prep child remembering to bring something to school and showing their diary to parents to regular daily assignments from grades 2 – 6. Such homework is designed to reinforce subject matter treated in class and to develop well-disciplined study habits.

Experience has shown that students will be more positive about homework and will spend their time more effectively if they have a well-lit place to work quietly, without distraction.

School Banking
Students can bank each Wednesday with the Catholic Development Fund. Books are collected in the classrooms and returned there the following day.

Choir
The choir is formed from members of grade 3 – 6 and participates in liturgical and other school performances. Singing to the elderly at Eldercare Home for the Aged and participating in concerts in the Huon valley and also at Eisteddfods are all part of the choir members commitment.
The Sisters of St Joseph began their ministry at Sacred Heart Catholic School with the support of local parishioners in 1938. In the spirit of St Joseph, they were recognised by their simplicity, hospitality, compassion and respect for every person. These qualities continue to be lived out today in this school community which strives to be faithful to the original founding vision.

Pictured: His Grace, Archbishop Adrian Doyle with Sacred Heart students at the official unveiling and blessing of ‘The Sister’. A wood carving sculptured by local artist, Mr Bernie Tarr to acknowledge the dedication and contribution of the Sisters of St Joseph to the school community over the past 70 years.
First Catholic School or College to be Commissioned

On Thursday the 2nd April, Archbishop Arian Doyle visited Sacred Heart Catholic School to symbolically mandate the school and commission it to act on his behalf.

In August 2008 Archbishop Adrian launched his ‘Charter for Catholic Schools’. The Charter is a generic document that was the end result of a lengthy consultative process that can be used as an instrument to guide Catholic schools and colleges.

The staff and school board at Sacred Heart were able to appropriately respond to the Charter in a way that reflects their local context and charism. The commissioning ceremony was great recognition for the school community that strives to be faithful to the original founding vision of the Sisters of St Joseph who were recognised for their simplicity, hospitality, compassion and respect for every person.

Archbishop Adrian presented the Principal, Mr Stuart Kelly with a ‘Certificate of Commission to Operate as a Catholic School’ in recognition of the sincere commitment of the school to the ongoing development of the distinctive Catholic character and ethos of the school, as prescribed by The Charter.

Mr Kelly responded by talking about numerous exciting initiatives that the school is implementing and trialing over the next few years that will enhance the learning opportunities of all students, but also continue to demonstrate the school’s commitment to the Church and their desire to live their faith daily in words and actions.

The Archbishop thanked the school community for their commitment to Catholic Education and congratulated them on being the first Catholic school or college in the state to be commissioned.