

SACRED HEART
CATHOLIC SCHOOL KEW



**PREP
ORIENTATION
BOOKLET
2026**

Dear Parents,

It is with much pleasure that we welcome you and your child to Sacred Heart School Kew. It is our hope and intention that your child's school days are happy and successful and in particular that their first year at school will be full of many memorable experiences.

Sacred Heart Kew aims to create an atmosphere in which both children and adults can grow and develop as members of a Christian community loved by God. The School aims to extend this to a sense of belonging within the wider community of home and parish.

Parents are invited to participate in various school and social activities. Newsletters are emailed home fortnightly on a Friday. Curriculum letters outlining each term's intended learning are shared with families each term. You can also download the Audiri App to receive all other school notifications throughout the year.

This handbook provides you with a wide range of information relating to your child's commencement at Sacred Heart Kew. Not all questions can or will be answered, so we suggest you allow time for the routines to unfold and the mysteries to be revealed as the term progresses.

All staff members of Sacred Heart Kew work together to ensure that the learning environment provides children with opportunities designed to develop the skills and confidence necessary to become independent problem solvers, in the knowledge that there are people nearby ready to support them as they grow and develop.

We hope that through your own involvement you will come to feel very much a part of the Sacred Heart Kew community.

WELCOME!

Kind Regards,

Ed Weekes

School Principal

SACRED HEART SCHOOL KEW 2026

Principal	Mr Ed Weekes
Deputy Principal	Mrs Danielle Gerecke
Address	116 Cotham Road, Kew 3101
Correspondence	PO Box 3221 Cotham LPO KEW 3101
Phone Number	(03) 9853 5859
Email Address	admin@shkew.catholic.edu.au
School Hours	8.45am- 3.15pm (Recess 10.45am – 11.15am) (Lunch 12.45pm – 1.45pm)

Term Dates 2026 - (students)

Term One: Wednesday 28 – Thursday 29 January (Testing days)
Friday 30 January (Students begin) – Thursday 2 April
Term Two: Monday 20 April – Friday 26 June
Term Three: Monday 13 July – Friday 18 September
Term Four: Monday 5 October - Tuesday 15 December (TBC)

SACRED HEART PARISH KEW

Parish Administrator	Father Michael Kong
Address	116 Cotham Road Kew 3101
Correspondence	PO Box 3221 Cotham LPO KEW 3101
Phone Number	(03) 9853 6701
Parish Secretary	Niccolo Alvendia
Parish Office Hours	Tuesday – Friday 8.30 – 3.00pm
Mass Times	Saturday Vigil 6pm Sunday 9.30am

VISION STATEMENT

Sacred Heart gives all hope for the future
Empowers and inspires
Acts and transforms
Centred in Christ

MISSION STATEMENT

Sacred Heart is centred in Christ...
Nurturing the dignity of each person
Promoting respectful relationships
Challenging injustice and leading change
Providing an environment that is safe
Learning, growing and celebrating
Veritas Semper – Truth Always

Modified PREP TIMETABLE - FEBRUARY / MARCH 2026

For the first weeks of the school year, the Preps have a special timetable.

Weeks	Dates	Times	Requirements
1	<p>Wednesday 28 January and Thursday 29 January</p> <p>Friday 30 January</p>	<p>Testing days - times to be allocated</p> <p>8.45am - 12.45pm <u>Half classes today -</u> Your child will attend either Friday 30 Jan or Monday 2 Feb from 8.45-12.45pm - notification will follow</p>	<p>School bag containing:</p> <ul style="list-style-type: none"> - brain food (9.45am) - snack (10.45am) - hat -water bottle
2	<p>Monday 2 February</p> <p>Tuesday 3 February - Friday 6 February</p>	<p>8.45am - 12.45pm <u>Half classes today -</u> Your child will attend either Friday 30 Jan or Monday 2 Feb from 8.45-12.45pm - notification will follow</p> <p>8.45am - 12.45pm All Prep students attend everyday including Wednesday this week</p>	<p>School bag containing:</p> <ul style="list-style-type: none"> - brain food (9.45am) - snack (10.45am) - hat -water bottle
3-6	<p>Monday 9 February – Tuesday 3 March</p> <p><i>NB: School Closure Days Thursday 5 and Friday 6 March</i></p>	<p>8.45am – 3.15pm <u>All Prep students attend -</u> Monday, Tuesday, Thursday, Friday <i>Not Wednesday</i></p>	<p>School bag containing:</p> <ul style="list-style-type: none"> - brain food (9.45am) - snack (10.30am) - lunch (12.30pm) - hat - pouch -water bottle
7 onward	<p>Tuesday 10 March - Thursday 2 April</p> <p><i>NB: Public Holiday Monday 9 March</i></p>	<p>8.45am – 3.15pm Monday – Friday Full weeks commence thereafter</p>	<p>School bag containing:</p> <ul style="list-style-type: none"> - brain food (9.45am) - snack (10.45am) - lunch (12.45pm) - hat - pouch -water bottle

Please Note: Prep children **do not** attend school on **Wednesday 11, 18, 25 February & 4 March.**

Introduction

During the summer holidays, your child will receive a welcoming letter from his/her teacher, which will also remind you of the date the school year will start.

Please ensure your child is dressed in full school summer uniform on their first day and all items are labelled.

The First Weeks

To enable your child to adjust to school life as quickly as possible, we ask that you do your best to follow the advice of the classroom teacher.

Please try to have your child at school prior to the bell at 8.45am. For the first few days you will bring your child to the classroom, but soon after you will be asked to wait with your child on the playground and allow him/her to walk into the classroom with the teacher when the bell rings (it seems a big step, but is essential in helping each child to gain independence and to learn how to manage personal belongings etc). It is school policy that **all late arrivals** are required to enter the classroom via the Office where **parents/carers sign the child in on the iPad in the foyer**. This ensures that disruptions are kept to a minimum and that classes remain settled.

Reassure your child by making clear the pickup arrangements for the end of the day - who will be there, where you will meet etc. Of course, there are always unexpected delays. If you know ahead of time that you will be late or are not going to be at school before 3.35pm when the teachers go off duty, let the Office know and we will pass the message on to your child, find a secure waiting place and/or arrange for attendance at Out of School Hours Care.

If your child is going to be attending Out of School Hours Care on a regular basis, separate arrangements need to be made according to the information contained in the pack you have received.

The following information is arranged alphabetically for your convenience:

ANAPHYLAXIS AND ASTHMA

SACRED HEART KEW IS A NUT AWARE SCHOOL

Anaphylaxis is a sudden, severe allergic response that can produce breathing difficulties, collapse and is potentially life threatening. As a school community we work towards developing an environment that is safe for all. We believe it is important for every family in the school to be aware of this condition so that we can try to avoid products containing nuts being brought onto the school grounds. Traces of foods causing an anaphylactic response that are unknowingly left on children's

hands and faces can be transferred onto chairs, pencils, scissors, taps or play equipment, and may potentially cause a serious allergic reaction.

You can assist us in our efforts by:

- Ensuring that no nut products or other products known to cause an allergic reaction are brought onto the school grounds.
- Discussing with your child the importance of not sharing food and of the need for good hygiene, such as hand washing.
- Using alternatives to peanut butter and Nutella on sandwiches and in lunches.
- Avoiding sending muesli bars, biscuits and cakes that may contain nuts to school.

In the case of special celebrations such as cakes for birthdays, we ask that you first check with the classroom teacher regarding any special needs to consider or possible alternatives that might need to be provided for certain children in the class.

If your child is anaphylactic you are required to provide an Anaphylaxis Action Plan and the appropriate medication which will be stored centrally in the First Aid room (if necessary a second auto-injector can be stored in the classroom).

If your child is asthmatic you are required to provide an Asthma Action Plan, a Medical Management Plan and a Medication Authority Form (included in this pack). Your child's medication will remain with him/her in the classroom. At your request, a meeting can be arranged to discuss arrangements to ensure the school is made fully aware of any potential health risks.

Medical Management Plans and Medication Authority Forms **MUST** be returned to the Office on the first day of school.

Please inform the school of any ongoing health or medical issues that may arise.

ASSEMBLY

It is normal practice that we gather as a school community most Fridays at 2.30pm, unless other school events take place (e.g. Wellbeing Groups or other special activities). Recipients of awards are announced for each class at this time, announcements pertaining to the week's activities are outlined by our school leaders and learning being undertaken in a specific class may be highlighted. Parents of award winners will be notified ahead of time so they can choose to attend.

ATTENDANCE

Children are expected to be at school each morning before the bell rings at 8.45am. Punctuality is important for the establishment of routines and the prompt beginning of the school day. Important instructions and organisational matters occur at this time and your cooperation in this matter is appreciated. If a child arrives at school

after the bell, their late arrival must be registered by their parent/carer on the iPad in the office foyer.

Any absence must be followed up with written notification, which is archived according to the Victorian Catholic Education Authority (VCEA) and Government requirements. This notification should be received by the school on the day of your child's return. You can also use email or the Audiri App to notify absences.

After 9.30am, if notification has not been received confirming the absence of a child, the school administration is legally required to contact parents to verify the absence.

CAMP PROGRAM

A Camp program operates for all Year Prep – Year 6 throughout the year. Preps participate in an early morning breakfast at school; Year 1 stay after school for games and activities; Year 2 have a whole day and early evening event; Year 3 overnight experience and Year 4 have a 2 night adventure camp. Year 5 and 6 alternates between Canberra and an outdoor adventure camp biennially.

CHILD SAFE

The Child Safe Standards are compulsory minimum standards for all organisations that provide services to children including Victorian schools. The aim of the Standards is to ensure organisations are well prepared to protect children from abuse and neglect. It is recognised that many schools, like Sacred Heart Kew, already have existing policies and procedures that aim to keep children safe.

The 11 Child Safe Standards provide a framework to identify gaps and improve policy and practices around child safety. The Victorian Registration and Qualifications Authority (VRQA) as regulator for all Victorian schools has responsibility for ensuring compliance with the Child Safe Standards.

Sacred Heart Kew is a community committed to the safety, wellbeing and protection of all children in our care.

CLASS CAPTAINS AND ENVIRONMENTAL MONITORS

Two Class Captains and two Environmental Monitors are nominated each semester in both Prep classes. The children in each class vote for their representatives. All students elected to a classroom role are recognised at assembly and awarded badges. Parents of elected captains are given prior notice so they can attend this assembly if possible.

CLASSROOM HELPERS

Your assistance in the classroom is greatly appreciated and always welcome.

It is a requirement of Sacred Heart Kew that parents or other adults wishing to be involved on a regular basis in the classroom during English and/or Mathematics sessions attend a Classroom Helper Course. This course gives you the chance to walk through the Junior classes and watch sessions in progress, provides an opportunity to discuss the types of duties that you will be required to do in the classroom and touches on other aspects of the role such as the need for confidentiality.

In the Junior grades, helpers are usually timetabled into classrooms from the start of second term. The need for helpers in Middle and Senior grades is more informal.

In 2026 the course will be held during Term 1 (Tuesday 10 March 8:45am).

All classroom helpers must complete the necessary documents as outlined later in this booklet.

COMMUNICATION

It is essential that you access and read communications.

As a school we choose to use electronic forms of communication so we ask that you regularly check your emails, the Audiri App and nForma (new in 2026). **On occasion Prep teachers do use hard copy notices** to ensure clarity around excursions and classroom based activities. To assist with the collection and distribution of notices and important information, please send all correspondence, letters, reply slips etc. to school in your child's communication pouch. Any general notices will then be sent on to the Office via the office tub. Likewise, at the end of the day, please check your child's pouch for general information related to excursions, events, requests for help etc.

Please note: The newsletter containing all school related news and dates for your calendar is emailed to families fortnightly.

If you need to speak with a teacher, we ask that you either ring or email the school office admin@shkew.catholic.edu.au or send a note via the pouch in order to make an appointment.

CURRICULUM

Curriculum provision at Sacred Heart Kew is based on the Victorian Curriculum and the renewed Religious Education Curriculum Framework.

Your child's teacher will keep you informed about curriculum matters. At the beginning of each term, you will receive a Curriculum Letter via Audiri which includes important dates, events scheduled for Prep and the intended learning and teaching for subject areas will be outlined. Subject teachers also provide an overview of the content expected to be covered each term.

At Sacred Heart Kew a comprehensive testing schedule using standardised tools to measure progress is undertaken by all Prep to Year 6 students in Term 1 (Pre-testing) and at the end of the year in Term 4 (Post-testing). On a daily basis however, all teachers are engaged in ongoing, formative assessment. Teachers' observations of your child's responses to the learning being undertaken and their attitude to work informs the focus for the next step in the learning journey.

The Prep year is not only a very happy and rewarding year for your child, it is very busy! The children will be tired at the end of the day and quite often will not remember with whom they have played or what they have done. This is quite normal. Gradually, your child will begin to talk about school. However, if you have any concerns, please don't hesitate to talk to your child's teacher.

CUSTODY OF STUDENTS

The school must hold a copy of any Family Law Court documentation pertaining to restricted custody arrangements or other legal matters. This documentation will be treated in a highly confidential manner by the Principal. Please note - **We do not have the right to refuse a parent access to their child if we do not have the required documents.**

EXCURSIONS – EXTRACURRICULAR ACTIVITIES

Excursions are arranged in support of learning being undertaken in the classroom. These shared real-life experiences may become the focus for further learning, help to deepen existing understandings and/or be scheduled to celebrate a completed unit of work. Excursions are relevant to the curriculum and as such children are expected to attend. Letters outlining arrangements for excursions or extracurricular activities will be sent home to parents via nForma (online platform) well before a planned activity.

FEES AND PAYMENTS TO SCHOOL

The annual School Fee account will be sent home in February with due dates for three payments to be made promptly in March, May and August. The cost of school fees and levies are determined by the School Principal, Melbourne Archdiocese Catholic Schools (MACS) Finance Business Partner and ratified by the School Advisory Council. These are reviewed annually. If any difficulties arise in the payment of school fees, you are asked to speak directly with the School Principal. It is preferable that school fee payments are made electronically or at the front office.

FOOD

Children bring their food – brain food (fruit), recess snack and lunch - to school each day. We recommend that the children bring healthy food to school. A drink bottle of water is also advisable and can be refilled at taps during the day.

All children eat snack and lunch in the classroom from 10.40-10.45 (snack) and 12.45pm – 12.55pm (lunch) under the supervision of the classroom teacher (our Preps begin earlier than the time frame suggests).

Please note: Food is not taken onto the playground. Our canteen is not equipped to serve lunches. Friday lunch orders are outsourced from an online service (LunchFox). A 2026 price list will be provided to all families in due course.

As earlier outlined, we are a **NUT AWARE SCHOOL** however, we cannot guarantee that the school environment is free of nuts or nut products. We rely on the support and vigilance of parents to ensure that these products do not come to school. Children will be asked to return any foods home that may be of concern.

ILLNESS

Please do not send your child to school if he/she is unwell. It is unfair and distressing for all concerned to see a sick child in the classroom and can ultimately lead to the spread of illness. Our sick bay facilities are small and need to be reserved for unexpected illnesses and accidents. It is our normal practice to call either a parent or a nominated contact in case of illness.

IMMUNISATIONS

Every child enrolling in a Victorian primary school must have by law the School Entry Immunisation Certificate before they begin their Prep year. This provides the school with a clear overview of every child's status and helps with management should an infectious disease be discovered within the class. The vaccinations are as follows:

(5th Dose) Triple Antigen (DTPA)

(4th Dose) Sabin (OPV)

(2nd Dose) Measles /Mumps/Rubella (MMR)

These vaccines are provided free of charge by your council's Health Department. Contact for City of Boroondara. Phone: 9278 4444

STUDENT WELLBEING

Student Wellbeing at Sacred Heart Kew is vital. We believe that it is important to have a whole-school approach to improving our students' mental health and wellbeing. As a school we focus on respectful relationships and a sense of belonging and inclusion. These things are created through:

- social and emotional learning (including evidence-based social and emotional learning programs)
- working authentically with parents, carers and families
- support for students who may be experiencing mental health difficulties

KISS AND DROP

Between 8.30am and 8.45am each morning and 3.15pm and 3.35pm each afternoon, the school provides a supervised drop off/pick up area where parents/carers can drive onto the Basketball court via the Glenferrie Rd gates to drop off or pick up their children. Please help us to keep this highly valued service operating by following these guidelines.

Cars drive clockwise around the courts and stop at the safety cones. Staff members will open the passenger side doors and children simply climb in or out with their bags. Vehicles are not permitted to stop on the Basketball Court once children are collected, as this halts the flow of traffic and makes the service unsafe for others. For safety reasons, adults remain in the car and teachers and children are NOT allowed to walk around or behind the cars at any time to access the boot or driver side doors.

If your child is unable to manage his/her own seat belt we ask that you make use of the 2 minute parking drop off on St. Johns Pde.

Please do not turn right onto Glenferrie Rd as you exit the playground as this causes traffic to back up. On days where another family member may be collecting your child/children please endeavour to explain the Kiss and Drop procedure.

There is no pedestrian access via the 'driveway double gates' on Glenferrie Rd.

Pedestrian access is via the gates from the front car park on Cotham Rd, St. Johns Pde or the Glenferrie Rd pedestrian gate.

A family name card is issued to each family to be displayed when using Kiss and Drop. This card enables staff on duty to look ahead and have the children ready in family groups as soon as cars join the queue. These cards streamline the process, help to keep traffic moving and ease the congestion on Glenferrie Road. **We ask for your cooperation in ensuring that this card is clearly visible prior to coming to the collection area – preferably on the sun visor** (a card for a second vehicle can be provided or you may choose to 'DIY').

Boroondara Council and the school receive regular complaints from both Yarra Trams and the general public, regarding the blocking of traffic by cars waiting at the gate ahead of time to enter our playground, which resulted in the change to parking times along our fence line, so please make sure you read the signs. Council Officers regularly observe our cars and issue fines (including for those who turn right across the tram line on Glenferrie Rd to enter the playground).

LEAVING THE SCHOOL GROUNDS

Children are not permitted to leave the school grounds unaccompanied without approval from the School Principal. If parents wish their child to leave school to attend an appointment or for another reason they must first present at the Office and enter the early dismissal details on the iPad in the foyer. The child will then be called to the Office.

MEDICATION

If for any reason a child requires medication to be administered by a Sacred Heart Kew staff member during school hours, parents must complete a **‘Medical Management Plan’** form and a **‘Medication Authority Form’** available from the Office. All medicine must be handed in to the Office, accompanied by the completed authorisation. If your child is sick enough to require medication, we ask that they be kept at home to protect the health of their classmates.

No medication is permitted to be stored in school bags or tubs unless the child has a pre-existing condition which requires their medication to be kept with them at all times.

nFORMA nPORTAL (PARENT PORTAL)

The nForma nPortal is the online platform used between the school and parents/guardians to sign consent forms and safely share emergency and medical data regarding your child using any device. Absences can also be entered via the nPortal and student academic reports can be accessed through the nPortal. It is important that all information in the nForma nPortal is up to date.

To download the nForma nPortal App:

You will find the nPortal app available in the Apple App store or Google play store. The App can be found by searching “nForma for Parents”. The app will be available to be downloaded for free.

Logging into the nPortal App is nice and simple. There are multiple ways that you can login to the App. The main thing to remember is to ensure that the email being used to login, is the email that is linked with the school. If you are unsure of which email address is linked to the school, you can ask the school and they can inform you of it.

1. Continue with Google – If your Gmail account is linked with the school, you can login through that button
2. Continue with Apple – If the email account linked to your apple account is the same as the one linked to the school, you can use that button
3. Email and Password – If you have a custom email domain, Hotmail, etc. you can type that in and login. If you have never logged in before, you will need to activate your account. To activate your account, click “forgot password?”. This will then request an email address to send the password reset to. Input the email and submit. You will then receive an email with instructions. Once done, you can use those login details and login to the app.

NOTICES

School functions, excursions and activities etc. are always advertised by notices sent home with the children and/or in the school newsletter, which is sent home fortnightly via iNewsletter. We also have the Audiri App where notices and alerts are uploaded and the nPortal for personal contact details and excursion permission forms.

Check your child's pouch each afternoon so that you can keep up to date with what is happening around the school. If forms, money or reply slips need to be returned to school, please ensure these are clearly marked with the child's name and class and amount of money noted on the envelope front before sending back via the pouch.

PARENT - TEACHER COMMUNICATION

Staff members are more than happy to discuss your child's progress or other issues as they arise, but we ask that this is done by appointment. Classrooms are busy places, particularly around arrival and dismissal times with daily organisational duties required for teachers and students alike.

It is never appropriate to conduct private or sensitive conversations on the playground and teachers cannot adequately respond to queries or engage in 'a quick chat' when they are outside supervising students.

An email to the office admin@shkew.catholic.edu.au or a note in the pouch requesting a meeting or phone chat will always be followed up.

PARENTS' ASSOCIATION

Our Parents' Association plays a vital role in both friend-raising and fundraising to support the community of Sacred Heart Kew. This school, like all non-government schools, is locked into a grants system that demands a significant level of self-help funding over and above the revenue raised from tuition and composite fees. Parents are invited to support and become involved in the activities of the Parents' Association.

PARKING AND TRAFFIC

The car park at the front of the church along Cotham Road is strictly for staff cars only during the school week. Please avoid using this area as families use this carpark as pedestrian access before and after school. Unless you are using Kiss and Drop cars are not permitted on the school grounds.

We encourage you to walk your children to school whenever practicable. The school crossing in St Johns Parade is manned by council appointed crossing supervisors, as is the intersection of Cotham and Glenferrie Rds.

Please observe the two minute drop off zone in St John's Parade. Council monitors this strip carefully and parents have been issued fines. Parking is available in the surrounding streets, but parking regulations vary.

PLAYGROUND AREAS

Students from Prep - Year 6 have access to all playground areas, with the exception of the Junior adventure playground which is reserved for the Prep children during the first few weeks of Term 1.

Please be aware that Sacred Heart Kew has a **No Hat – No Play** policy when the UV is 3+. Any child without a hat is required to sit in a shaded area.

RELIGIOUS EDUCATION AND CHRISTIAN MEDITATION

Prayer and the celebration of the Mass are essential elements of school life at Sacred Heart Kew. Prayer tables are given prominence in the classrooms and maintained in a respectful manner. At least once a term the Prep - Year 2 classes attend a paraliturgy in the MPR, and the Year 3 - Year 6 classes are rostered to attend a parish weekday morning mass once a term.

Sacramental years are Year 3 (Reconciliation), Year 4 (Eucharist) and Year 6 (Confirmation).

On Tuesdays, all students engage in Examen. This occurs in each classroom at approximately 1.50pm for a 10 minute period.

REPORTS AND PARENT-TEACHER CHATS

Parent-Teacher Chats are scheduled to take place in Term 1 and Term 3. An academic report is provided to parents twice a year - at the completion of Semester 1 (June) and Semester 2 (December). These reports adhere to the mandated Melbourne Archdiocese Catholic Schools (MACS) and Australian Government requirement that student achievement must be noted on a five-point graded scale.

If at any time, you are worried about your child's progress, please contact your child's teacher to arrange a mutually convenient time to meet. Teachers will contact you if they have any concerns.

SCHOOL HOURS

Times for the school day in 2026 are as follows:

8.30 – playground supervision begins and Kiss and Drop gates open

8.45 – bell rings, children assemble and move to class

10:39 - children eat snack in classrooms

10.45 – recess

11.15 – classes resume

12.45 – children eat lunch in classrooms

12.55 – lunch recess

1.40 – music plays for children to move to assembly areas

1.45 – classes resume

3.15 – dismissal

Please be aware that any student arriving late to school or leaving early must be signed in and/or out via the iPad in the foyer by a parent/carer.

SEESAW APP.

Classroom and Subject teachers make use of the Seesaw App to upload examples of the learning being undertaken by the children. During 2026 it may at times be used as another communication tool to keep you informed of upcoming events.

SENIOR BUDDY PROGRAM

Children in Prep are coupled with a ‘buddy’ from a senior class. This program welcomes the children to the school community, promotes social development and conversational language skills, and enables them to identify with an older child who can give assistance in the playground if required. This program is coordinated by the classroom teachers in Prep and Senior year levels.

STAFF MEETINGS AND CURRICULUM DAYS

Throughout the year, there are allocated school closure days set aside for teacher Professional Learning. Notification regarding these dates will be provided to parents in advance and as early as possible. Each week, two afternoons are scheduled for staff meetings commencing at 3.45pm. It is expected that in 2026 these days will be Tuesday and Wednesday. All teachers are required to attend these meetings so are unavailable for appointments.

STUDENT FORMS

We ask that you complete all details on the 2026 Student Record Form, as this is referred to if your child is injured or becomes unwell during the school day. This confidential form (one per family) contains basic information necessary for school records and remains in the school office. Please notify the school promptly of any change to your details such as a change of address or telephone number, so that we maintain up-to-date and accurate records.

To volunteer in any capacity at Sacred Heart Kew you must read, sign and return 2 forms: MACS Parent/Guardian/Carer Code of Conduct and Volunteer Application Form and other relevant information. These will be sent to families via nPortal.

STUDENT MOBILE PHONES AND SMART WATCHES

All student mobile phones are either turned off or switched to silent and placed in the office tubs at the beginning of the day where they stay until collected at the end of the school day. Smart watches must be switched to 'school mode' and cannot be used by students to message or play games throughout the day. If the watch is distracting the student and being used inappropriately, then it will be placed on the teacher's desk or in the class tub.

SWIMMING PROGRAM

Students at Sacred Heart Kew participate in a compulsory Swimming Program organised by the Physical Education teacher in Term 4. Lessons occur within walking distance of the school.

TIMETABLES

You will be provided with a timetable noting the days your child will attend subjects such as Performing Arts, Visual Arts, Mandarin and Physical Education. These classes are held on Wednesday and Thursday. On the nominated days for PE and Sport the school sports uniform is expected to be worn.

UNIFORMS

As per Bob Stewart of Kew brochure (see Prep Information Pack)

Second hand Uniform Sales

Most uniform items are available from the Second Hand Uniform shop run by our parents. Details regarding opening times for this service are available from the office. Please ensure **your child's name** is clearly visible on all school items. If a second hand uniform is purchased, it is essential that the name of the previous owner is written over with your **surname**. We endeavour to return lost items to their rightful owners when we can!

VISITORS

For security reasons, all visitors to the school are required to report to the office and register their name, time of arrival and purpose for attending Sacred Heart Kew via the iPad, after which a visitor's/classroom helper's label will be issued.

The wearing of these labels assures both students and staff that adults who may be unknown to them have reason to be on the school grounds and also assists us should an emergency situation arise. This procedure applies to tradespeople and all people who enter the school grounds for a period of longer than 15 minutes.

VOLUNTEERS AND WORKING WITH CHILDREN CHECK

We are always grateful for the help of our parents, and on occasion the grandparents of our children. You are greatly valued and important members of our school community. Your circumstances may not allow for regular classroom assistance, but if the opportunity arises for you to pop up just let the teacher know ahead of time to ensure that the children will be in the classroom and not elsewhere attending classes with subject teachers.

Please note however, that Child Safety regulations require, and Sacred Heart Kew policy states, that any parent/adult who assists in the classroom/school must hold a **current Working with Children Check**.

If you are wishing to attend excursions, assist in the change rooms during the swimming program or participate in activities where you may not be in the line of sight of a teacher, then you must be the holder of **a current Police Check**.

Copies of these documents need to be provided to the school at the commencement of each year and will be held on file. Teachers access this file when organising volunteers to assist with events for the class.