



Sacred Heart Catholic School
Goomalling

Little Possums Handbook

Quality Education
with Heart

Pre-Kindergarten to Year Six



2025

#WitnessTheTruth

A Warm and Heartfelt Welcome

On behalf of the staff at Sacred Heart Catholic School Goomalling, I am pleased to share with you our school's Early Years Little Possums Handbook for 2025.

We look forward to a rewarding year with you and your child. The experiences that your child has will lay the foundations for future learning. Our core belief is that God's presence is everywhere. Each day we provide opportunities for the children to experience the wonder and awe of God in their lives and the world around them. By working together, families and teachers ensure every child has a positive beginning at Sacred Heart Catholic School.

This handbook has been prepared to inform parents and carers of our school-based procedures and practices, which will make the partnership between home and school easier. Additions and amendments may occur during the year, and we will endeavour to keep parents informed of these changes as they occur.

I hope the handbook will be useful and informative for you and your children whilst attending school at Sacred Heart.

The principal, staff and school community of Sacred Heart Catholic School welcome you and your family to the school.

Shaun Joseph
Principal





We acknowledge the traditional custodians of the land our school sits on, the Ballardong Noongar people. We respect their continuing connection to land, waters, community and culture and the contribution they make to the life of this town and this region.

Nano Nagle

Sacred Heart Catholic School was established by the Presentation Sisters. Nano Nagle, founder of the Presentation Sisters, dedicated her life to educating poor girls in Cork, Ireland. With a lantern in hand, she walked the streets, offering comfort and hope to the sick and needy. The lantern symbolises her kindness and God's love, reflecting the warmth of the Sacred Heart of Jesus.

Driven by compassion, Nano cared deeply for the poor, the elderly, and the forgotten. Guided by Jesus' teachings, she devoted her life to helping the vulnerable and is remembered for her faith and commitment to justice and love.

"Not Words But Deeds"



Sacred Heart Prayer

O Sacred Heart of Jesus,
I place my trust in you.

Help us nurture, respect and be
valued as children of your heart.

Help us reach our full potential
and be recognised as individuals
using our God given gifts.

O Sacred Heart of Jesus,
pray for us. Amen



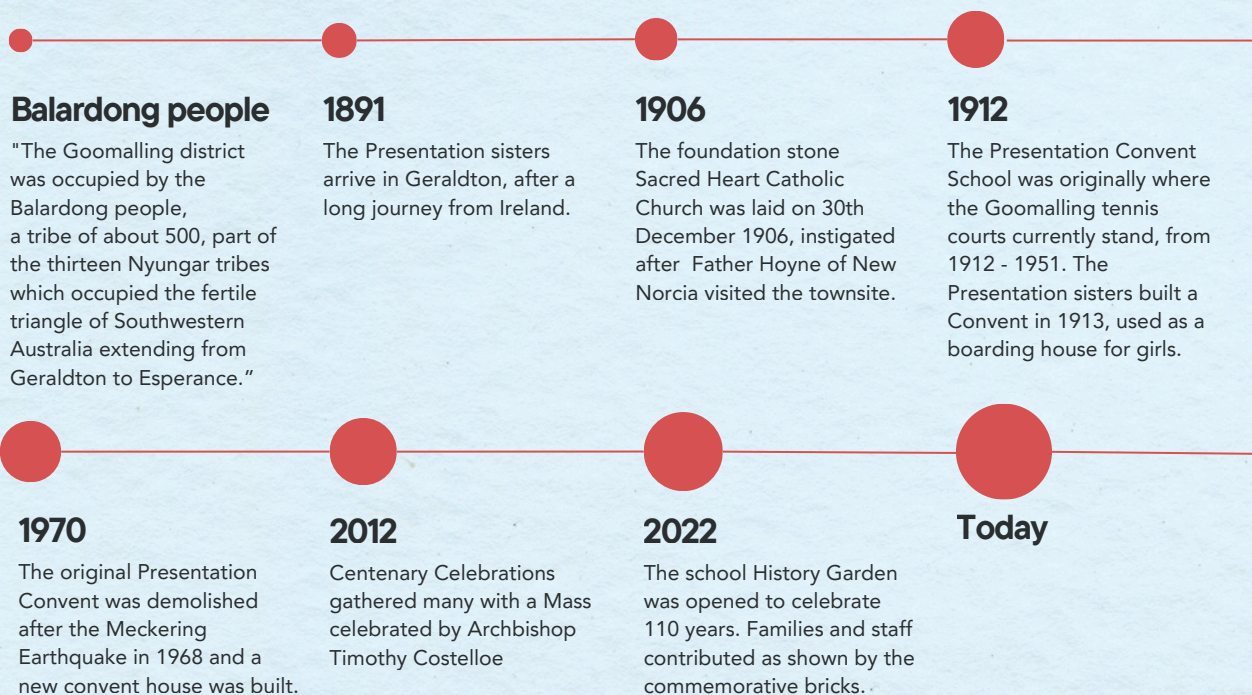
Table of Contents

About Our School	01
Sacred Heart Catholic School Vision & Mission Statement	02
Our W.A.R.M. Approach	03
Our Little Possums & Our Early Years Charter	04
Our Three-Year-Old Kindy	05
Getting Ready for School	06
Being - Belonging - Becoming	07
Our Vision for Learning & Our Curriculum	08
Our Little Possums Learning	09
Our Catholic Faith & Identity	10
Our Little Possums Session Time & Routines	11
Our Little Possums Information	13
Our Little Possums Health & Medical	14
Our Pastoral Care	16
Our Assemblies & Awards	17
Our Code of Conduct	18
Our Playground Rules	19
Our Community - Your Involvement	20
Our Communication	21
Our Little Possum Staff	23
Our Term Dates & Bell Times	24
Our Little Possums Clothing & Uniform	25
Our School Fees	26
Our Administration & Absences	27

About Our School

Goomalling has a population of approximately 550 and is located 130km northeast of Perth. Goomalling is in the Central Wheatbelt and relies heavily on the surrounding farms for employment. The town has its own hospital that operates around the clock and has excellent sporting facilities including a swimming pool, netball/tennis courts, lawn bowls, golf course, gym and an oval with night-time lighting.

Our journey through the years



Sacred Heart Catholic School was founded in 1912 by the Presentation Sisters from Geraldton and was known as the Presentation Convent. In its early days, the school boasted a girls and boys boarding school. With the withdrawal of the Sisters in 1986, the proud tradition and success of the past continued with the service of a caring and dedicated staff under the direction of the Archbishop of Perth who, together with the other WA Bishops, has authorised the Catholic Education Commission to determine major policies. The school celebrated its 110th birthday in 2022.

Our Values

H . E . A . R . T
HONESTY EXCELLENCE ACCEPTANCE RESPECT TRUTH

Our Vision

Sacred Heart Catholic School aspires to be known as a community where all students have the opportunity to flourish in an environment that empowers them to be Christ like.

CHRIST LIKE

The school environment will empower all to live a Christian life through the essence of Catholic faith and values.

FLOURISH

We aspire that Sacred Heart Catholic School students will be happy, balanced and strong students who will thrive across all domains of life.

ENVIRONMENT

The potential of all, will be realised in a positive and safe environment, that recognises the God given gifts of each individual.

Our Mission

Sacred Heart is a unique Catholic rural community where everyone is nurtured, respected and valued as God's children.

We strive to develop each child's full potential by recognising their individual giftedness as part of God's creation.

Our Motto

#Witness the Truth

"...All Christians by the example of their lives and the witness of their word, wherever they live, have an obligation to manifest the new man which they have put on in Baptism and to reveal the power of the Holy Spirit by whom they were strengthened at Confirmation."
2472 - Catechism - The Holy See

Our W.A.R.M. Approach

In 2022, a four-year Strategic Plan was developed through extensive community collaboration and consultation. The intention of W.A.R.M. was to cultivate a united relationship between Sacred Heart Catholic School and our community to ensure our school continues to flourish. With this in mind, we strive to:

Witness The Truth to one another and our community

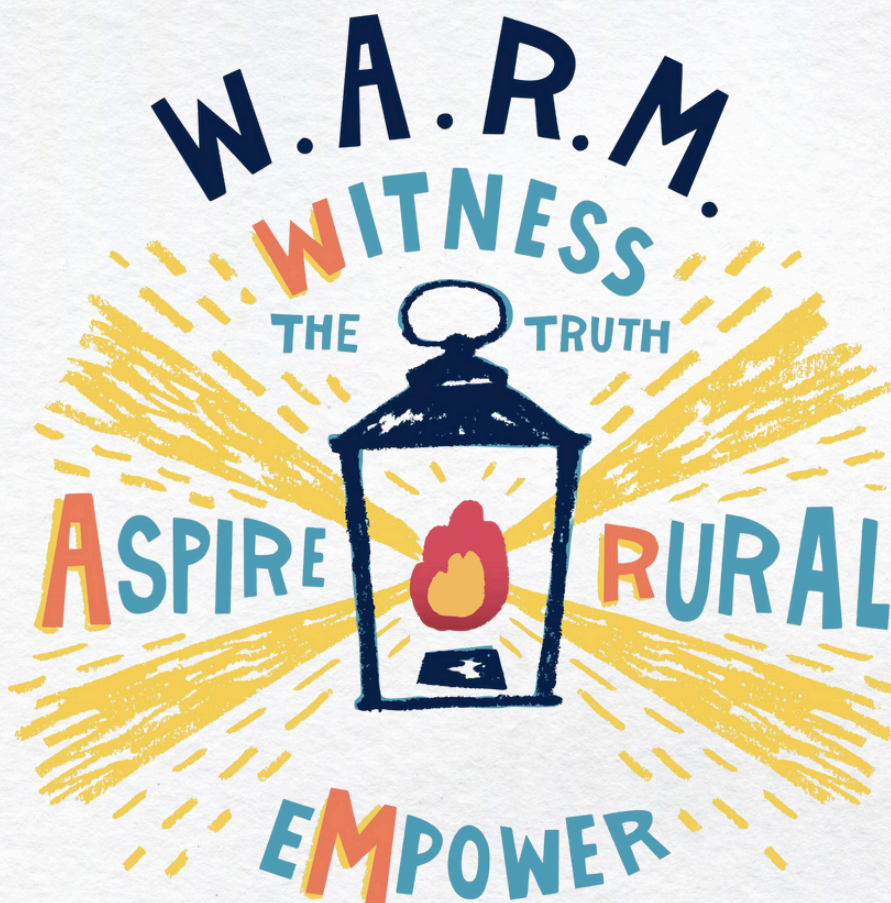
Aspire to provide our children with the educational opportunities that nourish the whole person

Ensure we resource our school appropriately as a **Rural** community

eMpower the different members of this community to be the best they can be

As we continue to use this rich acronym of W.A.R.M. to map out our future direction in 2025 and beyond, we are further developing the example of Nano Nagle for students and staff by the exploring the Icon and her story, enjoying Liturgical Singing and Gospel Story Time, sharing Family Mass together and celebrating the Sacred Heart Feast Day Lantern Walk, which will become key elements of our school culture in years to come.

Central to this plan is the lantern of Nano Nagle which calls us all to be a light for one another at school as well as in the community, while we look to Witness The Truth, be aspirational in our thinking, help our rural community to grow and empower those within it.



Our Little Possums

Little Possums Early Learning at Sacred Heart

At Sacred Heart, we are dedicated to creating a warm, friendly, and secure environment where children are encouraged to develop at their own pace.

Our programme is guided by:

- CEWA's Early Learning & Care in Catholic Settings
- CEWA's Vision for Learning
- our Sacred Heart Early Years Charter
- our Sacred Heart Vision for Learning
- and Belonging, Being and Becoming: The Early Years Framework for Australia.



At Sacred Heart our staff recognise that children in the Early Years of school (3-year-old Kindy to Year Two), have unique learning needs to the rest of the student cohort. Our teaching and learning programs utilise our Early Years Charter; aligned with our school values, mission, vision and strategic plan.

Our Early Years Charter

RATIONALE

Sacred Heart Catholic School Early Years Learning is a Christ-centred, Catholic environment that recognises family as the first educators of their children. At Sacred Heart, children are nurtured, respected and valued as individuals in a safe, enriching and supportive environment which meets children and families at their point of need.

OUR PHILOSOPHY

"You are a light for a world. A city built on a hilltop cannot be hidden." Matthew 5:14

We believe each child is created in the image and likeness of God. A collaborative approach to faith formation between the Parish, school and families is vital in developing and nurturing each child's emotional, social and spiritual wellbeing.



We believe each child's God-given gifts should be supported and developed within a meaningful and inclusive environment which caters to their individual needs and unique abilities. We provide an environment that supports quality relationships, enables each child to feel a sense of belonging, whilst encouraging each child to reach their full potential to become the best person they can be.

LEARNING IN THE EARLY YEARS

We believe learning occurs when a child feels connected to others, themselves and the natural environment. Play-based pedagogy encourages agency, confidence, independence and resilience, whilst supporting social and emotional growth in children. A balanced approach of explicit instruction and exploration creates an authentic learning environment.

Our Little Possums

Three-Year-Old Kindy

This program is not funded by the government and must be paid for per child. Children must have turned three before they can attend.

Four-Year-Old Kindy

Children can be enrolled in the Four-Year-Old Kindy program if they turn four before 30 June that year.



Why send your child to Three-Year-Old Kindy?

Sending your child to school or day care for the first time is a big decision for parents and carers. The Little Possums Three-Year-Old Program is a unique program for Goomalling and surrounding towns and over recent years has been increasingly popular with families in Goomalling and beyond.

The Three-Year-Old Kindy Program which is part of the Little Possums Early Learning space at Sacred Heart Catholic School Goomalling is informed by the guiding principles of belonging, being and becoming from The Early Years Learning Framework for Australia as guiding principles for the program.

Three-Year-Old Kindy at Sacred Heart Catholic School is an opportunity for children to develop their independence, agency and social skills in a developmentally appropriate environment (manners, sharing, turn taking, dealing with problems appropriately, saying goodbye to parents and carers) with children of similar age.

Three-Year-Old Kindy at Sacred Heart exposes children to the routines of school (sounds of school, transitions, making choices) within a school setting. School staff partner with parents and carers of children in Three-Year-Old Kindy to access early intervention if required.

'Meet n Greet'

Before children commence school in Little Possums, the school principal asks all children and families to come to school for a 'Meet n Greet'. This helps your child become familiar with the school and helps school staff become familiar with your child.

Our Little Possums

Getting Ready for School

To help your child to feel positive about starting school, we offer you the following tips:

- Drive by the school often and talk positively to your child about the teachers, the classroom and the outdoor play area.
- Let your child practise getting ready for school by packing their lunchbox, water bottle and hat into their school bag. Check that your child can open and close their school bag, lunch box and drink bottle. This will all take some practise; please be assured that staff will assist children where needed.
- Make sure your child can manage things such as taking jumpers and shoes off and putting them back on.
- Make sure your child can go to the toilet independently or talk with us about how to manage toilet problems.
- Check that your child can wash and dry their own hands and blow their nose.
- Encourage your child to recognise and be responsible for their own belongings.

Please contact the school if you need any more information regarding your child being ready to start in Little Possums.
We will be very happy to help you.

**See all contact information on page 27 *Our Administration*
or on the school website
www.shcsgoom@wa.edu.au**

Our Little Possums Learning

The Early Years Framework for Australia

Belonging

We provide learning experiences that allow each child to know who they are in the context of their family, their classroom, and their community.

Experiencing belonging – knowing where and with whom you belong – is integral to human existence. Children belong first to a family, a cultural group, a neighbourhood and a wider community. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, relationships are crucial to a sense of belonging. Belonging is central to being and becoming in that it shapes who children are and who they can become.

Being

All children need time to 'Be', to seek and make meaning of the world around them.

Childhood is a time to be, to seek and make meaning of the world. Being recognises the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about the present.

Becoming

Children's identities, knowledge, understandings, capacities, skills, and relationships change during childhood. 'Becoming' reflects this process of rapid and significant change that happens in the early years as young children learn and grow.

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. Becoming reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society.

Our Vision for Learning

WITNESS THE TRUTH

CATHOLIC IDENTITY

- At Sacred Heart Catholic School, a child's God given gifts, strengths and talents are recognised, valued and developed.
- We aim to nurture a child's personal connection with their learning environment where they feel they belong spiritually, socially and culturally.

ASPIRE

EDUCATION

- We believe that all children can learn and grow.
- We aspire to develop safe and respectful relationships which foster a child's well-being, wonder and learning, and connect with our children so they are emotionally ready to learn.
- We provide experiences for children to participate in learning through a variety of ways, including the use of technologies, to meet their current and future needs.
- We believe that learning is enhanced when educators bring their passions and interests to their teaching, and continually learn about and reflect on current evidence-based theory, content and practice.
- We promote a growth mindset and know that for assessment to be effective it must occur 'for', 'of' and 'as' learning. Growth is celebrated at our school.
- By using assessment to inform instruction, we enable children to go beyond what they already know, understand or can do in order to build new knowledge, understanding and skills.



'You are a light for the world. A city built on a hilltop can not be hidden.'
Matthew 5: 14

RURAL

COMMUNITY

- We believe that children have the right to participate fully in all aspects of faith, life and culture.
- For learners to reach their potential, they need to feel safe and welcome in the community, that their voice is valued and that they have a strong sense of belonging.
- We strive to honour the involvement of parents and carers as this contributes significantly to the learning experience for children.
- As effective educators we strive to be intentional communicators who meet children and families at their point of need.

EMPOWER

STEWARDSHIP

- We believe that all members of the community share responsibility for the learning culture. The safe and respectful culture at our school enables children to experience cognitive discomfort, take risks and build resilience.
- When children have a voice and are heard they are able to make choices and decisions to influence events and have an impact on the world.
- We lead children to perceive the learning as meaningful, interesting, relevant and achievable and structure our learning environments to ignite curiosity and promote agency, flexibility, risk taking and creativity.
- We aim for feedback to be effective to empower our children to take action on it.

The foundational document for teaching and learning at Sacred Heart Catholic School, is the school Vision for Learning. This is the driver of our curriculum design.

Our Curriculum

At Sacred Heart, learning is facilitated through a developmental approach that is underpinned by our school Vision for Learning and Early Years Charter. We provide a relevant, comprehensive and varied curriculum to suit all student needs, interests and abilities. Religious Education is our first Learning Area. Literacy and Numeracy are both taught as whole school blocks and reflect the WA Curriculum. Languages (Auslan), Science, Visual Arts, Music and Physical Education are all taught as specialist areas for all students from Pre-Primary to Year Six and in some cases Three Year Old Kindy to Year Six. Our school uses many whole school approaches to learning to ensure consistency and continuity of the teaching and learning program.

Term Overviews

Term Curriculum Overviews are sent home in Week 3 of each term for each class. Parents and carers are asked to look at the overview to ensure you are informed about what your child is learning. Term Overviews are also uploaded to the school website.

Reporting to Parents

Semester One and Semester Two Reports are made available to parents on SEQTA each year. Parents are provided with other formal opportunities to meet with Class and Specialist Teachers including child/parent/teacher meetings and learning journeys. Dates for these events can be found on the Term Planner sent home each term.



Our Little Possums Learning

Developing the Whole Child

Our teaching and learning programs focus on developing the whole child in an environment which develops security, identity and respect embedded in a strong sense of belonging.

Early Literacy and Numeracy

During the year, the children are exposed to and explicitly taught early Literacy and Numeracy skills that will build a solid foundation for further development. These skills are introduced to the children as they are ready and primarily through an informal, play based context.

Spiritual

Through natural, everyday experiences, we hope we will help the children to grow in awareness of the wonder of God and how great God's love is for them and the world in which they live.

Social

During play, children are provided with opportunities for social interaction with their peers. Children learn the importance of social rules and how to get along with others through play.

Language

These skills develop and grow as children's experiences are extended. The natural play interaction encourages communication and expression and increases self-confidence.

Emotional

It is during times of social interaction that children learn to express and control their emotions in appropriate ways and to resolve conflicts with others.

Physical

Young children's motor development becomes increasingly more advanced through the physical activity that play naturally provides.

Creative

Through the mediums of art and craft, music, dance, drama and media, children learn to express their own thoughts and ideas using a variety of concepts and materials.

Specialist Classes

Little Possums participate in specialist Music, Art, Physical Education, Science and Library. Our Three-Year-Old children are involved in specialist Art and Music only.

Physical Education

Children in Four Year Old Kindy and Pre Primary will have PE on Wednesdays. Appropriate sport shoes need to be worn on this day. The students are taught explicit PE skills to assist them with participation in a range of sport games. Children will enjoy swimming lessons, swimming carnival, athletics carnivals, cross country, and a variety of sport clinics. Our long-term goal is to encourage children to participate in sport for life, as a healthy lifestyle choice.

Library

The School Library is available to children each week to borrow books and for teachers to use for lessons. Children are encouraged to borrow from the library each week and a cloth Library Bag is required for this purpose. Please look after the library books as they come home and report any damage or loss of books to the School Office.

Music

Music is an integral part of the curriculum because it is considered to be part of the total education of children. The aim is to create an atmosphere where children can develop an appreciation and enjoyment through singing, movement, listening, instrumentation, and music appreciation.

Our Catholic Faith & Identity

Parish Priest

The Parish Priest has an important role to play in the Pastoral Care program of the school. Teachers and the Parish Priest work together to develop a Sacramental Program that will be of most benefit to the children concerned.

The Parish Priest is Father Daniel Boyd and can be contacted on 08 9629 1147.

Religious Education and Sacraments

Sacred Heart Catholic School offers a Catholic education, teaching Catholic values and perspectives. Our Catholic faith is at the core of our school's existence. In accordance with Catholic Education W.A policy, all teachers gain Accreditation to Teach in a Catholic School and to teach Religious Education. Religious Education follows the Perth Archdiocese Religious Education Units of Work. This program is to promote understanding of Catholic beliefs and practices. Religious Education is taught with the same demands and rigour as other learning areas.

All classes are active in planning for school community Masses and Liturgies throughout the year. Masses and Liturgies will be regularly communicated to parents and parents and community members are encouraged to join us for these occasions.

The Religious Education program includes preparation for the Sacraments of Baptism (if required), Reconciliation, Eucharist and Confirmation.

Please speak with Mr Shaun and/or Fr Daniel if you and your child are wanting to participate in the Sacraments.

Liturgical Singing

Liturgical singing is provided to students from Kindy to Year Six on a Friday. Liturgical singing provides the children with an opportunity to learn more about the music sung in our Masses and Liturgy while developing the art and skill of singing and movement in a liturgical context.

Gospel Story Time was introduced in 2025 as a way of celebrating the Gospel stories in the bible with students throughout each term. Gospel Story Time is now incorporated into the Liturgical singing sessions on Fridays - connecting the lyrics to the bible readings.

Celebrations and Events

Feast days provide an opportunity for us to gather as a school community to not only apply the learning from Religious Education and Liturgical Singing, but to celebrate and recognise the good examples of the Saints in how they lived to be more like Jesus and grow closer to God. We encourage families to join us for these special days and evenings.

Our Little Possums Session Times

3 Year Old Kindy

8.40am - 11.30am

Tuesday & Thursday

4 Year Old Kindy

8.40am - 3.00pm

Monday, Wednesday & Friday

Pre-Primary

8.40am - 3.00pm

Monday - Friday

Our Little Possums Routines

Pick-Up & Drop-Off

Each morning, parents are encouraged to settle their child by reading a story, doing a puzzle or a table top activity. Children will gather on the mat when called, to begin the day.

Please try and be punctual in collecting your child at the end of the day. It can be distressing for a little person if they are not picked up on time. We understand that on occasions you may be delayed unavoidably. Wherever possible, please inform us of your delay by phone.

Goomalling Gumnuts Child Care Centre

Children in Three-Year-Old Kindy can be walked to Goomalling Gumnuts Child Care, by staff, after Three-Year-Old Kindy has finished at 11:30am.

Parent Roster

Once the children are settled into the routine, we will introduce a parent help roster. Parents, grandparents and extended family are invited to help in the classroom.

Our Little Possums Routines

The Little Possums Early Learning Space is set up into areas which stimulate exploration and curiosity. We provide time for uninterrupted play, and during the course of the day, children will have the opportunity to choose to engage in play situations individually or in small groups with an adult or with a group of children.

Mat Sessions

We come together each day for greeting time, prayer, stories, songs and rhymes, dance, class sharing and discussions.

Indoor Play

Play based learning centres, such as blocks, puzzles, dramatic play, writing centre, arts and crafts centre, library and construction centres, all offer rich learning opportunities for the children.

Outdoor Play

Outdoor play is as important as indoor play. Movement is central to children's development and learning.

Meals

Before meals, we say a small prayer of gratitude and blessing to practice reverence and thankfulness for our food. Throughout the day, children share fruit snack, morning tea and lunch together to encourage healthy eating habits and teach children about nutrition. This whole process is a valuable social experience.

Fruit Snack

We ask that parents and carers please bring a piece of fruit each day. This fruit will be cut to share with all the Little Possums Each morning. During our fruit snack time, children will practice sharing, taking turns, and fine motor skills while serving their fruit with tongs. Additionally, students will be taking responsibility for setting the tables and clearing the empty plates at the end of this meal together.

Water

Families are asked to provide their child with a bottle of water along with morning tea and lunch. Children will have access to their water bottle at all times throughout the day.

Mindfulness

We believe it is important that the children are able to develop the ability to quieten their body and mind for a short period. We therefore provide opportunities throughout the day for students to practice prayer and meditation.

Our Little Possums Information

Children's Trays and Satchels

Newsletters notes and your child's work are sent home with your child. They are encouraged to check their own trays and collect all notes.

Things We Need

We are always in need of 'junk' materials for our project works. We would be most grateful for the following donations:

- Clean boxes (all shapes/sizes)
- Clean egg cartons
- Cylinders (eg cling wrap but no toilet rolls)
- Any interesting fabric off cuts, ribbon, lace, sequins, beads, buttons
- Unwanted scarves
- Old jewellery
- Clean meat trays
- Corks, bottle tops
- Kitchen utensils, old pots and pans
- Pinecones, gumnuts, seeds, pebbles, shells, bark, wood cuts etc
- Clean plastic containers with lids

Ways You Can Help

We invite you to be involved in the program by:

- Sharing skills or hobbies you or other family members may have, for example pottery, music, carpentry, art, cooking, gardening.
- Talking to the children about your work, for example police officer, nurse, hairdresser etc.
- Washing dress-up clothes at the end of each term.
- Assisting us with cleaning and disinfecting toys and equipment at the end of each term.

School Bag

Your child will need a middle to large sized backpack to ensure it can hold a lunchbox, drink bottle, change of clothes and your child's paintings, gluing etc.

Personal Toys

We would appreciate it if your child's personal toys remain at home. Please check your child's bag each day to avoid this happening. Lunch Boxes & Water Bottles
Your child's name must be clearly seen on their lunch box and water bottle.
All food containers are to be easily opened and closed, as we encourage the children to be independent.

Our Little Possums Health & Medical

Crunch and Sip

Sacred Heart Catholic School is a Crunch and Sip school.

All children are required to bring in a piece of fruit or vegetable to eat in class during the morning session. The children are also required to have a **water bottle** with them in class. **We promote healthy eating at all times at school.**

Lollies, chocolates and soft drinks are discouraged to ensure that children have healthy foods to help them with learning while growing healthy and strong.

Lunch Orders

Lunch orders are provided by various local businesses at various times throughout the year. This is not necessarily consistent. When available, orders can be made through the Spriggy Schools app and lunch order days are Monday and Friday.

Birthdays

We celebrate each child's birthday at Sacred Heart and acknowledge them at Monday morning's assembly. Parents may wish to send in a birthday cake or cupcakes for the class to share to help celebrate a child's birthday.

However, parents are asked to be **mindful of our healthy eating policy** and avoid sending lollies with the cake. Parents are also asked to be mindful that we are an **'Allergy Aware'** school. Please check with staff if there are any students with allergies before bringing in treats.

Allergy Aware

Sacred Heart Catholic School is an 'Allergy Aware' School.

This means that we ask parents **not to bring any nut related products** onto the school site. Additionally, we have a number of students allergic to **bee products** and so **honey** is also asked to be left at home. We ask that all parents follow these instructions to ensure the safety of other children at school.

Medical Information

At any time that there are new allergic reactions or ailments that arise for a child, parents are requested to contact the school **in writing** as soon as possible.

Any medication that need to be administered to children during school hours must be done so by parents. Staff are only permitted to give medication when parents provide a signed form which clearly explains the administering process.

In no circumstance are children to carry medication with them to pass on to school staff. This must be done by parents and carers.

Our Little Possums Health & Medical

Sun Smart

We encourage families choose appropriate sun protection methods for their child before school each day. This practice promotes sun safe behaviour.

Allergies

Please inform us **in writing** if your child is allergic or intolerant of any particular food. This is not only relevant for eating times, but also for when we do cooking.

Illness and Infection Diseases

If your child appears unwell in the morning, please do not send them to school. This keeps our class a happy and healthy place for everyone. Additionally, please inform the school if your child has an infectious condition.

If your child is ill with any of the following symptoms, **please keep them at home until they are better or until they have seen a doctor for medical confirmation they are not contagious:**

- High temperature
- Ear/eye discharge
- Severe nasal discharge
- Abnormal temperature
- Infected sores
- Diarrhoea/vomiting
- Head lice
- Any communicable disease (e.g. Chicken Pox or Measles)

If a child becomes ill or suffers a serious injury while at school, parents will be contacted.

Toileting

At Sacred Heart, we understand that toileting accidents may occur from time to time. Please speak to your child about going to the toilet at school and explain that the staff are there to assist. If an accident occurs, your child will be changed discreetly, and wet clothes will be put in a bag for you to wash at the end of the day.

If your child is not yet completely toilet trained, we ask that they wear 'Pull-Ups' as this makes toilet training easier and encourages your child to develop independence. Also, should wipes and nappy bags be required, parents and carers are to supply these items to be placed in your child's school bag. We encourage all children to have a change of clothes each day.

Upon enrolment, parents will be asked to sign the *SHCS Toileting Consent Form* which outlines exactly the process we will follow if an accident does occur.

Our Pastoral Care

Pastoral Care

Sacred Heart places a strong emphasis on the pastoral care of children, parents, families and staff. Children are encouraged to see themselves as valued and respected members of their class and school community. A sense of caring concern and responsibility towards others is fostered in all children.

Becoming Your Best Self (BEES)

Sacred Heart Catholic School is proud to offer the BEES Program which is open for children in Year Three to Year Six to help them recognise and explore their feelings and emotions, as well as give authentic experiences in social situations.

Berry Street

In February 2024, Sacred Heart Catholic School introduced the Berry Street Education Model (BSEM), which offers practical, classroom-based strategies to enhance student engagement - particularly for those with complex learning needs. This approach enables staff to more effectively identify and support students who arrive at school in an escalated emotional state.

By intervening early, we can better meet their needs and foster a more regulated learning environment. Additionally, our "calm down corner" spaces provide students with a clear, structured opportunity to self-regulate, and help reinforce consistent expectations across classrooms. This initiative supports both staff and students to maintain a safe, inclusive, and emotionally supportive school culture.

Behaviour Engagement

The foundation of engaging children in appropriate, positive behaviour at Sacred Heart is through the building and maintaining of quality relationships with the child and family.

Our staff aim to be positive with the children in their care and encourage positive behaviours. When children demonstrate behaviour that is not appropriate for school, staff will re direct the children to ensure the behaviour does not continue.

At Sacred Heart:

- We share our Catholic values in the way we relate to others.
- All children have the right to learn, work and play in a friendly, safe and helpful school.
- Each child is respected as an individual and is made to feel valued.

By working together through a school wide approach to engaging children in positive behaviours, we can increase the probability that students will learn responsibility and respect from one another. Children will be encouraged to develop empathy toward others. They will be asked to realise they have responsibilities, and they should be aware of their rights and the rights of others.

Our Assemblies and Awards

Assemblies

Each Monday at 8.40am, children are involved in a morning assembly, led by our Year 5/6 class. This is to inform children of what is happening in the week.

Parents are invited to attend Friday afternoon Merit Assemblies which are scheduled regularly throughout the term, as seen on the Parent Planner on our school website. Each classroom takes it in turns to host a Friday afternoon Merit Assembly throughout the year.

At these assemblies, Merit Awards are given out in addition to general information being shared with the community. If a child is receiving an award, parents and carers are contacted by classroom teachers on the Monday before the assembly and followed by a reminder SMS on the Thursday evening beforehand.



Making Jesus Real (MJR) Awards

When students regularly demonstrate a behaviour and attitude that reflect are H.E.A.R.T. values, at school, we recognise this with a golden ticket. These tickets are placed in a box over the week, and at each Monday assembly, we randomly draw a ticket from the box. That student receives an MJR Award.

At the end of term, all the MJR Award recipients get to take time out of class and have a milkshake with Mr Shaun, to celebrate how they are striving to be more like Jesus in their daily life at school.



Our Code of Conduct

Each person who comes on site at Sacred Heart Catholic School signs an acknowledgement that they will abide by our School Code of Conduct. This declaration is a minimum standard for behaviour to ensure that everyone is safe and treated with respect.

Parents and carers will be sent an abridged copy of the School Code of Conduct at the commencement of each year. We ask that you sign and return the acknowledgement form.

The children at Sacred Heart also developed a Student Code of Conduct to guide their interactions with one another during the school day - integrating our HEART values with our WARM approach.



Student CODE OF CONDUCT

At Sacred Heart Catholic School I endeavour to show I have a **WARM HEART** by choosing to let our school values guide my actions.

- 

I model **HONESTY. EMPOWERING** myself and others to be truthful with our words, how we treat ourselves, our friends and our school.
- 

I **ASPIRE** for **EXCELLENCE** by taking pride in my work and using my God-given gifts to do my best. I see the best in others and show courage when I learn and try new things.
- 

I show **ACCEPTANCE** of myself and others so we all feel safe and loved. I welcome people into our **RURAL** school community and encourage my friends to be their own true self.
- 

I use mutual **RESPECT** and help others feel like they belong by speaking kindly and treating them how I want to be treated.
- 

I **WITNESS THE TRUTH** when I show the warmth and love of Jesus to my friends through how I care for them and our school.

Choosing to have a **WARM HEART** helps me to Make Jesus Real.

"You are a light for the world. A city built on a hilltop can not be hidden."
Matthew 5: 14



Our Playground Rules

1. We are gentle and kind.

2. We play together and share with others.

3. We always walk on hard surfaces.

4. We respect our school and environment.

5. We use equipment sensibly and safely.

6. We line up quickly and quietly.

7. We make good choices.

OUR GOLDEN RULE

We treat others the way we want
to be treated ourselves

Our Community - Your Involvement

Parent Volunteers

Parents are the first educators of their children. The school supports the family in this role. Together parents and staff will share the responsibility of teaching Catholic values. The school encourages parent volunteers to assist with class activities, to listen to reading or to help out in the library. Parent involvement in the school results in improved outcomes for their children. Parents are encouraged to come and see their class teacher if they would like to assist with class activities from time to time.

Parent and Friends (P&F)

Parents and Friends Groups have been established by the Catholic Education Commission of Western Australia (CECWA) to support the Principal to fulfil their responsibilities in leading the Catholic Identity, Education, Community and Stewardship functions of the Catholic school in pursuit of Catholic Education Western Australia's vision to be Christ-centred and child-focused.

Parent and Friends Groups play an important role in supporting the Principal and teachers of our school, to partner with parents and caregivers as the first educators of their children.

They also serve a vital function providing local and contextual support for schools as we work together to build strong, positive Catholic school communities.

The P&F collaborates with the Principal to coordinate activities that create opportunities for community engagement between parents, school staff, parish and students. Whilst supporting the principal in the facilitation of fundraising events for the benefit of students that complement the school budget.

School Advisory Council

The School Advisory Council plays an important role in the operation of the school's finances and the general management of the school's resources.

The functions of the School Advisory Council include:

- Planning for the present and future operation of the school
- The management of finances associated with the school
- Advising the Principal with school policy that has financial implications

Members are elected to the Advisory Council at the AGM and membership is for a two-year period with renomination available for up to a six year period.

Our Communication

We believe parents are the first educators of their children.

Communication between school and home is vital for the transfer of essential information about individual students and about general school issues. Therefore we will keep you informed of all Little Possums and school news through the use of notes (paper, SMS, email), newsletters and Seesaw. To enable us to do this, **please ensure your contact details are always current and updated.**

We are always happy to talk with you about your child's development and progress. Parents wishing to speak with their child's class teacher can ask teachers for a suitable interview time or ring and make an appointment. Parents are encouraged to see class teachers whenever the need arises or simply to touch base with how their child is progressing.

Communication, from the school to home, takes place in a number of ways:

- a weekly **Parent Memo** emailed each Friday afternoon to help families organise themselves and prepare for the following week
- **SMS text messages** in case of emergency or urgent information
- **Emails** which contain further information
- **Paper documents** when signatures are required
- **SeeSaw** to share information about teaching and learning
- a regular **Newsletter** made available on the school website

** Please see the next page for details on accessing online/digital communications.*

As your child progresses through the school years, parents are provided with other formal opportunities to meet with Class and Specialist Teachers including child/parent/teacher meetings and learning journeys. Dates for these events are found on the Term Planner sent home each term.

Child/Parent/Teacher Meetings

We understand and respect that you know your child best and therefore we invite you to share your invaluable knowledge of your child with us so we are able to get to know them as quickly as possible. For this to happen we will be asking you to communicate any questions, concerns or relevant information about your child and his/ her progress in a timely matter.

Learning Journey Through Seesaw

Your child will bring home a parent letter to welcome you to sign up for the Seesaw App. This is an interactive journal that will contain a collection of the learning your child has done throughout the weeks and over their school year. The App is user friendly and will allow you access to message the teacher directly if you prefer.

Our Communication

School Website

As of Term 2 2025, Sacred Heart Catholic School maintains our school website in-house, so we can be responsive to our community's needs with real-time updates and changes, to improve our communication and information channels. We are growing the site to be a comprehensive space for public information about our school. Our goal is to design it to be both interactive and functional on a practical level, while providing opportunity to celebrate all that there is to be proud of at our school. You'll also find the nitty gritty details of compliance, policies, and data: www.shcsgoom.wa.edu.au



SCAN ME
or tap here

School Newsletter

Our fortnightly newsletter is an important means by which the school communicates with parents and students. It is designed for students and families to read together at home; to celebrate student successes and school events, inform of future events and fundraising. Information and notices concerning school procedures and activities, as well as community items, are included within the newsletter.

The school newsletter is made available on the school website each fortnight - weeks 2, 4, 6 8 and 10 of each Term. Hard copies of the newsletter are available to those parents who request it, although the live copies are most recommended as they will often include video footage of student celebrations, successes and discoveries.

Tap or click this icon here
or on the website:



or scan this QR code:



Facebook

Sacred Heart Catholic School has its own Facebook page with the hashtag #witnesshetruth. Please feel free to join us to stay updated with the latest information from school.

www.facebook.com/SacredHeartGoom/



Parent Planner and live online Calendar

Please find all term dates relevant to families on the school website.
www.shcsgoom.wa.edu.au/calendar



SeeSaw

The SeeSaw app is an application which children and staff use to keep families up to date with teaching and learning. Your child's journal is updated regularly to ensure you can celebrate their efforts. You will need to create your own personal account to access your child's Seesaw journal, using a special link or QR code which your child's classroom teacher will email you. SeeSaw is available on all devices via the app or by going to app.seesaw.me. If you need assistance in downloading or navigating the app, please contact the school.



Please let us know if you ever have any challenge accessing any of these communication pathways, or if they are not working well for you.

Our Little Possums Staff 2025

Principal Shaun Joseph

Finance Officer Lesley West

Admin Officer Deanne Even

Teachers Claire Newman - *Monday, Tuesday & Wednesday*
Lizzy Price (Jaimee Robert) - *Thursday & Friday*

Education Assistants Leanne Taylor - *Monday, Wednesday & Friday*
Chelsea Glatz - *Tuesday & Thursday*

Visual Arts Meagan Howe

Science Jaimee Robert

Music Arts Cherie Broadhurst - *PreKindy*
Shaun Joseph (Natalie Evans)- *Kindy PrePrimary*

Physical Education Lizzy Price (Jasmine Grafton & Shaun Joseph)

Auslan Anne King

Our Term Dates 2025

TERM 1

Commences (for students)

Wednesday 5 February

Concludes

Friday 4 April

Public Holidays & Students Free Days

Monday-Tuesday 3-4 February (Staff PD)

Monday 3 March (Labour Day)

Friday 7 March (Staff Faith Development)

TERM 2

Commences (for students)

Monday 28 April

Concludes

Friday 4 July

Public Holidays & Students Free Days

Friday 30 May (Staff Professional Development)

Monday 2 June (WA Day)

TERM 3

Commences (for students)

Tuesday 22 July

Concludes

Friday 26 September

Public Holidays & Students Free Days

Monday 21 July (Staff PD)

Monday 25 August (Catholic Day)

TERM 4

Commences (for students)

Tuesday 14 October

Concludes

Friday 12 December

Public Holidays & Students Free Days

Monday 13 October (Staff PD)

Monday-Friday 15-19 December (Staff PD)

Our Bell Times 2025

SCHOOL HOURS

MORNING BELL 8:40AM

Morning Block	8:40am - 10:40am
Recess	10:40am - 11:00am
Middle Block	11:00am - 12:40pm
Lunch	12:40pm - 1:20pm
Afternoon Block	1:20pm - 3:00pm

END OF DAY BELL 3:00PM

KINDY HOURS

Monday, Wednesday & Friday
8:40am - 3:00pm

PRE-KINDY HOURS

Tuesday & Thursday
8:40am - 11:30am

SUPERVISION

Gates open at 8:30am

Students are supervised from this time
Supervision after school is until 3:15pm

Any students not collected will be catered for
until alternative arrangements are made.

SCHOOL OFFICE HOURS

8:30am - 4:30pm

Our Little Possums Clothing & Uniform

Little Possums is an exciting place to be, so when your child is experimenting with paints, glue, play dough etc, their clothing may get messy. We do provide aprons for many of the experiences your child is involved in, but messy accidents do happen! For this reason, children should be dressed in clothes that will not inhibit them when playing by the fear of getting dirty.

A full spare set of clothing, suitable for the current season, is to be left in their bag, in case of "accidents". Please mark all clothing with your child's name.

We place great emphasis on sun smart behaviours, therefore the children are required to wear a school hat each day when playing outdoors.

Uniform requirements in Little Possums are outlined below:

Our uniform is a reflection on our school.
As such, it is to be worn with pride.

Three Year Old Kindy

- Free dress, or
- Little Possums t-shirt
 - the school sports bottoms **optional**

Four Year Old Kindy

- Little Possums t-shirt
- the school sports bottoms **optional**

Pre-Primary

- Little Possums t-shirt
- the school sports bottoms **compulsory**

Cleanliness and grooming standards

Uniforms to be worn neatly with shirts tucked into pants

Children are not permitted to wear nail polish or make-up to school.

Hair

- neat and tidy
- tied back if past the collar in length
- blue or white hair ties or ribbons

Please avoid haircuts with extremes in length between short and long, e.g. short sides with a long back or designs shaved in to the hair.

All uniforms are available to purchase via the school office uniform shop.

The current uniform price list is available on the school website or from the school office.

Hats

Students are required to wear a wide brimmed hat - 'No Hat, No Play'
Hats are available through the school uniform shop.

* All items brought to school must have your child's name clearly printed on them, including all clothing and their school bag.

Our School Fees

Although Catholic schools receive some government funding, school fees constitute an essential proportion of the school income. The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from Sacred Heart. Confidential arrangements can be made with the Principal if there are financial difficulties. Families on Health Care Cards receive a substantial discount on fees and no child is turned away because they can not pay fees.

Fees are payable to attend the school and these will be discussed at the enrolment interview or upon request from the school administration.

	Kindergarten	Pre-Primary	Year 1	Year 2
Tuition Fees	\$443.00	\$832.00	\$832.00	\$832.00
Amenities	\$93.00	\$93.00	\$93.00	\$93.00
IT Levy	\$43.00	\$82.00	\$82.00	\$82.00
Excursion Levy	\$48.00	\$48.00	\$48.00	\$48.00
Resources & Text Books	\$48.00	\$102.00	\$147.00	\$147.00
School Camp				
School Fees Per Student	\$675.00	\$1,157.00	\$1,202.00	\$1,202.00

	Year 3	Year 4	Year 5	Year 6
Tuition Fees	\$832.00	\$832.00	\$832.00	\$832.00
Amenities	\$93.00	\$93.00	\$93.00	\$93.00
IT Levy	\$82.00	\$82.00	\$82.00	\$82.00
Excursion Levy	\$48.00	\$48.00	\$48.00	\$48.00
Resources & Text Books	\$145.00	\$145.00	\$138.00	\$138.00
School Camp			\$152.00	\$152.00
School Fees Per Student	\$1,200.00	\$1,200.00	\$1,345.00	\$1,345.00

Sibling Discount

Discount 2nd Child	20%
Discount 3rd Child	40%
Discount 4th Child	100%

Health Care Card Discounts

Tuition Fees	\$300
Building Levy	\$90

Compulsory Family Levies

Building Levy	\$160
Building Levy <i>Kindy only</i>	\$84

Three year old Pre-Kindy

Tuition fee	\$17.50
(Per Half Day)	

Camp

To enhance and consolidate learning, children in our Year 5/6 class attend a three-day camp each year. As per our school procedure this is part of the school curriculum, and it is an expectation that all students attend.

Our Administration

Student Accident Insurance Cover

All students are covered by a comprehensive insurance policy. The policy provides 24 hour protection against everyday accidents.

Sign In/Out

If parents need to take their children out of class during the school day, or they are arriving late to school, they must sign them in/out. A sign in/out iPad, for this purpose, is located in the School Office.

School Office Hours

The front office at school is open Monday to Friday during the school term, from **8:30am till 4:30pm**. If you call outside of these hours, the phones will be answered by a machine. The school contact details are:

Phone: **08 9629 1174**

Email: **admin@shcsgoom.wa.edu.au**

Address: **PO Box 86 Goomalling WA 6460**

Absences

It is school policy that the class teacher or the office is contacted to notify us if your child will not be attending on any day. Please let us know, the day before, if your child has an appointment to attend and will be absent from school.

Absences

Student absences are recorded each day, **by 9am**.

Parents are required to notify the school, by then, if their child will not be attending.

All absences require a note, by law, to be sent into school.

This can be done in whichever way is most convenient to you:

- email to **admin@shcsgoom.wa.edu.au**
- SMS to
- **or simply fill and submit the absentee form on our website www.shcsgoom.wa.edu.au/absentee-form**

If no notification has been received through the office, parents will be sent an SMS to inform them that their child is not at school.

Please note: if you have made a telephone call, or sent word via someone else, this **MUST** be followed up in writing, as outlined above.

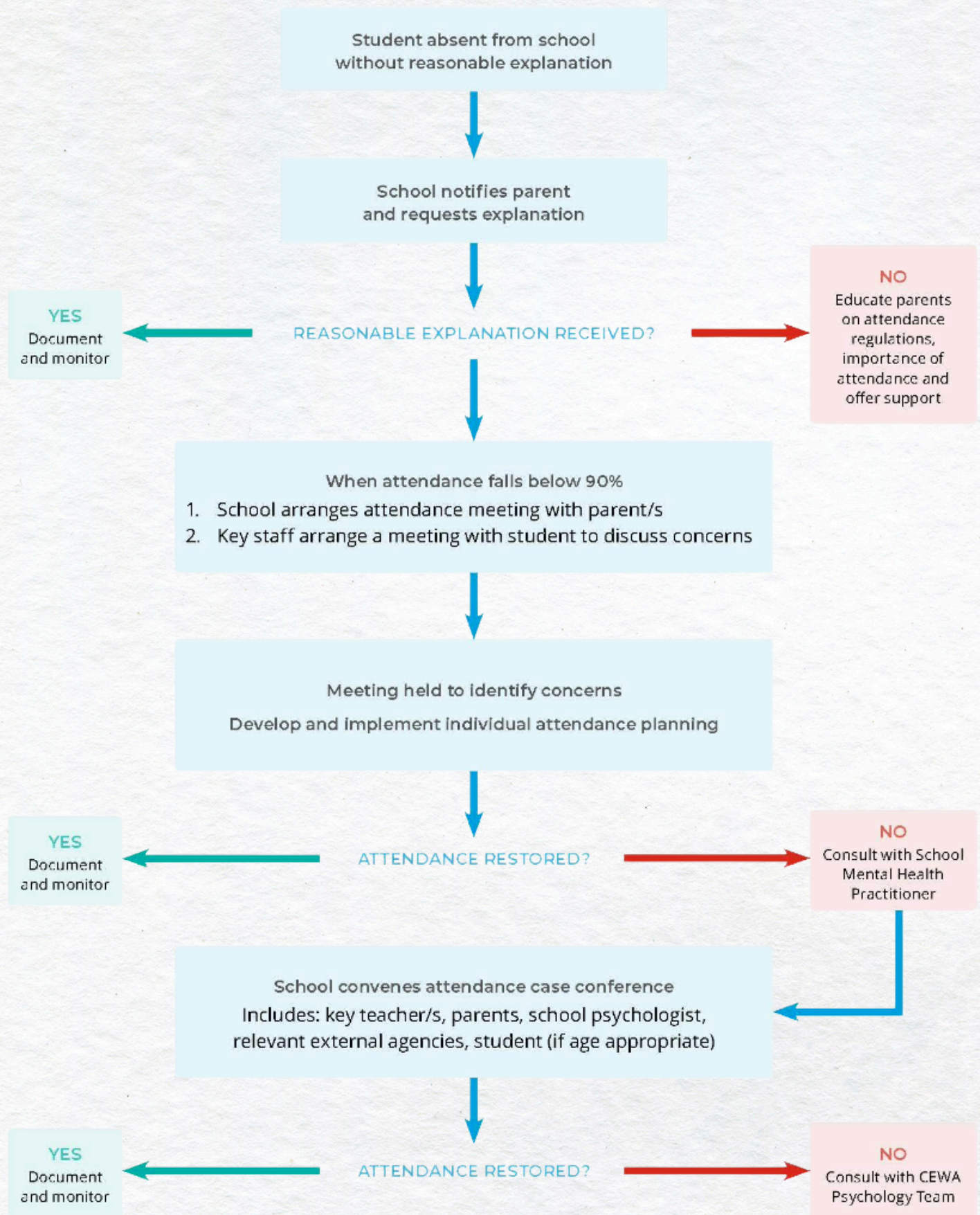
Tap this icon
on the
website



or scan this
QR code:



Student Non-Attendance Flow Chart



We wish all our families
a happy and successful year
at Sacred Heart Catholic School in 2025.



We believe parents are first educators of our students and as such are vital to the educational success of your children. Our strong partnership with parents is essential to our ongoing improvement in education at Sacred Heart Catholic School. We create a number of opportunities for parents to have conversations with us throughout the year, and we value all feedback from parents.

As such, we encourage you to share with us. In the context of this handbook and the website, if there are any glitches you notice, or any improvements you would like to suggest, please provide that feedback via the **give feedback** button at the bottom of each page on the website.

Give Feedback

