



**Our Lady of the Sacred Heart College
Kensington**

Parent Handbook

**Year
7
2019**



Our Lady of the Sacred Heart College

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Welcome to Our Lady of the Sacred Heart College

It is with great pleasure that I welcome you to the College for 2019.

Our Lady of the Sacred Heart is a wonderful school and an exciting place to be. Educating girls for 106 years; it is a Catholic school for girls from Years 7-12. OLSH girls are nurtured to be caring, compassionate and discerning young women. As an educational community we strive to engender a passion for lifelong learning.

Our approach to teaching and learning is innovative and dynamic and fosters critical thinking, curiosity and joy in learning. An OLSH education is one which prepares a OLSH girl for the future and equips them to make a difference in the world.

We are looking forward to your daughter joining our OLSH community.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jenny Fowler', is written over a faint grey circular watermark.

Jenny Fowler
College Principal

2019 SCHOOL YEAR – EARLY CALENDAR DATES

Monday 28 January	Australia Day Public Holiday
Tuesday 29 January	Collection of pre-ordered books Campion Books 10:00am – 3:00pm Dance Room
Tuesday 29 January	Staff Day
Wednesday 30 January	Year 7 Orientation 8:30am – 12:20pm
Thursday 31 January	Years 7 – 12 Registration morning 8:30am – 12:20pm Students to meet in the quadrangle.
Friday 1 February	Normal lessons Years 7 – 12 (Day 5) All students required at school from 8:30am – 3:00pm. School Photo Day

SCHOOL HOLIDAYS – 2019

	SCHOOL CLOSSES	SCHOOL RESUMES
EASTER – during Term 1 School Holidays	Good Friday 19 April Easter Sunday 21 April Easter Monday 22 April	
TERM 1 BREAK	Friday 12 April	Tuesday 30 April
TERM 2 BREAK	Wednesday 3 July	Monday 22 July
TERM 3 BREAK	Friday 27 September	Monday 14 October
CHRISTMAS	Friday 20 December	

N.B. The Canteen will be open at recess only on 30 and 31 January 2019.

Please refer to the College website for more information about the Canteen –
www.olshkensington.catholic.edu.au

2019 SCHOOL FEES STRUCTURE AND LEVIES

Annual Tuition Fees

	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>
Years 7 & 8	\$1756.00	\$1580.40	\$1141.40
Years 9 & 10	\$1947.00	\$1752.30	\$1265.55
Years 11 & 12	\$2594.00	\$2334.60	\$1686.10

Parents will be charged an annual fee in January. If paying fees annually the due date is 28 February 2019. The due dates for term fees are 28 February, 15 May and 15 August.

Families who already have three children attending Catholic Systemic Schools will not be charged school tuition fees at Parochial Primary or Regional Schools for their fourth and subsequent children.

The Archdiocesan Tuition Fees will continue to provide **student accident insurance** cover through Catholic Church Insurances Limited. This 24 hour cover is for school activities during school hours and other approved school activities outside school hours such as school camps, school sports, work placement, and travelling to and from school.

LEVIES - 2019

Building Fund Levy

This is necessary to cover the School's required servicing of Loan Repayments for the new building and to provide upgrading of existing building facilities. The Building Fund Levy will be **\$678.00** per annum. Families with children attending more than one Parish Primary or Regional School in the Archdiocese of Sydney, will be billed on a pro rata basis.

ICT Levy

The ICT Levy covers such costs as: ICT charges to schools for broadband access, licence fees, data charges and antivirus management. The ICT Levy will be **\$175.00** per annum.

OTHER FEES 2019

Student Administration Fee

A fee of **\$527.00** is charged per student per year.

This covers a variety of items including such things as:

- Official School Planner
- College Yearbook
- Library Fee
- General Equipment
- Cost of Printing reports and Official Certificates
- NSW Combined Catholic Colleges (CCC) Sports Association fee
- Enviro Bag
- Entrance Fee and Bus Fares to selected College events
- Administrative and Printing costs
- Hire of Padlock for lockers
- Building, grounds and equipment maintenance
- Compass Card

If padlocks are lost, the cost of a replacement padlock will be \$20.

Subject Resources Fees & Excursions

This fee covers a variety of items such as the printing of class notes and examinations, stationery materials, and consumables, Allwell Testing, English, Maths and Science Competitions, Year 7-12 Maths Online, Art Resources and Wood for Technology. This fee for 2019 will be **\$332.00** per annum.

School Sports Fees

Year 7 students will have a compulsory Sports afternoon every fortnight in 2019. Each term, students will pay for a programme of Sport at either an external location or on the school premises. The Sport Fee will be **\$145.00** per annum. This is an essential part of the school curriculum. Those who do not pay will be required to perform alternative duties on sports afternoons. Students wanting to participate in extra-curricular sport or selected for representative sport will be charged an additional fee.

PAYMENT OF FEES 2019

The College office will be open from 9.00am to 3.00pm from **Monday 21 January 2019 to Friday 25 January**. The office will be closed on **Monday 28 January**, Australia Day holiday.

Financial Hardship Application – applications for support from the Sydney Catholic Schools - School Fee Support Unit will be available to families who are seeking to enrol their child in Years 7 – 12 and who are in genuine need of financial help. The bursary criteria will be consistent with the Sydney Catholic Schools' enrolment policy.

How to pay for School Fees:

BPAY - please refer to the BPAY section on the top right hand corner of your School Fee Statement. **This is our preferred method of payment.**

DIRECT DEBIT can be arranged through your bank account. Our BSB Number is 062-784 and our Account Number is 8343100.

CASH AND CHEQUE payments can be paid in person at the College Office Monday to Friday from 8.30am to 4.00pm.

EFTPOS facilities are available at the College for payment. Credit card payments (Visa and MasterCard only) can be made over the phone during Office Hours.

A Credit Card Deduction Authority is available for regular fortnightly or monthly instalments from your credit card. Please ask at the College Office for a Deduction Authority.

CENTREPAY is an easy way to stay in control of your finances. Centrepay is a free direct bill paying service offered to customers receiving Centrelink payments. Please ring the Business Manager or Bursar for more information, or check the Centrelink Website at www.centrelink.gov.au

COLLEGE UNIFORM 2019

DRESS CODE

The OLSH uniform should be worn to reflect pride in ourselves and our community. As representatives of the College, students are expected to wear their uniform in a professional and positive way.

Uniforms must be neat and tidy and at all times. All students are expected to wear full College uniform to and from school on all occasions.

- **BLAZER** - the College blazer as the outer garment to and from school and for formal occasions. It is a compulsory part of the Winter Uniform.
- **JUMPER** - the College jumper for additional warmth under the blazer.
- **SHORTS/SLACKS** - the College dress shorts or dress slacks as an option. However, they may not be worn on formal occasions such as College Liturgies and representative activities.
- **SHOES** - plain black, leather school shoes. These must be flat-heeled and lace-up only. All variations (eg. buckles, high heels, moccasins, boat shoes and sport shoes) are not allowed. If a student appears in non-regulation footwear, parents will be requested to have those shoes replaced.



- **BACKPACK**- only the College backpack to and from school. A College tote bag may be used when walking between classes and out of the school on excursion.
- **UNDERGARMENTS** - Undergarments that are neutral coloured and do not attract attention.

Optional Items

Students may wear additional clothing during the winter months. This can include spencers and thermals worn under the regular uniform. This should not be visible. A navy scarf or gloves can also be worn.

Assorted jumpers and tracksuit jackets are not acceptable.

COLLEGE UNIFORM 2019

Junior uniform (Years 7, 8, 9, 10)		
Summer	Winter	Sport
<p>College summer tunic (mid knee length or below)</p> <p>Navy ankle socks</p> <p>Optional</p> <p>Dark navy dress shorts (top of knee length)</p> <p>College short sleeved blouse.</p>	<p>College plaid tunic</p> <p>College blouse</p> <p>Navy 30 denier stockings</p> <p>College jumper worn for additional warmth.</p> <p>Optional</p> <p>Dark navy dress slacks</p> <p>College Blouse</p> <p>Navy socks</p>	<p>In Summer (Terms 1 & 4)</p> <p>College sports shorts</p> <p>In Winter (Terms 2 & 3)</p> <p>College tracksuit pants and jacket</p> <p>College sports top</p> <p>College sports cap</p> <p>Lace up sport shoes and white ankle socks</p> <p>Optional</p> <p>College jumper may be worn under sport jacket for additional warmth.</p>
Senior (Years 11, 12)		
Summer	Winter	Sport
<p>College senior skirt (below knee length)</p> <ul style="list-style-type: none"> • Short sleeve College blouse • Navy ankle socks <p>Optional</p> <p>Dark navy dress shorts (top of knee length)</p> <p>College short sleeved blouse.</p>	<p>College plaid tunic</p> <p>College blouse</p> <p>Navy 30 denier stockings</p> <p>College jumper worn for additional warmth.</p> <p>Optional</p> <p>Dark navy dress slacks</p> <p>College Blouse</p> <p>Navy socks</p>	<p>Sports uniform should be retained from the junior school for wear at the carnivals.</p> <p>Sports uniform should be retained for students in Year 11 & 12 who are undertaking the PDHPE or SLR courses.</p>

COLLEGE UNIFORM 2019

GROOMING REQUIREMENTS

Students are expected to be neatly groomed. Their appearance must look natural and not invite comment.

Hair

Hair is expected to be well groomed and tidy. This includes:

- Being tied back at all times
- It cannot be coloured in unnatural or multi-coloured tones.
- Untidy and extreme hairstyles are not permitted.
- Ribbons, scrunchies and headbands must be black, white, navy or dark green.

Jewellery

Jewellery is expected to be minimal. This includes:

- One small gold/ silver chain with a cross or Christian symbol. The chain should be long enough so that it cannot be seen.
- A watch
- One set of small, round, gold/silver studs or sleepers worn in the lobe of the ear. Studs may have a clear stone, but not colours or pearls.
- Nose studs or facial piercings are not accepted.

Nails

Students are expected to keep their nails natural.

- Clear gloss is allowed.
- Nails should be kept an appropriate length to avoid harm during the course of school activities.

Makeup

Students are expected to maintain their natural look.

- Make-up is not permitted. This includes foundation, eyeliner, mascara, coloured lip gloss.
- False eyelashes are not to be worn.
- Fake tan that is unnatural to student's skin.
- Visible tattoos will not be accepted.

COLLEGE UNIFORM 2019

FAILURE TO COMPLY WITH DRESS CODE or GROOMING REQUIREMENTS

The Principal/ Assistant Principal reserves the right to alter and interpret the above provisions.

Students who fail to meet College expectations can expect follow up action and consequences. The following consequences act as an outline for this action, however incidents will be judged on their individual circumstances. Consequences can include:

- Note to parents/ caregivers in College planner
- Yard duty
- Lunch time detention
- After school detention (parents notified)
- Loss of day to day privileges

In serious cases, the Leader of Pastoral Care, Assistant Principal or Principal will inform parents and the consequences may include:

- Loss of privileges
- Detention on non-school days. Eg Parent Teacher interviews
- Internal or external school suspension
- Provisional enrolment contract

Parents will be notified when necessary.

SPORTS UNIFORM POLICY

This policy is for all students Year 7 - 10 and students in Year 11 & 12 who are undertaking the PDHPE or SLR courses. It is an expectation students representing the College in CGSSSA or CCC sports adhere to this policy.

It is a requirement that students be changed into the full OLSH College Sports Uniform for both Physical Education, practical and sport lessons for a number of reasons. Namely; safety, hygiene, sun protection and appearance.

It is each student's responsibility to have the correct sports uniform for these lessons.

NB: Street shoes or similar non-supportive footwear are not to be worn any time for practical lessons.

What if a student is sick or injured?

Students who are unwell or injured and unable to participate in a practical lesson must have a signed and dated note with a parent contact number. They must supply a legitimate reason excusing them from participation in practical activity. Students with an ongoing illness/injury must obtain a medical certificate informing of the duration of the injury. The certificate is to be presented to the Leader of Learning PDHPE via the classroom teacher.

Students will be set theory work or be given a role to fulfil during the lesson.

COLLEGE UNIFORM 2019

When and where to change?

Change rooms can be found:

- C block Change room (ground floor)
- Hartzer (Hall level change room)
- Toilet blocks located near homeroom corridors.

Class rooms, stair wells and corridors are not change rooms and are not to be used as such.

PE lesson:	When to change:
Period 1 or 2	<ul style="list-style-type: none">• Change into the sports uniform at 8:30am.• Change back into the school uniform at the end of the lesson.
Period 3 or 4	<ul style="list-style-type: none">• Change into the sports uniform at recess.• Change back into the school uniform at the end of the lesson.
Period 5	<ul style="list-style-type: none">• Change into the sports uniform at lunch.• Change back into the school uniform at the end of the lesson.

Students are not permitted to wear the college sports uniform to or from school unless it is Day 10.

Consequences for not changing for PE lessons per semester

- 1st time - Recorded as 'not changed' on the class roll and in the student planner.
- 2nd time - Recorded as 'not changed' on the class roll and in the student planner. A 10 minute yard duty will be issued. A verbal warning will be issued to the student informing them the next time this semester they are not appropriately dressed they will receive a detention and a phone call home to inform parents.
- 3rd time - Recorded as 'not changed' on the class roll and in the student planner. A phone call home to parents and a letter will be sent home informing that the student will remain after school for A ONE HOUR detention the following Tuesday
- 4th and subsequent times - As per third time with further steps taken to such as referral to ARC committee (Yr 10), parent interviews and LOPC informed.

Day 10 Sports Day

On Sports Day (Friday Day 10) students ARE permitted to wear their sports uniform to and from school. The school jumper is not part of the sports uniform and should not be worn off campus.

If students are not in the correct uniform for Day 10 sport, they will receive a Sport Detention for that afternoon during sport time. If students receive two or more of these during a semester they will be issued with a Tuesday afternoon detention.

STUDENT TRANSPORT SCHEME 2019

PUPILS WHO ARE ELIGIBLE FOR FREE TRAVEL IN 2019 ON PUBLIC TRANSPORT ARE TO **ONLY USE THEIR BUS PASS WHEN TRAVELLING TO AND FROM SCHOOL.**

In 2019 eligible students will be issued with a 2019 School Opal Card. Free transport is available on Government trains and buses where students live more than 2.0 kilometres (radial distance) from the College, measured on a radius from the centre of the school site. Please refer to the Transport for NSW Fact Sheet and Brochure included in the Orientation Pack for details on how to apply.

As in past years, a short period of time will be allocated where all school children will be permitted to travel free to allow distribution of passes.

Refer to Transport NSW website for school bus travel information

<https://transportnsw.info/travel-info/using-public-transport/school-travel>