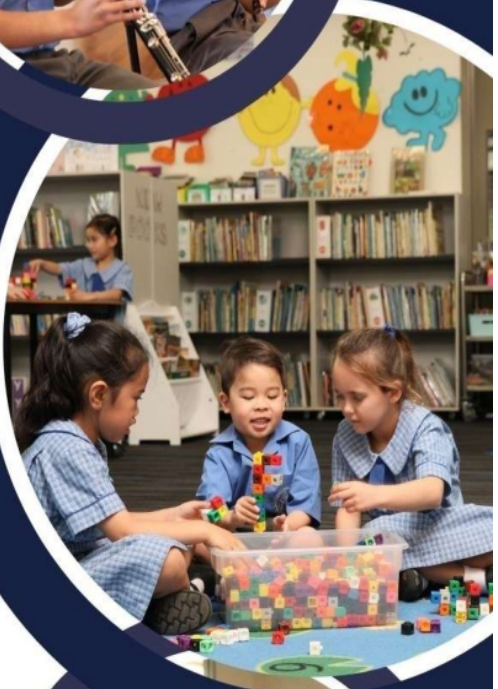




Immaculate Heart of Mary
CATHOLIC PRIMARY SCHOOL
SEFTON

**Parent Handbook
2025**

In giving, we receive



Contents

Key Contacts	3
Our School History and Charism	4
Our School Prayer	7
School Song	8
School Calendar - 2025	9
Fees and Charges	10
School Uniform	12
School and Parents Communication	16
Supervision of Students	20
Heath Care	26
Curriculum	28
Diverse Learning Programs	34

Key Contacts

School Name:	Immaculate Heart of Mary Catholic Primary School
School Office Hours:	8:00am – 3:30 (school days)
Address:	30 Proctor Parade, Sefton 2162
Phone:	(02) 9644 3555
Email:	info@ihmsefton.catholic.edu.au
Website:	https://ihmsefton.syd.catholic.edu.au/
School Facebook Page:	https://www.facebook.com/immaculateheartofmarysefton/
Principal:	Miss Roslyn Moran roslyn.moran@syd.catholic.edu.au
Assistant Principal:	Miss Ann-Marie Nulty
Administration Staff:	Mrs Claude Bourizk

Immaculate Heart of Mary Catholic Church

As a Catholic school we are wholly connected to the parish where we celebrate our faith.

Parish Phone:	(02) 9644 4026
Parish email:	office@ihmsefton.org.au

Our School History and Charism

History

After World War II, Sefton grew quickly as a residential suburb for nearby industries. In 1948, the parish of Sefton was established and placed in the care of the Oblate Fathers of Mary Immaculate. At this stage, there was only a hall, which could serve as both a church and school. The first Parish Priest, Fr Dan Breslin OMI, arranged for the Sisters of St. Joseph to staff a parish school, which began in 1948, in the church hall. There were 48 pupils, taught by Sr. Philip and Sr. Mary.



The school developed as a primary school for girls from kindergarten to sixth class and for boys to fifth class. Older primary boys could attend Brothers' schools in nearby suburbs and in the early 1960s, the Patrician Brothers established a school on the same parish site for older primary and junior secondary boys. This was short-lived, closing in 1964.

Enrolments at Immaculate Heart of Mary grew at an astonishing pace: 600 students in 1957, peaking at 783 in 1965. Major building was required and this occurred in three stages between 1958 and 1964. Meanwhile, Kindergarten classes were held in old army huts.

Conditions for teachers and students were extremely challenging in this period. In the Josephite and Patrician schools on the parish block, there was a combined enrolment of nearly 1200 students by 1964. Classrooms were overcrowded. For example, in 1960 there were 659 pupils taught by seven Sisters and four lay teachers - an average of sixty pupils per class. This was in a period when there was no government funding.

Sefton was just one of the many Catholic schools experiencing critical stresses, and Catholic authorities responded by developing a system of schools managed by the Catholic Education Office, Sydney. The Josephites brought Sefton into this system from the late 1960s. The successful State Aid campaign of these years also helped the school. Government funding now allowed for the employment of more lay teachers and they gradually gained major responsibility in the school. In 1982, the Sisters of St. Joseph handed over leadership of the school to the Catholic Education Office, Sydney who appointed Mr. Michael Thompson as the first lay principal.

In 1990, a savage hailstorm caused comprehensive damage to buildings and equipment. Partly because of this there was a general refurbishment of the school in 1992-93, including new Kindergarten classrooms and an Administration section. Another important change was the retaining of boys to Year 6, from 1992.



In 2003, an extensive building and renovation program was begun to bring all facilities up to modern day expectations. Eight classrooms were extended and renovated; six new classrooms were built along with new Specialist rooms, Library, Administration and Staff facilities, with most areas being air-conditioned.

In 2010, Immaculate Heart of Mary received government funding through the BER Project (Building the Education Revolution) to refurbish the school hall, create new learning spaces and storage facilities, as well as a new toilet facility for our students.

Recently there have been improvements made to the outdoor areas, with playgrounds, gardens, signage and statues to create a welcoming environment. In 2015 OOSH commenced on site, with Camp Australia as the service provider, to support parents in our community.

Immaculate Heart of Mary School is part of the Sydney Catholic Schools System. We are a co-educational primary school, Kindergarten to Year 6. We are a feeder school for Trinity Catholic College, Auburn and Regents Park.

In 2025, the school will celebrate 75 years of Catholic education. We are looking forward to reflecting on all that this community has achieved together.



Charism

This school community has been characterised by a specific Oblate and Josephite spirit, charism and tradition. It is an important part of our history and follows basic features:

- Devotion to Mary, Mother of Jesus
- A school climate based on the family spirit
- A love of work
- A strong sense of the presence of God and our own presence to each other
- An emphasis on prayer
- A commitment to empower young people and give them a chance in life



Our Vision

Immaculate Heart of Mary Catholic Primary
is a school where we learn to:

- Walk with **Courage**
- Live with **Purpose**
- Act with **Passion**

Our Mission

Under the patronage of the Immaculate Heart of Mary,
inspired by our motto '**In Giving, We Receive**'
and in partnership with our Parents and Parish,
we are committed to nurturing each and every student in a
Christ-centered environment that cultivates courage, passion and creativity in
order to make a positive impact in the world.

Our School Prayer



*Heavenly Father,
As we play and work today
help us come together and pray.
For what we do, we offer you
as Saint Mary of the Cross taught us to.*

*Mary Mother of God,
The guiding light you showed your Son
will fill our hearts for years to come.
Immaculate Heart of Mary show us the way.*

*St Mary of the Cross
Pray for us.*

School Song

Immaculate Heart of Mary School at Sefton
Is a place where we all
care for each other
We're learning together each day.

Part of God's family
We have love laughter and loyalty
Friends, teachers everyone
We live in harmony.

'In Giving, We Receive'
These special gifts from God to me
Celebrating each and every day.

Chorus

***Immaculate Heart of Mary School at Sefton
Is a place where we all
Care for each other
We're learning together each day***

Reaching out to those in need
And others in our community,
Standing up for what we believe
We'll shine God's light for all.

'In Giving, We Receive'
These special gifts from God to me
Celebrating each and every day.

Chorus

We come from many lands
To sing our song as one
Fathers and sisters who built this place
Where we are all free to grow.

'In giving, We Receive'
These special gifts from God to me
Celebrating each and every day.

Chorus

School Calendar - 2025

Term	School Opens	School Closes
Term 1		
Staff Returns	Friday 31/01/2025	
Years 1 to Year 6	Monday 03/02/2025	Friday 11/04/2025
Kindergarten	Tuesday 04/02/2025	
Term 2		
Years K -6	Monday 28/04/2025	Friday 04/07/2025
Term 3		
Years K-6	Monday 21/07/2025	Friday 26/09/2025
Term 4		
Years K-6	Monday 13/10/2025	Thursday 18/12/2025

**** Please check school calendar as these dates may vary.**

Daily Timetable

School Begins:	8:40 am	Being on time for school enables students to feel more confident beginning their day. It gives them the opportunity to check in with friends and greet their teacher.
Learning Session 1:	8:45 – 10:45am	
Lunch:	10:45 – 11:25am	
Learning Session 2:	11:25 – 1:25pm	
Fruit Break:	1:25 -2:05pm	Children thrive with predictable routines and expectations.
Learning Session 3:	2:05 – 3:05pm	
Dismissal:	3:05pm	

Fees and Charges

Tuition Fee and School-Based Charges

Immaculate Heart of Mary is part of the Sydney Catholic Schools (SCS) system. Tuition fees are charged for all SCS, but vary according to the area in which the school is located. In addition to tuition fees, there are school based charges for specific subjects, excursions, specialist sports, building works, repairs and maintenance.

Sibling Discounts

Sydney Catholic Schools offers Sibling Discounts on the Tuition Fee for each additional child enrolled at a school within the SCS system. These discounts are at 10% for the second child and 35% for the third child. Fourth and subsequent children receive a 100% discount on Tuition Fee.

Fee Assistance

We endeavour to offer an affordable Catholic education of the highest standard, with a deeply held philosophical commitment at all levels (our archdiocese, system, parish and school) that no Catholic family should be denied a Catholic education due to a genuine incapacity to pay all, or part of, their children's school fees.

Parents who need support to meet the cost of educating their child may be eligible for a bursary from the Catholic Education Foundation. Each bursary is open to students enrolled within the Sydney Catholic School system from Kindergarten to Year 12 through one of three bursary categories:

- Financial Hardship Bursary
- Aboriginal and Torres Strait Islander Bursary
- Refugee Bursary

Fee Statement and Payment Options

You will receive your Fee Statement in Term 1, with instalment schedule listed at the bottom of your statement. Instalment options are annual, term, monthly or fortnightly. If you would like to make a change to your instalment structure, please contact the school office.

Our preferred method of payment is BPAY, however, we also accept payment via credit card, cheque and cash.

Annual Fees & Charges

SCS Tuition fee	Kindergarten – Year 2 - \$1,290 Year 3 – Year 6 - \$1,510 Billed per student at Immaculate Heart of Mary Sibling discounts will be applied to <ul style="list-style-type: none"> • 2nd child – 10% • 3rd child – 35% • 4th and subsequent child – 100%
Building Levy per Family SCS	\$610 is billed to the eldest child in SCS system. This levy covers major capital works, debts servicing of loans, capital expenditure and building insurance.
School Based Charges:	Kindergarten – Year 2 - \$840 Year 3 – Year 5 – \$850 Year 6 – \$970 This includes: <ul style="list-style-type: none"> • Resource Fee • ICT Levy • Sports Fee • Swimming Fee • Excursion Fee • Music Instrumental Hire (Year 3- 6) • Administration Fee



Uniform and Grooming Expectations

The manner in which children present themselves at school each day is important for their sense of belonging and confidence. Wearing the school uniform appropriately and looking tidy allows children to develop a genuine sense of pride in themselves and the school, reinforces that all children are equals and enhances life skills in following rules and expectations.

Well-communicated and applied Uniform and Hair Expectations provide children with clear guidelines for behaviour, promote respect for the school, and reduce conflict between parents and children regarding how uniforms and hair will be worn.

These guidelines align this school with other local Catholic high schools, with long-standing and stringent Uniform and Hair expectations.

Summer Uniform

GIRLS

Checked school dress
Short white socks (no frills)
Black leather shoes - *not joggers*
Navy blue school jumper or jacket
School Bucket Hat (*Available at Office*)

BOYS

Blue, short sleeve shirt with school crest
Grey shorts
Short grey socks
Black leather shoes - *not joggers*
Navy blue school jumper or jacket
School Bucket Hat (*Available at Office*)

Winter Uniform

GIRLS

School tunic or navy blue slacks (Oz Fashions)
Blue long sleeve blouse & short checked tie
Navy blue tights or short white socks (no frills)
Black leather shoes - *not joggers*
Navy blue school jumper or jacket
School Bucket Hat (*Available at Office*)
****When very cold:**
Navy blue or black puffer jacket
Navy blue or black gloves / scarf / beanie

BOYS

Blue, long sleeve shirt with school crest
Navy blue school tie
Grey pants (long)
Short grey socks
Black leather shoes - *not joggers*
Navy blue school jumper or jacket
School Bucket Hat (*Available at Office*)
****When very cold:**
Navy blue or black puffer jacket
Navy blue or black gloves / scarf / beanie

Sport Uniform- Boys and Girls

Light blue school polo shirt with royal blue & yellow piping & school crest.
Royal blue shorts with royal blue & yellow piping.
(Predominantly) white joggers – short white socks.
School royal blue tracksuit is worn during winter

Uniform and Grooming Expectations (cont)

Shoes

School shoes are expected to be polished leather (or synthetic leather) school shoes.

Shoes may use laces, buckles or velcro.

Sports shoes are to be predominantly white and worn with short white socks (above the ankle).

School Bags

Students are required to have the IHM school bag.

Graffiti, stickers, pen or texta decorations, etc., on school bags is not permitted.

School Hat

Students are encouraged to protect themselves from the sun. The school bucket hat must be worn in the playground, during sports lessons, excursions, etc.

School hats are NOT to have a cord or elastic attached.

Students without a hat must sit in the shade on Playground 2 during lunch and fruit breaks.

****Year 6 students will be allowed to wear the IHM school cap.**



HAIR STYLES

Girls

- Hair is to be neat, clean and of natural colour.
- Styles are to be reasonably conservative and appropriate for school. Extremes of style are to be avoided and should be guided by common sense.
- Girls with long hair (shoulder length and longer) must tie it back neatly and keep it off the face for health and safety reasons. Hair ties or ribbons must be navy or black.
- There is to be no excessive use of hair products. (Excessive means that it should not be noticeable.)

Boys

- Hair is to be cut short, clean, neat, off the collar, of even grade and of natural colour.
- Styles are to be reasonably conservative and appropriate for school. All extremes of style are to be avoided and should be guided by common sense. Examples of unacceptable styles may include what are known as 'mulletts', 'moptops', 'undercuts', 'layers', 'steps', 'lines', 'dreadlocks', 'spikes', 'No. 1' grades, marked contrasts in length or shape, long fringes or excessive use of any hair product. (Excessive means that it should not be noticeable). There should be no skin fades. These unacceptable styles are not exhaustive.

JEWELLERY AND GROOMING

- The school limits the amount and type of jewellery students can wear to school as these items are seen as inappropriate, unnecessary and, at times, unsafe.
- Some jewellery items may impact the presentation of the uniform. Others can risk a student's safety when participating in certain sports and curriculum activities.
- Neck chains with a Christian religious symbol may be worn. No neck chains may be worn outside the uniform.
- Girls are allowed to wear only ONE PAIR of simple ear studs or sleepers in the lower lobe.
- Boys are not permitted to wear earrings or studs. Clear studs or stoppers are not acceptable.
- Rings, bangles and bracelets are not permitted.
- An analog watch is allowed. (No smart watches)
- The wearing of make-up with the school uniform is inappropriate and will not be permitted.
- Nails must be clean, cut short, neat and natural. Clear nail polish is allowed.

CONSEQUENCES

Parents will be contacted via letter when the school's high expectations of uniforms and grooming are not met. Students who simply choose to breach these expectations will attend SPBL Reflection during playtimes.

The school will endeavour to support families to meet uniform expectations if financial constraints impact compliance.

ADDITIONAL CONSIDERATIONS

All clothing must be clearly marked with the child's name.

School shirts are to be tucked in at all times.

Temporary tattoos or drawing/writing on skin is not permitted.

A paint shirt, short sleeved or no sleeves (an adult's old shirt is great)

A yellow library bag available from Oz Fashion (required).

A blue home reader bag is available from Oz Fashion. (required)

A raincoat and hat, and spare pair of underwear and socks to be kept in the bottom of the school bag.



Blue Homework Bag



Yellow Library Bag

SECOND HAND UNIFORM SHOP

The second hand uniform shop operates onsite at a date and time to be advised at the beginning of the year. If you have any enquiries please contact the school office.



IMMACULATE HEART OF MARY PRIMARY



UNIFORM PRICE LIST - 2024

Girls Summer Uniform

DRESS :	EXCLUSIVE FABRIC & DESIGN	\$60.65
PULLOVER:	NAVY POLY /COTTON EXCLUSIVE DESIGN WITH SCHOOL CREST	\$66.15
COLLEGE JACKET:	NAVY NYLON COLLEGE BOMBER JACKET WITH YELLOW STRIPE & FLEECE LINING	\$71.65
SOCKS:	WHITE TURN UP	\$5.55
SCRUNCHY:	EXCLUSIVE FABRIC & DESIGN MATCHING DRESS	\$5.55
SOFT HEADBAND:	EXCLUSIVE FABRIC & DESIGN MATCHING DRESS	\$5.55
HARD HEADBAND:	EXCLUSIVE FABRIC & DESIGN MATCHING DRESS	\$5.55

Girls Winter Uniform

TUNIC:	EXCLUSIVE FABRIC & DESIGN	\$66.15
BLOUSE:	SCHOOL BLUE PETER PAN LONG SLEEVE BLOUSE	\$33.10
PULLOVER:	NAVY POLY/COTTON EXCLUSIVE DESIGN WITH SCHOOL CREST	\$66.15
COLLEGE JACKET:	NAVY NYLON COLLEGE BOMBER JACKET WITH YELLOW STRIPES & FLEECE LINING	\$71.65
TIGHTS:	NAVY – COTTON/LYCRA	\$16.55
SOCKS:	NAVY TURN UP	\$5.55
TIE:	EXCLUSIVE FABRIC & DESIGN MATCHING TUNIC	\$5.55
SCRUNCHY:	EXCLUSIVE FABRIC & DESIGN MATCHING TUNIC	\$5.55
SOFT HEADBAND:	EXCLUSIVE FABRIC & DESIGN MATCHING TUNIC	\$5.55
HARD HEADBAND:	EXCLUSIVE FABRIC & DESIGN MATCHING DRESS	\$5.55

Boys Summer Uniform

SHIRT:	SCHOOL BLUE CREST	\$33.10
SHORTS:	GREY ELASTIC WAIST	\$33.10
PULLOVER:	NAVY POLY/COTTON EXCLUSIVE DESIGN WITH SCHOOL CREST	\$66.15
COLLEGE JACKET:	NAVY NYLON COLLEGE BOMBER JACKET WITH YELLOW STRIPES FLEECE LINING	\$71.65
SOCKS:	GREY TURN UP	\$5.55

Boys Winter Uniform

SHIRT:	SCHOOL BLUE LONG SLEEVE WITH CREST	\$38.60
TROUSERS:	GREY DRESS TROUSER WITH ELASTIC WAIST	\$38.60
PULLOVER:	NAVY POLY/COTTON EXCLUSIVE DESIGN WITH SCHOOL CREST	\$66.15
COLLEGE JACKET:	NAVY NYLON COLLEGE BOMBER JACKET WITH YELLOW STRIPES & FLEECE LINING	\$71.65
SOCKS:	GREY TURN UP	\$5.55
TIE:	ROYAL PRE TIED WITH VELCRO CLOSURE	\$22.05

Sports Uniform

POLO TOP:	SKY WITH YELLOW & ROYAL PIPING COTTON BACK COOL DRY WITH SCHOOL CREST	\$38.60
SHORTS:	ROYAL WITH YELLOW & SKY PIPING HEAVY WEIGHT PEACH SKIN MICROFIBRE	\$38.60
JACKET:	ROYAL WITH YELLOW & SKY PIPING HEAVY WEIGHT PEACH SKIN MICROFIBRE & SCHOOL CREST	\$57.75
TRACKPANT:	ROYAL WITH YELLOW & SKY PIPING HEAVY WEIGHT PEACH SKIN MICROFIBRE	\$47.25
SOCKS:	WHITE SPORT STYLE	\$5.55

ACCESSORIE ALL YEAR ROUND

COLLEGE BACK PACK:	COMPARTMENT/HEAVY DUTY WITH SCHOOL CREST	\$55.15
EXCURSION BAG:	NAVY WITH BACK STRAPS, REFLECTIVE TAPE AND SCHOOL CREST	\$19.85
LIBRARY BAG	YELLOW (KINDY)	\$19.85
HOME READER/ LIBRARY BAG	ROYAL BLUE (ALL YEAR GROUPS)	\$19.85
BUCKET HAT	JNR NAVY WITH LOGO, SKY PIPING ALONG BRIM & LICE REPELLENT POUCH	\$22.05
LICE OFF REPELLANT KIT:	DESIGNED TO FIT SCHOOL BUCKET HAT	\$6.60
ART SMOCK:	NAVY NYLON SHELL WITH VELCRO BACK CLOSURE	\$16.55
RAIN COAT:	DAY/NIGHT - AVAILABLE IN YELLOW OR NAVY WITH REFLECTIVE TAPE	\$27.25

(NOTE: ALL PRICES QUOTED ABOVE ARE FOR ALL SIZES AND PRICES ARE SUBJECT TO ALTERATIONS)

School and Parents Communication

As parents, you play a key role in the education of your child. With this in mind, we aim to provide parents with as many opportunities as possible to become involved in your child's school life. By maintaining regular communication between school and home, we hope to meet the needs of each student, as well as each parent, in his/her understanding of their child's progress.

Compass

The Compass Parent Portal allows parents to:

- Receive notifications about school events
- Easily log their child's absences
- View student Semester Reports
- Book interviews with teachers
- Update emergency contact information

Accessing Compass Parent Portal

All parents will receive a unique login and password.

Parents can access Compass via a web browser at

<https://ihmsefton-nsw-compass.education>

The image shows a login page for the Immaculate Heart of Mary Catholic Primary - Sefton. At the top is the school's crest. Below it, the text reads "Immaculate Heart of Mary Catholic Primary - Sefton". There are two input fields: "Username" with a placeholder "Username" and "Password" with a placeholder "Password". Below these is a blue "Sign in" button and a "Remember me" checkbox. At the bottom, there is a link that says "Can't access your account?".

or via the '**Compass School Manager**' app.

Open the App, click 'Tap here' and type "Sefton Immaculate Heart of Mary"

Attendance

Students are expected to arrive at school between 8:15am to 8:45am. School **gates close at 8:45am**. Students arriving after 8:50am will need to be signed in by a parent/career at the office.

Late arrival is recorded as partial absence in the class roll. Students who arrive at the office unattended by an adult will be signed in as an 'unexplained absence' which will be registered on each semester report.

Changes of Family Details

Please use the Compass Portal to keep your contact details up to date (e.g. changes of address, phone number, email address).

When family circumstances change (e.g. parent separation, living arrangements), it is important that you inform the school as soon as possible. Please make an appointment to meet with the principal so that the school can ensure we are supporting your child and family.

Electronic Communication

All electronic communication to parents and carers is via email address registered with the school. Please regularly check your junk mail for any missed communication. If you find you are not receiving emails, please contact the school office with an alternative email address.

NEWS AND EVENTS NOTICES

Each week the school will send information regarding upcoming events and other important reminders via the Compass Portal. The school also includes a term planner of key dates in order for families to know what is coming up as each term progresses.

School Website

General information and important links are available online at the school's website <https://ihmsefton.syd.catholic.edu.au/>

FACEBOOK

<https://www.facebook.com/immaculateheartofmarysefton/>

School Reports

Our reports aim to:

- outline the student's overall development, in a comprehensive and informative way
- focus on the individual student and his/her personal growth
- view the student's development in the context of the total and integrated curriculum
- meet Government requirements

Mid-Year Report

Mid-Year Report will be sent home via Compass towards the end of Term 2.

End of Year Report

End of Year Report will be sent home via Compass towards the end of Term 4.

Whole School Assemblies

We gather as a whole school community each Monday morning, (weather permitting) on Playground 3, to begin our week with our School Prayer and National Anthem.

Whole school assembly takes place every Friday afternoon at 2.05pm in the Hall. We invite all parents to come together as a school community to pray, acknowledge the achievements of students and celebrate learning.

In addition to these weekly assemblies, a number of special assemblies may be held each term, often based around the liturgical calendar.

Communication with Teachers

Parents may contact their child's class teacher by phone on 9644 3555 or email to info@ihmsefton.catholic.edu.au Teachers will respond to enquiries outside of teaching hours.

Parent/Teacher Interview

Opportunities for an interview can be arranged with the class teacher directly, or through the office. If parents require an interview with the Principal, please contact the school office to arrange a suitable time. Parents are asked to indicate the purpose of the meeting or reason for concern.

Please note – Teachers are not permitted to conduct an interviews whilst on playground duty or during the dismissal procedures as this impacts the supervision of students in their care.

If a parent has a concern, please advise the class teacher in the first instance and then the Assistant Principal or Principal. Parents are asked not to approach a child or parent to discuss a concern. Parents are reminded that the privacy of another child or family must be upheld by all staff members.

Parent Volunteers

Parents are encouraged and welcomed to assist teachers in learning activities. **All parents and carers wishing to help need to have attended an annual parent induction before commencing volunteering.** Parent Volunteers are required to sign in and out at the office.

Parents may be invited to join the students on excursions to assist with supervision or be classroom helpers. Parents must respect the privacy of every student at all times, and understand the need for confidentiality.

Parents assisting the teachers as volunteers on excursions must understand that parents may be given the responsibility for a group of children other than their own child's group. This is to encourage a measure of independence in the students and to maintain maximum vigilance in the supervision of the group.

Mobile Phones

Any mobile phones that are brought to school by students must be handed into the office before school and collected after school.

Visitors

All visitors to the school must report to the office to sign in and out.

Staff Development Days

The New South Wales Education Authority (NESA) has deemed that in 2025 eight days throughout the year will be set aside for Staff Professional Development in various areas, including Curriculum Development, Staff Spirituality, School Policies and Procedures, Assessment and Reporting.

Students do not attend school on Staff Development Days. Parents will be provided with adequate notice of these dates each term, in order to make alternative arrangements for their child.

Canteen

The canteen is operated by **Deb's Kitchen** (an external company) and is open **every day** at lunchtime and fruit breaks. At the beginning of each term, a price list will be shared with parents. Lunch orders are available every day.

The lunch ordering procedures are as follows:

- All lunch orders are to be made at the canteen before school (between 8.15-8.45am)
- The lunch order is to be written on the outside of a paper bag with the name and class of the student.
- The correct money should be placed inside the bag, or paid directly canteen staff.
- Lunch order baskets are delivered to the class during eating time.



If any child forgets their lunch, the school office will contact parents and arrange for lunch to be dropped off or organised through the canteen.

Birthday Celebrations

It is always exciting when one of our students celebrate a birthday. In the classroom, the teachers use birthday badges, stickers and prizes to acknowledge each child's special day.

As a number of students in the school have been identified as having an allergy or intolerance of particular foods or ingredients, the school asks parents to refrain from bringing in cakes or lollies to celebrate birthdays. If your child would like to share something with their class, we would suggest an ice block or inexpensive party toys.



Supervision of Students

School Hours

Morning Supervision	8:15am
Morning Bell	8:45am
Lunch Break	10:45 -11:25am
Fruit Break	1:25 – 2:00pm
Afternoon Bell	3:05pm

Supervision Before School

Playground supervision begins at 8:15am and concludes at 3:30pm. Please note children who arrive at school before 8:15 will be unsupervised, and for this reason, we request that they do not come to school before 8:15am.

Travel by Bus - Opal Cards

Infants (K-2) are eligible for a free Opal Card regardless of distance travelled. However, the Department of Education specifies that primary children (Years 3-6) must live outside a 1.6 km radius to be eligible for a bus pass.

Please notify your child's teacher and the school office if your child travels by bus to and from school. For information on Opal Cards and to apply for one, please go to www.transportnsw.info/school-students.

Playground Access

During Lunch and Fruit Break (Recess) all students are supervised to sit and eat for ten minutes. After this time, students will have 30 minutes of play before heading back into class.

- *Kindergarten and Year 1 students* eat and play on Playground 3 (adjacent to the Kinder and Year 1 classrooms)
- *Year 2 – 6 students* eat and play on Playgrounds 1 and 2. Many students enjoy playing handball or basketball during lunch times.
- Playground 4 (soccer field) is scheduled for use by Year 2- Year 6 students on a rotational basis.

Each term, students are able to nominate to join a lunchtime club. These can include dancing, craft, book clubs, badminton, and many more. The focus is always to meet the students' interests and provide fun options for all.

The Library is open for passive play at lunch and fruit break every day. Children are welcome to come and draw, read or play Lego with a few friends.

During lunch and fruit break, staff supervise students, moving around the playground to monitor behaviour and offer support to any student requiring assistance.

Out of School Hours Care (OOSH) is available on site, provided by **Camp Australia**. Hours of operation are 7:00am – 8:30am and 3:05pm-6:00pm. For more information, go to <https://www.campaustralia.com.au>

NSW Immaculate Heart of Mary Catholic Primary School OSHC Fees

Before Care Times: 07:00 AM – 08:30 AM

After Care Times: 03:05 PM – 06:00 PM

Permanent Fees

These apply when multiple bookings are placed. You can review the minimum for each booking below. These accounts give different families options to choose from. But for all families our advice is to always book in advance.

Gold Schedule	Silver Schedule	Blue Schedule
For irregular schedules that can take advantage of a 2-hour cancellation window	For occasional changes to your scheduled care	For fixed routines to access savings
Before Care: \$21.02	Before Care: \$18.52	Before Care: \$15.74
After Care: \$27.81	After Care: \$25.31	After Care: \$22.07
Cancellations: +2 hour(s) before session	Cancellations: +7 day(s) before session (To avoid session fee)	Cancellations will incur session fee
Minimum 2 booking(s) per year*	Minimum 2 booking(s) per year*	Minimum 40 booking(s) per year*

*The minimum number of bookings must be met for each child and each care type (Before School Care and After School Care) that are being used. If the child attends more than one School, the minimum number of bookings must be met per School as well. Minimum bookings are based on the number of weeks left in the school year.

Casual Fees

For parents who need care every so often.

Before Care \$23.52	After Care \$30.31
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> Casual rates apply when permanent booking minimum is not met.
 > Cancellations: +7 days before session.

Annual Enrolment Fee \$25*

*Pro rata

Are you eligible for the Child Care Subsidy?

The Child Care Subsidy can provide up to 85% off your fees. If you're unsure about your eligibility contact Centrelink on 13 61 50.

Details of all fees, terms and conditions are available at www.campaustralia.com.au

Need Help? Our Customer Care Team are available 24/7 on 1300 105 343

CAMP AUSTRALIA
 we make kids smile

IHM Sefton Traffic Procedures

Morning routine for traffic management

FRONT ENTRANCE - Proctor Parade



The **car park access gate is opened at 8am** to avoid students who are dropped off early from waiting on the footpath.

Parents who choose to drop their children early do so with the understanding that their children must sit outside the office and wait for the supervising teacher to collect them at 8:15 a.m.

This gate will be locked between 8.15am and 10.45am.

From 8.15am parents are asked not to use the parish car park unless they are attending morning mass.



At **8.15am the front entry gate will be opened.**

All students will walk to the playground area for teacher supervision.



No U-Turns are permitted across double lines.

Do not make U-turns Proctor Parade. This is illegal and a major safety hazard for pedestrians and other drivers.

A **drop off zone** operates in Proctor Parade for parents to drop off and pull away.

The driver must stay in their vehicle.

Children must have their school bag in the car with them (not in the boot) and must be capable of exiting the car independently.

All students must exit the vehicle using the door closest to the footpath.

If your child is not able to exit the vehicle independently, parents will need to **park in a legal space** and walk their child into school.

A school leadership team member will be **at the drop off zone from 8.15am - 8.45am to supervise students entering the school.** Please be aware members of staff may not open car doors, direct cars or step down onto the curb.

Parents who choose to park in surrounding streets are urged to:

- park in legally signed spaces,
- hold their child's hand when crossing or walking near traffic



The parish has requested parents not park in the parish car park in the mornings unless they are attending mass. This is to allow older parishioners attending morning mass to access parking.

Please be aware that there is no pedestrian crossing on Proctor Parade as the school is too close to the crest of the hill (It is too dangerous). There is, however, a pedestrian crossing on Kerrinea Road just outside the church. Parents may wish to park and walk their children across this crossing.



Morning routine for traffic management

REAR ENTRANCE - Kara Street



At 8.15am the Kara Street rear entry gate will be opened. All students will walk to the playground area for teacher supervision.



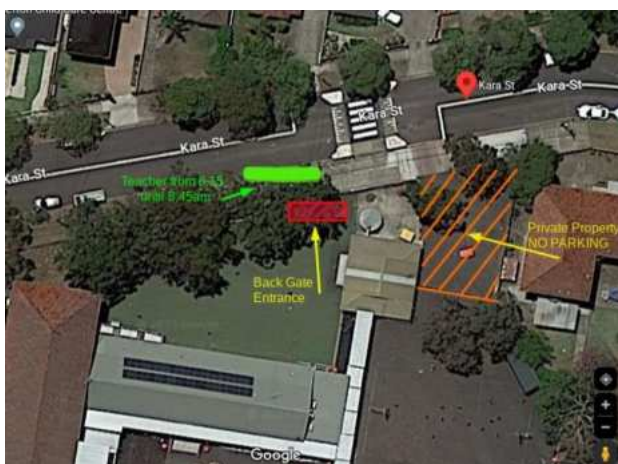
A **pedestrian crossing** is available for parents and children to use.

All students must exit the vehicle using the safety door (closest to the footpath.)

A school leadership team member **will be present in this area from 8.15am - 8.45am** to ensure children enter the school safely.

Parents who choose to park in Kara Street are urged to:

- park in legally signed spaces,
- avoid dangerous maneuvers such as U-turns outside the school and
- hold their child's hand when crossing or walking near traffic



Parents are reminded that the Kara St car park is **PRIVATE PROPERTY**. Please refrain from parking in this area.

Afternoon routine for traffic management

FRONT ENTRANCE - Proctor Parade



During **afternoon pick-up**, parents are welcome to **park in the parish car park**.

The access gate will be open for parents and carers to go through to the office area and main access gate. ⇒ ⇒ ⇒

Parents may also choose to park in surrounding streets in legally signed spaces.

Be aware that the Council has extended the **no parking zone** on Proctor Parade.

Please refrain from parking in driveways or no stopping zones.

Parents are reminded to hold their child's hand when crossing or walking near traffic

The front gate will be **open at 3.05pm** for parents and carers to enter to collect their children from playground lines.

REAR ENTRANCE - Kara Street

The rear gate will be open at **3.05pm** for parents and carers to enter to collect their children from playground lines. This gate will be closed at **3.20pm**. Parents arriving after this time must use the Proctor Parade entrance.

Parents and carers are asked to:

- Park in legally signed spaces on the street.
- Refrain from parking in driveways or no stopping zones.
- Hold their child's hand when crossing or walking near traffic



Heath Care

Accidents/Sickness at School

As teachers and support staff, we are able to offer FIRST AID ONLY. This means that on initial assessment, we ascertain the nature of the injury and in the event of a serious accident or illness at school, the following procedure will be followed:

- The school will contact the parents.
- If the parents are unavailable – the school will ring the emergency contact person nominated by the Parent/Carer.
- If the emergency contact person is unavailable – the school will take necessary steps to ensure the well-being of the student.

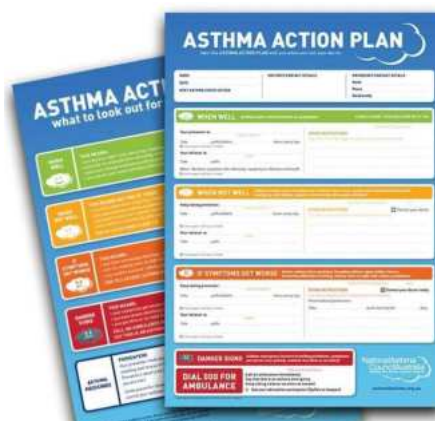
Medication

Teachers do not administer medication. Medication **MUST** be stored in the school office, accompanied by a letter confirming dosage and times. (We would prefer parents to manage medicine at home for safety reasons).

If your child is sick, please keep them at home.

Asthma

Students identified as asthmatic, must have an **'Asthma Information Sheet'** so that the school is fully informed of your child's condition, what triggers their asthma and what medication they are on. The office also needs to have a copy of a recent **'Asthma Action Plan'** issued by your child's doctor.



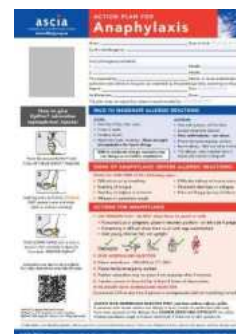
It is vital that your child is familiar with their 'Asthma Action Plan'.

Anaphylaxis

If your child suffers from Anaphylaxis, the office needs to have copy of the most recent **Anaphylaxis Plan** and an **up-to-date Epi-Pen** with a recent photo of your child.



If your child has an allergy that requires monitoring, (even if it's mild) please ensure you have informed the school.



Infectious Diseases

For the health of other students (and staff) in the school, the following periods of exclusion, are to be observed as recommended by the NSW Department of Public Health:

CHICKEN POX	Exclude until fully recovered - minimum exclusion for 5 days after the first rash and until the blisters have all scabbed over.
GERMAN MEASLES	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
HEPATITIS A	Exclude for 2 weeks after first symptoms or 1 week after onset of jaundice.
MEASLES	Exclude for minimum of 4 days from the appearance of rash.
MUMPS	Exclude until fully recovered- minimum exclusion for 9 days from the onset of swelling.
STREPTOCOCCAL INFECTION	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
WHOOPING COUGH	Exclude until fully recovered- minimum exclusion for first 5 days after taking special antibiotic.
SLAPPED CHEEK	No exclusion – most infectious before rash appears.
HEAD LICE	No exclusion as long as treatment & management is ongoing.
CONJUNCTIVITIS	Exclusion until discharge from eye stops.
COVID	It is essential that parents keep all children at home if they are unwell. We encourage parents to use rapid antigen tests if their child is experiencing any symptoms.

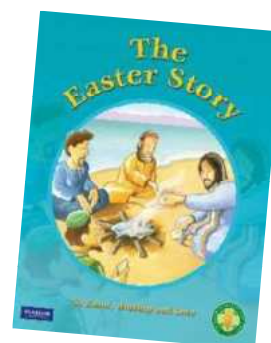
More information on Childhood Infections, go to www.health.nsw.gov.au

Curriculum

Religion

As a Catholic school, we recognise parents as the first educators of their children in faith. The Sydney Catholic Schools Religious Education Curriculum enables young people to see and respond to God in their lives.

In particular, the 'storytelling approach' of Godly Play and The Catechesis of the Good Shepherd nurtures the natural capacity that young children have for curiosity, imagination and wonder.



Throughout their primary years, children are invited to reflect on Sacred Scripture, talk with God through prayer, discover the beauty of God's creation and explore the meaning of symbols and rituals. Above all other things, this is the time when young people come to know how much God loves them, and when they are drawn into a love of God and others.

English

The organisation of outcomes and content for English highlights the role and connection that Understanding Texts and Creating Texts have across all areas. The organisation of outcomes and content reflects the essential knowledge, understanding and skills that students are expected to learn, including the study of a wide range of literature.

K-2 focus areas:

- Oral language and communication
- Vocabulary
- Phonological awareness
- Print conventions
- Phonic knowledge
- Reading fluency
- Reading comprehension
- Creating written texts
- Spelling
- Handwriting
- Understanding and responding to literature



NSW Foundation Font

Aa Bb Cc Dd Ee Ff Gg Hh Ii
Jj Kk Ll Mm Nn Oo Pp Qq
Rr Ss Tt Uu Vv Ww Xx Yy Zz

3-6 focus areas:

- Oral language and communication
- Vocabulary
- Reading fluency
- Reading comprehension
- Creating written texts
- Spelling
- Handwriting and digital transcription
- Understanding and responding to literature



Mathematics

In Mathematics, students can ask questions and use known facts to explore mathematical problems and develop fluency with mathematical ideas. They use everyday language, concrete materials and informed recordings to demonstrate understanding and link mathematical ideas.

Students study patterns and relationships. They count and sort numbers analyse, solve problems, and think mathematically.

K–2 focus areas:

- *Number and Algebra*
 - Representing whole numbers
 - Combining and separating numbers
 - Forming groups
- *Measurement and space*
 - Geometric measure
 - 2D spatial structure
 - 3D spatial structure
 - Non-spatial measure
- *Statistics and Probability*
 - Data
 - Chance



3 - 6 focus areas:

- *Number and Algebra*
 - Representing numbers using place value (Yr3-4) / Representing numbers (Yr5-6)
 - Additive relations
 - Multiplicative relations
 - Partitioned fractions (Yr3&4) / Representing quantity fractions (Yr5&6)
- *Measurement and space*
 - Geometric measure
 - 2D spatial structure
 - 3D spatial structure
 - Non-spatial measure
- *Statistics and Probability*
 - Data
 - Chance



History

History is the process of inquiry into the past that helps to explain how people, events and forces from the past have shaped our world. It allows students to locate and understand themselves and others in the continuum of human experience up to the present.

History provides opportunities for students to explore human actions and achievements in a range of historical contexts. Students become aware that history is all around and that historical information may be drawn from the physical remains of the past as well as written, visual and oral sources of evidence.



The study of History investigates the actions, motives and lives of people over time, from individuals and family members, to local communities, expanding to national and world history contexts. This key learning area also strengthens an appreciation for and an understanding of civics and citizenship. It provides broader insights into the historical experiences of different cultural groups within our society and encourages students to develop an understanding of significant historical concepts such as cause and effect, change and continuity, significance, empathy and contestability.



Four key areas of K-6 History:

- People have lived in the past
- People learn about the past by engaging with stories, images, objects and sites
- History uses sources to construct narratives of the past
- Historical sources present perspectives on the past.

Geography

In Geography students identify familiar places and recognise why some places are special or important to people and how they care for them. They recognise that places can be represented on maps. Students acquire information by observing, talking to others and viewing, reading and/or listening to texts. They use geographical tools and communicate geographical information in a range of forms. Students reflect on their learning from the findings of their inquiry.



Four key areas of K-6 Geography:

- People are connected to places
- People are connected to places and groups
- Geographical information is used to understand the world
- Geographical information is used to plan for sustainable futures.

Science and Technology

In Science and Technology, students recognise that science involves them exploring their immediate surroundings using their senses. They identify that living things have basic needs and suggest how daily and seasonal changes in the environment affect them and other living things. Students recognise that the way objects move depends on a variety of factors. They identify that objects are made of materials that have observable properties and that familiar products, places and spaces are made to suit their purpose.

Key areas in Science:

- Observations and questions spark curiosity
- Investigations of changes provide knowledge and understanding
- Physical and living systems depend on energy
- Knowledge of our world and beyond inspires sustainable solutions



Key areas in Technologies:

- Observations and questions initiate design and digital solutions
- Design and digital solutions are created through knowledge and understanding
- Design processes and digital systems are used to create solutions
- Design and digital technologies engineer sustainable solutions.



Personal Development, Health & Physical Education (PDHPE)

There are four key component of K-6 PDHPE.

These include:

- Movement skill and physical activity
- Respectful relationships and safety
- Identity, health and wellbeing
- Self-management and interpersonal skills

Within these content areas, students participate in regular sports lessons, dance and gymnastics units taught by external specialists in a bi-annual basis and swimming lessons/aquatic safety each year (Nov/Dec).



Throughout the year, students from Year 3 – 6 have opportunities to participate in a wide range of sporting gala days including Soccer, Oz Tag, Netball, Athletics, Cross Country, Basketball, Touch Football, Swimming, Tennis, Rugby League and Tennis. The school is committed to supporting both boys and girls to pursue their interest and talent across all sports offered by SCS.

Creative Arts

The creative arts are central to the human experience. All cultures engage in artistic and aesthetic practices, representing ideas and communicating meaning through the arts to reflect the rich cultural practices of communities.

The Creative Arts syllabus encompasses learning in Dance, Drama, Music and Visual Arts. Each arts focus area has a distinct body of knowledge, creative and critical practices, and individual ways of understanding the world. Each arts focus area is acknowledged for its unique contribution to the creative arts.

Key focus areas include:




- Dance
 - Composing
 - Performing
 - Appreciating
- Drama
 - Making
 - Performing
 - Appreciating
- Music
 - Performing
 - Listening
 - Composing
- Visual Arts
 - Making
 - Appreciating
 - Exhibiting



Amadeus Music Education Program

The Amadeus Music Education Program is a Sydney Catholic Schools initiative that provides students with a high-quality music education program offering students expert classroom music lessons, ensemble lessons, and group tuition.

The program has three essential elements:

		
<p>Classroom Music Whole-class music lessons are taught by Specialist Music tutors for up to 1 hour per week.</p>	<p>Small Group Instrument Tuition Students in small groups will spend 30 minutes per week learning to play a string, woodwind or brass instrument.</p>	<p>Ensemble Rehearsal Students will play their instrument in a string ensemble, orchestra or concert band (whole class) for up to 1 hour per week.</p>

Students from Year 3 - Year 6 are required to attend weekly small group tuition lessons with their Instrumental Tutor.

- Students are required to bring their instruments and music book to all lessons.
- It is the student's responsibility to ensure that they:
 - Bring their instrument and required accessories to every lesson
 - Bring their Essential Elements* music book
 - Bring a lead pencil and eraser

Ensemble Rehearsal

- Each week, students will rehearse with an ensemble for up to one hour.
- The Classroom Teacher (Year 3 - 6) will accompany their class to this rehearsal
- The rehearsal will be led by an Instrumental Tutor.
- It is the responsibility of every student to ensure that they:
 - Are punctual to their ensemble rehearsal
 - Bring their instrument and required accessories to every lesson
 - Bring their Essential Elements music book
 - Bring a lead pencil and eraser
 - Unpack their instrument quickly and quietly, and set up their space, ready to play.

The range of Instruments

Small group tuition will be available on the following instruments for the following year groups:

Year 3 - 4

- Strings - Violin, Viola, Cello
- Woodwind - Flute, Clarinet, Alto Saxophone
- Brass - Trumpet, Trombone, Baritone Horn

Year 5 - 6

- Strings - Violin, Viola, Cello
- Woodwind - Flute, Clarinet, Alto Saxophone
- Brass - Trumpet, Trombone, Baritone Horn, Tuba

Bring Your Own Device (BYOD)

Bring Your Own Device (BYOD) is an initiative that sees students bring to school personally owned Chromebooks for learning. The Chromebooks are used within the classroom daily and enhance student learning both at home and at school.

The school will provide designated storage for each student's Chromebook during the day when not in use.

Students who do not bring their own device are able to access school Chromebooks when required.



Please note: Students bring their devices to school at their own risk.

In line with Sydney Catholic Schools policy, the school will not be responsible for any loss, theft or damage to:

- the device
- any peripherals
- data stored on the device or peripherals; and/or,
- data stored on cloud services.

Parents should determine if the device requires insurance and/or specific accidental loss or breakage insurance.

Excursions

Excursions provide students with opportunities and experiences to enhance their learning. The purpose of all excursions will be communicated with parents and written parental consent must be granted prior to any child attending an excursion.

Excursion costs are included in the school fees.

Library

The library is the resource centre for our school community. It has an excellent stock of relevant resources for both students and teachers. The library is open for use five days a week. Library bags must be used when borrowing to protect the books. From time to time, the school library calls for volunteers to assist with book covering. This assistance is always greatly appreciated.

The Library is open for passive play at lunch and fruit break every day. Children are welcome to come and read, draw or play Lego with a few friends.



Diverse Learning Programs

English as an Additional Language or Dialect (EAL/D)

Here at IHM we celebrate that so many families within our community come from countries throughout the world, and a large number of our students have a language background other than English. In order to support students who are learning to listen, speak, read and write in English, specialist teachers within the classroom provide additional support.



Learning Support

The Learning Support Team supports parents and teachers to identify and make adjustments for students with specific learning needs. In class and playground support can be provided by trained Learning Support Officers, who work with the class teachers in the preparation of intervention programs that assist the students to undertake work at a more appropriate level, or to follow up classroom work.



The Learning Support Team seeks advisory from the Sydney Catholic Schools Diverse Learning Directorate, attends to system & government regulations, consults around external diagnostic assessments and engages in ongoing collaboration and communication with parents.

Year 1 Reading Intervention Program

This intensive literacy program caters for students who have been at school for 12 months (i.e.: Year 1 students) who, for a variety of reasons, are not experiencing success in reading. Students are given additional support to grasp the fundamentals of reading in a focused small group setting every day with a specialist teacher.

Gifted Education

Students who display a high level of aptitude and achievement in their learning are provided with Individual Education Plans (IEP) or adjustments to ensure they are extended and challenged.

Students in Year 2 and Year 4 complete the CogAT (Cognitive Abilities Test), a multiple-choice K-12 assessment that measures reasoning skills with different types of verbal, quantitative, and nonverbal questions. This tool assists teachers to identify students who may be gifted. External psychometric assessments must be administered to confirm giftedness.



Students in Years 2 – 6 have the opportunity to participate in the International Competitions and Assessments for Schools (ICAS) Tests in various curriculum areas.

School-Wide Positive Behaviour for Learning

Policy and Procedures for Student Management and Self-Regulation (SPBL)

Immaculate Heart of Mary Primary School is committed to implementing a School-Wide Positive Behaviour for Learning (SPBL) approach to teaching and managing student behaviour.

The SPBL approach includes:

- having school-wide **rules** and **high expectations** of learning and behaviour
- **explicitly teaching** appropriate behaviour each week
- implementing a positive incentive program to **encourage appropriate behaviour** (tokens and rewards)
- **communicating** with parents, students and staff when concerns arise
- **recording incidents** and tracking data to measure progress and identify areas for intervention
- implementing effective **consequences** to discourage inappropriate behaviour

Our school community has identified these phrases to promote our high standards of responsible behaviour:

- ★ *Be safe*
- ★ *Be Respectful*
- ★ *Be Responsible*

Each term, the following key themes and skills are explicitly taught and practiced within the classroom →

Week	Lesson
1	<i>Be Respectful - Be kind all the time</i>
2	<i>Be Responsible - Learning Everyday</i>
3	<i>Be Safe - Moving around the classroom and school safely</i>
4	<i>Be Respectful - Kind words matter</i>
5	<i>Be Safe - Playing Safe</i>
6	<i>Be Responsible - Be Responsible Learners</i>
7	<i>Be Respectful - IHM: A Welcoming School</i>
8	<i>Be Responsible - Environmental Stewardship</i>
9	<i>Be Respectful – Listening</i>
10	<i>Be Responsible - Knowing and Reaching Learning Goals</i>

As a school that values high expectations for learning and behaviour, we have transparent processes to address incidents to ensure students are supported to make more positive choices in the future.

Behaviour concerns are categorised as Minor and Major Incidents and may include:

Minor Incidents	Major Incidents
<ul style="list-style-type: none"> • Inappropriate Language • Defiance/disrespect • Disruption to class learning • Rough play • Lying 	<ul style="list-style-type: none"> • Abusive / Inappropriate interactions with Peers and Adults • Fighting/Physical Aggression • Deliberate Disruption or Defiance • Property Damage, Vandalism or Theft • Misuse of technology (including • Bullying (verbal and non-verbal)
<p>Consequence:</p> <ul style="list-style-type: none"> ➤ Reflection Time with a staff member ➤ Minor Behaviour slip recorded ➤ Parents contacted following three behaviour slips 	<p>Consequence:</p> <ul style="list-style-type: none"> ➤ The principal / Assistant Principal investigates the incident ➤ Communication with parents ➤ Student withdrawn from play/class as appropriate ➤ Record of incident retained, behaviours monitored, and data tracked ➤ Additional support applied as required