

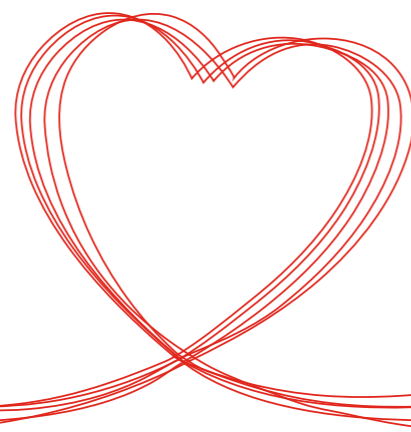


SACRED HEART  
GIRLS' COLLEGE

YEAR 7 2026

WELCOME

FOUNDED BY RNDM SISTERS  
IN 1957



Contents

2	WELCOME
4	OUR VISION OUR MISSION
5	TRANSITION INTO YEAR 7
6	TIMETABLE
7	HOMEROOM
9	LEARNING
12	HOUSES
14	OPPORTUNITIES
15	SPORT
17	THE ARTS
18	MUSIC
19	OUTDOOR LEARNING
20	PARENT COMMUNICATION
23	THE HUB
24	MEDICAL INFORMATION AND CONSENTS
25	ATTENDANCE
28	UNIFORM
32	PUBLIC TRANSPORT
33	THE HEART HUB



# WELCOME

We extend a very warm welcome to you and your child as you join the Sacred Heart Girls' College community. Together we embark on this exciting new experience of secondary education. We believe that our College environment enables the development of strong, articulate and discerning young women who are faithful to Gospel values and prepared to embrace life's joys and challenges.

When students begin their learning journey at Sacred Heart, our community seeks to understand and respond to each student's strengths, talents and needs and create an environment that encourages everyone to strive to be their best. A love of learning is enhanced by connecting what happens in the classroom to real-life applications and extending students beyond the classroom. This motivates our students to seek the broader truths and perspectives that govern our world. Curriculum choices and learning experiences are designed to be exciting, enriching and challenging. We encourage our students to be compassionate, discerning and confident young people who positively contribute to society.

Founded in 1957 by the Sisters of Our Lady of the Missions (also known as RNDM), Sacred Heart Girls' College has a rich history grounded in education, faith and social justice. Our College has maintained and deepened its ties with the RNDM Sisters over many years. We support their work with women and children around the world.

Sacred Heart Girls' College places great emphasis on developing the whole person. Our motto *Semper Superne Nitens* – Always Striving Upwards – encourages students to aim for personal improvement in all endeavours; academic, social, faith, emotional, sporting, artistic and more. We invite your child to be an active member of our learning community.

At Sacred Heart, Year 7 students have the opportunity to gain and strengthen their knowledge in the subject areas of Religious Education, English, Mathematics, Science, History, Geography, Information Technology, Health and Physical Education, Music, Art, Dance, Drama and Languages. *Thrive* and *Wellbeing for Learning* are key components of the learning program, enabling students to develop their social emotional learning and practical organisational/learning skills. They can then apply these learnings to all aspects of life.

Our extensive range of co-curricular activities allow students to explore their sense of self and build a strong sense of belonging to the Sacred Heart Girls' College community. New students are especially encouraged to participate in as many co-curricular opportunities as possible to help them develop connections, discover new passions and build on existing skill sets.

This booklet has been created to help prepare you and your child for secondary school and to provide an outline of College life for a Year 7 student. Please use it as a practical reference guide for transition and settling into secondary school life, particularly during Term 1. We look forward to working with you and your child as they progress through their education journey at Sacred Heart Girls' College from Year 7 to Year 12.

**Jo Sheedy**  
Year 7 Level Leader

**Jacinta Formoso**  
Transition Co-ordinator



## OUR VISION OUR MISSION

### MISSION

Sacred Heart Girls' College is a Catholic secondary school founded by the Sisters of Our Lady of the Missions (RNDM) and inspired by their charism and work with children and women.

We nurture an inclusive and diverse culture, fostering life-long learning and a commitment to social justice.

The College provides a dynamic environment that educates young people to be compassionate, discerning, resilient and true to our motto, *Always Striving Upwards*.

### VISION

In the spirit of the RNDM Sisters, we aspire to honour the uniqueness and gifts of each person by:

- Enriching spirituality and celebrating our Catholic identity and heritage.
- Promoting excellence in learning and wellbeing.
- Adopting ethical and responsible practices that ensure sustainable use of resources.
- Demonstrating outward looking leadership and service.
- Fostering a safe community where all are treated with respect and dignity.
- Providing opportunities to be innovative and responsive to a changing world.
- Challenging each student to discover their personal attributes and strengths to engage with local and global issues.



## TRANSITION TO YEAR 7

It is expected that students may have mixed emotions when it comes to starting secondary school. They may feel excited about making new friends, taking on new subjects and meeting new teachers, but also nervous or worried about new routines, expectations and finding their place in a new community.

Parents and carers can help support their child's transition to secondary school by:

- Asking them what they are most looking forward to and what they are worried about. Listen to what they are saying and affirm the positives as a means of reassuring and easing concerns for your child. Children are more likely to look forward to starting secondary school if their trusted adults are positive and enthusiastic about it.
- Being organised.
- Booking a school uniform fitting appointment, ordering the book list and stationery items and arranging and naming all personal items to make secondary school a positive experience from Day 1. (See the *Uniform* for further information)
- Setting up a quiet study area at home and displaying a copy of the school timetable once it is available (closer to the start of the 2025 school year). This will help to establish strong homework and study routines from the very beginning.
- Preparing your child for independent travel to and from school, even if the intention is to drive them sometimes.

Look at possible public transport routes and timetables and have a backup plan in case of timetable changes, missed or cancelled services. Have a trial run together to familiarise your child with landmarks and processes and provide reassurance. (Refer *Transport*).

**SCHOOL TV:** <https://shgc.vic.schooltv.me/newsletter/school-transitions>



# TIMETABLE

Each day begins with Homeroom, providing regular opportunity for students to connect and interact with their Homeroom teacher and peers. During this time the group partake in communal prayer and important information is passed on.

Homeroom begins at 8:30am. Students are encouraged to **arrive at school by 8.15am** to unpack their bags and get organised for the day.

The school day is organised into 5 periods per day over a ten-day cycle. Each period lasts 60 minutes.

## SCHOOL TIMETABLE

Your child will be able to access their timetable at the start of the year via SIMON, our learning management system.

Students need to ensure that they come to class with the appropriate books and materials – ready to learn.

### SAMPLE YEAR 7 TIMETABLE

DAILY SCHOOL TIMETABLE – FIRST SEMESTER, WEEK 1							
DAY	HR AM	Period 1	Period 2	Period 3	Period 4	Period 5	HR PM
1		History	English	Maths	Geo.	French	
2		PE/Health	Science	Maths	History	Religion	
3		PE/Health	Maths	English	Science	Geo.	
4		French	Dance	English	Info Tech	Drama	
5		Science	French	English	Religion	Maths	

DAILY SCHOOL TIMETABLE – FIRST SEMESTER, WEEK 2							
DAY	HR AM	Period 1	Period 2	Period 3	Period 4	Period 5	HR PM
6		Religion	French	Drama	English	PE/Health	
7		Religion	History	Wellbeing	Maths	English	
8		PE/Health	Maths	French	English	Geo.	
9		Drama	Info Tech	Dance	Science	History	
10		Dance	French	Maths	Geo.	Science	



# HOMEROOM

## HOMEROOM GROUPS

At the start of each year students are placed into Homerooms. Homerooms are referred to by colours: Blue, Gold, Green, Purple, Red and Silver.

## HOMEROOM PROGRAM

Throughout the year, activities aimed at fostering a sense of community and belonging are held within each Homeroom, including the Wellbeing for Learning Program. Active participation is expected of all students in Homeroom activities. Students are encouraged to take on various duties and responsibilities within their Homeroom.

## HOMEROOM TEACHER

Each Homeroom is under the care of a Homeroom teacher who plays an essential role in the life of a Sacred Heart Girls' College student.

Homeroom teachers are the primary source of information and pastoral support for the students in their Homeroom. They help students become familiar with the school culture, including the traditions and expectations of the College. Year 7 Homeroom teachers have a special understanding of the transition process and are mindful of the questions that many students have during the transition period.

Where possible, Homeroom teachers generally teach their Homeroom for at least one subject, enabling students to develop a strong relationship and rapport with their Homeroom teacher.

## PASTORAL CARE

Our Year 7 *Wellbeing for Learning Program* is designed to help students develop a true sense of belonging as they begin their secondary school journey. Centred on the theme *Finding a Home*, the program builds resilience, encourages positive decision-making, and fosters strong, supportive relationships. Students explore topics such as friendships, online safety, resilience, and self-image through engaging activities and discussions. The program nurtures personal growth and wellbeing, ensuring every student feels settled, supported, and at home within our College community.

**BIG SISTER LITTLE SISTER**

Starting secondary school is an exciting new chapter, and strong connections can make all the difference. At Sacred Heart Girls' College, our *Big Sister Little Sister Program* helps Year 7 students feel welcomed, supported, and part of our school community from day one.

Each Year 7 is paired with a Year 11 Big Sister who will be there to offer guidance, encouragement, and a friendly face throughout Year 7 and 8. Together, they will share activities such as icebreakers to get to know each other, conversations about school life, tips for study and managing change, and the chance to connect over shared lunches.

These activities take place during *Wellbeing for Learning* lessons, ensuring regular time to build trust and friendship. By having a positive role model to turn to, our Year 7 students can navigate their first years with confidence and a sense of belonging.

**LOCKERS**

Each student is allocated a locker which is located either in their Homeroom or directly outside. Lockers are secured using a 3-digit code. Homeroom teachers will provide students with instructions on how to set and change this code on their first day. The locker is divided into two sections. The College bag fits snugly into the lower section, with books and other equipment placed in the upper section. Mobile phones and other devices are to be turned off when students enter the College and secured in student lockers upon arrival. Laptop computers are secured in the lockers when not in use.

**HOMEROOM**

**LEARNING**

In line with our Mission and Vision Statement, the College aims to promote excellence in learning by offering our students many opportunities to develop the skills, dispositions and knowledge required to be successful and engaged learners.

**ASSESSMENT, FEEDBACK AND REPORTING**

We aim to empower our young people to understand and be actively engaged in the learning process and to take responsibility for their own learning. To do this, teachers at Sacred Heart Girls' College utilise a range of assessment and feedback tools to monitor student learning progress and achievement, including formal assessment tasks.

The College utilises a model of continuous feedback and reporting, which means that both students and parents receive regular, timely, individualised feedback via SIMON and the Parent Access Module (PAM). This feedback indicates where the student is in their learning at the time of assessment, as well as providing suggestions for future improvement.

We seek to involve and work in partnership with parents and carers and encourage them to engage in conversations with their child about their learning. To support this, the College offers Learning Conversations once a semester and provides a Semester Report. Learning Conversations bring teachers, parents/carers and students together to discuss progress and areas for growth. Reports include the student's achievement in relation to the Victorian Curriculum Standards and the College's Work Habits rubric. Also included is a summary of assessment task results in each subject.

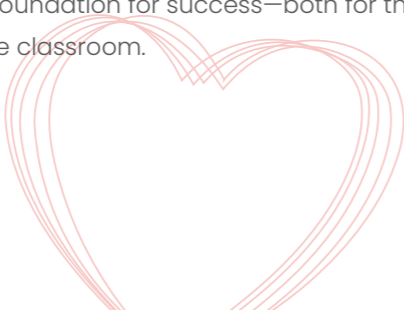
**BOOKS AND STATIONERY**

To maximise their learning, students are expected to have all required subject materials ready at the commencement of each lesson. To assist with this, students are encouraged to organise the materials they need for each subject, including textbooks, exercise books and subject specific stationery into zipped cases or folders. This helps to keep their belongings together and makes it quick and easy to gather required items throughout the day. Please ensure all your child's stationery and books are clearly named. Book and stationery lists will be available later in the year prior to commencement.

**THRIVE – SKILLS FOR SUCCESS**

*THRIVE* is an exciting program designed to empower our Year 7 students with the skills they need to succeed both at school and beyond. Throughout the year, students take part in engaging, hands-on lessons that build confidence and capability in key areas of learning. In Semester 1, they explore practical skills such as understanding their timetable, using their diary effectively, and managing time and homework to achieve a healthy balance between work, rest, and play. They also develop study skills by learning how the brain and memory work, practising a variety of revision techniques, improving notetaking, and learning to paraphrase. To support their first introduction to exams, *THRIVE* reinforces organisational skills, time management, and study strategies, helping students prepare effectively while minimising stress. In our rapidly evolving world, students also explore information literacy and academic integrity, with a particular focus on the ethical and responsible use of Artificial Intelligence.

Emotional literacy is woven throughout the program, with students learning strategies to manage emotions, build positive relationships, and make constructive choices that enhance their learning. Through collaborative activities, they develop their communication and teamwork skills, equipping them to work effectively with others. By combining academic, organisational, and personal development skills, *THRIVE* supports our Year 7 students in building a strong foundation for success—both for their secondary school journey and for life beyond the classroom.



**HOMEWORK AND STUDY EXPECTATIONS**

Homework and study are essential components of the learning program at the College and aim to develop within each student strong study habits, time management skills and personal responsibility.

Homework may consist of a combination of any of the following tasks: completing work set in class, additional tasks set by the teacher to consolidate learning, preparation for the next lesson, additional reading or reading for pleasure, assessment tasks and/or revision.

Study may be student-centred and/or self-initiated and should be ongoing in nature. It may consist of tasks such as: re-reading and/or summarising class notes, practicing vocabulary and organisation of notes and folders.

All students should allocate time each night, as well as on the weekend, for homework and study. The amount of time spent on each subject will increase as students' progress through their schooling.

Students are encouraged to use their Student Planners to record the work that they need to complete at home. If a student cannot complete homework by the set date, parents are asked to contact the subject teacher by writing a note in their child's planner or via email.



**HOUSES**

Each student and staff member at Sacred Heart Girls’ College belongs to a House. The House system is a central part of College life with friendly competition in whole school events, sporting and artistic competitions, fundraising and more. House events such as the Swimming Carnival, Athletics Carnival, cross country, netball and House Performing Arts Competition are key features of the College calendar and are keenly anticipated by students and staff alike.

The annual House Cup winner is awarded in Term 4 to the House which has made the greatest contribution to College life across social justice, sporting and artistic endeavours throughout the school year. The winning House’s banner is proudly displayed in Kendell Hall for 12 months.

New students will be notified of their House before starting at SHGC. Students with an existing family connection to the College will be placed in the same House as their siblings and/or parent/relative. Parents who are past students of SHGC, are encouraged to notify the College of their own House team prior to Orientation Day. The name of each House relates to the traditions and heritage of the Sisters of Our Lady of the Missions. Students learn more about this history once they begin at the College. Information is also provided in the Student Planner which is distributed on the first day of the school year.



**BEDE HOUSE – RED**  
Named in honour of Mother Mary St Bede, a pioneering RNDM sister.



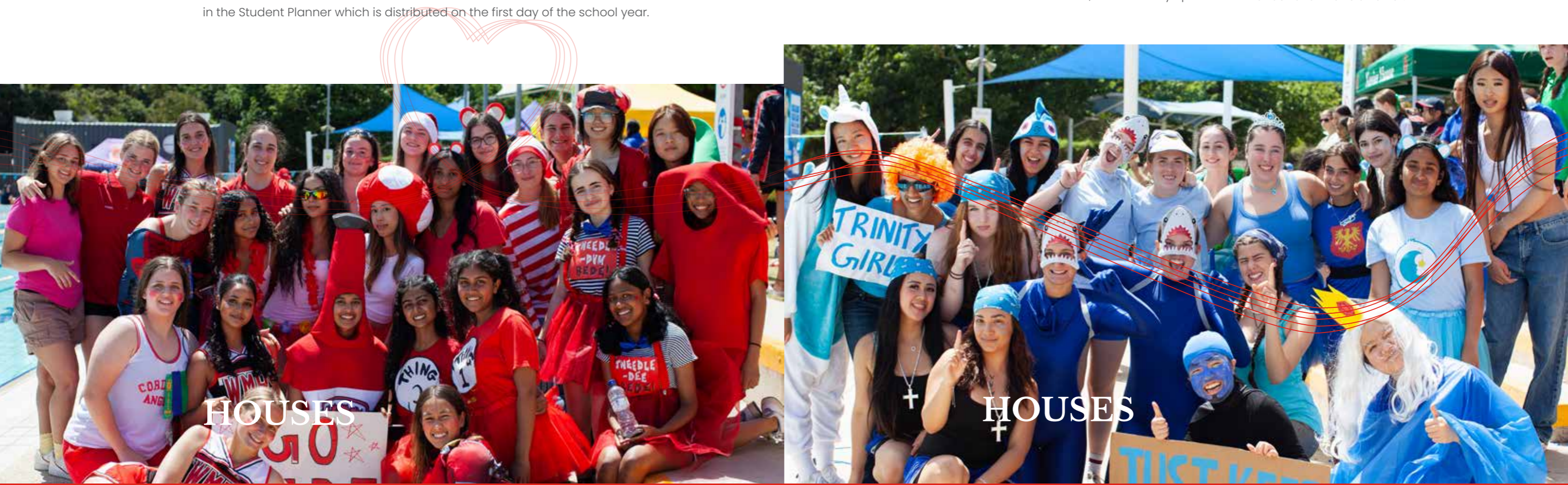
**PAUL HOUSE – GOLD**  
Named in honour of St Paul.



**TRINITY HOUSE – BLUE**  
Dedicated to the three persons in One God – Father, Son and Holy Spirit.



**XAVIER HOUSE –GREEN**  
Named by Sister Mary Clement in honour of St Francis Xavier.





# OPPORTUNITIES

Getting involved in the richness of life at Sacred Heart Girls' College can help students to grow and learn, follow their passions and meet other like-minded individuals. There is a wide range of student groups, leadership positions, events and competitions on offer for all students. They include, but are not limited to:

## LEADERSHIP OPPORTUNITIES

- Debating
- e-Leaders
- Faith and Liturgy Leaders
- Homeroom Representatives
- Music Captains
- Student Representative Council (SRC)
- Social Justice Leaders

## STUDENT GROUPS, EVENTS AND COMPETITIONS

- Bridge Building Competition
- Book Club
- Choirs and singing groups
- Coding Club
- College Production
- Debating Association of Victoria
- Environmental Action Group
- House Cup events
- House Performing Arts Competition
- Instrumental ensembles
- Maths Olympiad
- Media Managers
- Music camp
- Public Speaking
- Science Talent Search
- Student-led prayer group
- Sporting teams
- Tournament of Minds



# SPORT

## INTERSCHOOL SPORT

Students can try out for a wide range of sport teams that compete against other schools. Depending on the sport, trials are held before school, after school or during lunchtime. Information about House, representative and other sporting opportunities is available via the noticeboard in canteen foyer, SIMON student notices and SHGC Sports Hub (on Microsoft Teams).

## SEGAP – SOUTH-EASTERN GIRLS ACTIVITY PROGRAM

The SEGAP competition is conducted in Terms 2, 3 and 4 and involves SHGC, Our Lady of the Sacred Heart (OLSH), Kilbreda and Killester Colleges. The competition is open for Junior (Years 7 and 8) and Intermediate teams (Years 9 and 10).

SEGAP competition sports:

### TERM 2

Badminton  
Basketball  
Futsal

### TERM 3

Netball  
Volleyball

### TERM 4

Softball  
Tennis

## CGSAV – CATHOLIC GIRLS' SPORTS ASSOCIATION OF VICTORIA

The Catholic Girls' Sports Association of Victoria comprises 24 Catholic girls' schools based in Melbourne and Geelong. All CGSAV competitions are conducted on a single day with schools allocated to a specific division for each sport. There are three distinct divisions: Junior (Years 7 & 8), Intermediate (Years 9 & 10) and Senior (Years 11 & 12).

### TERM 1

Tennis  
Indoor cricket  
Swimming  
Diving  
Triathlon

### TERM 2

Athletics  
Badminton  
Basketball  
Cross Country  
Futsal  
Hockey

### TERM 3

Aerobics  
Australian rules football  
Netball  
Soccer  
Volleyball

### TERM 4

Softball  
Table tennis



## SPORT

### SSV – SCHOOL SPORT VICTORIA

Sacred Heart Girls' College is a member of School Sport Victoria, which allows students who excel at their chosen sport/s to be nominated to trial for Victorian teams and compete at national championships. Further information about SSV trials and teams is available from the Director of Sport.

### NATIONAL SCHOOLS AEROBICS

Sacred Heart participates in the National Schools Aerobics regional competition and national competitions.

### OTHER SPORTING OPPORTUNITIES

Any student who participates in a sport not offered through SEAGAP or CGSAV can contact the Director of Sport to discuss possible opportunities to represent the College in their chosen sport. Sports that have previously been accommodated include cycling, fencing, golf, orienteering and weightlifting.



## THE ARTS

### COLLEGE CO-PRODUCTION

Each year Sacred Heart Girls' College and Salesian College co-produce a musical production. Opportunities to participate include performers, musicians, hair & make-up artists, costume and backstage crew. Year 7 auditions are held early in Term 1. Rehearsals are held twice a week from Term 1, culminating in the Production being performed in Term 3.

### HOUSE PERFORMING ARTS COMPETITION

The House Performing Arts Competition is part of Sacred Heart Day, the last day of Term 2.

This competition, which is open to all students, consists of singing, dancing and film making. Rehearsals are organised by staff, House Captains and senior students. Students do not need to have any training or expertise in these areas to participate.

### ARTS FESTIVAL

The College Annual Arts Festival is held in Term 4 and features work from students in Years 7 - 12 in all Arts subjects. Students can submit artwork and perform in the areas of music, dance and drama.



# MUSIC

## INSTRUMENTAL AND ENSEMBLE MUSIC PROGRAM

The College offers two distinct music programs: a classroom music program (curricular: free) and a private music lessons program (extra-curricular: fee-based).

### YEAR 7 MUSIC PROGRAM (CURRICULAR)

This program is offered to all Year 7 students for one semester as part of the school curriculum. Students are assigned an instrument and learn in a small group setting. At the end of the semester, students showcase their skills by performing together in a band concert.

### PRIVATE INSTRUMENTAL AND ENSEMBLE MUSIC PROGRAM (EXTRA-CURRICULAR)

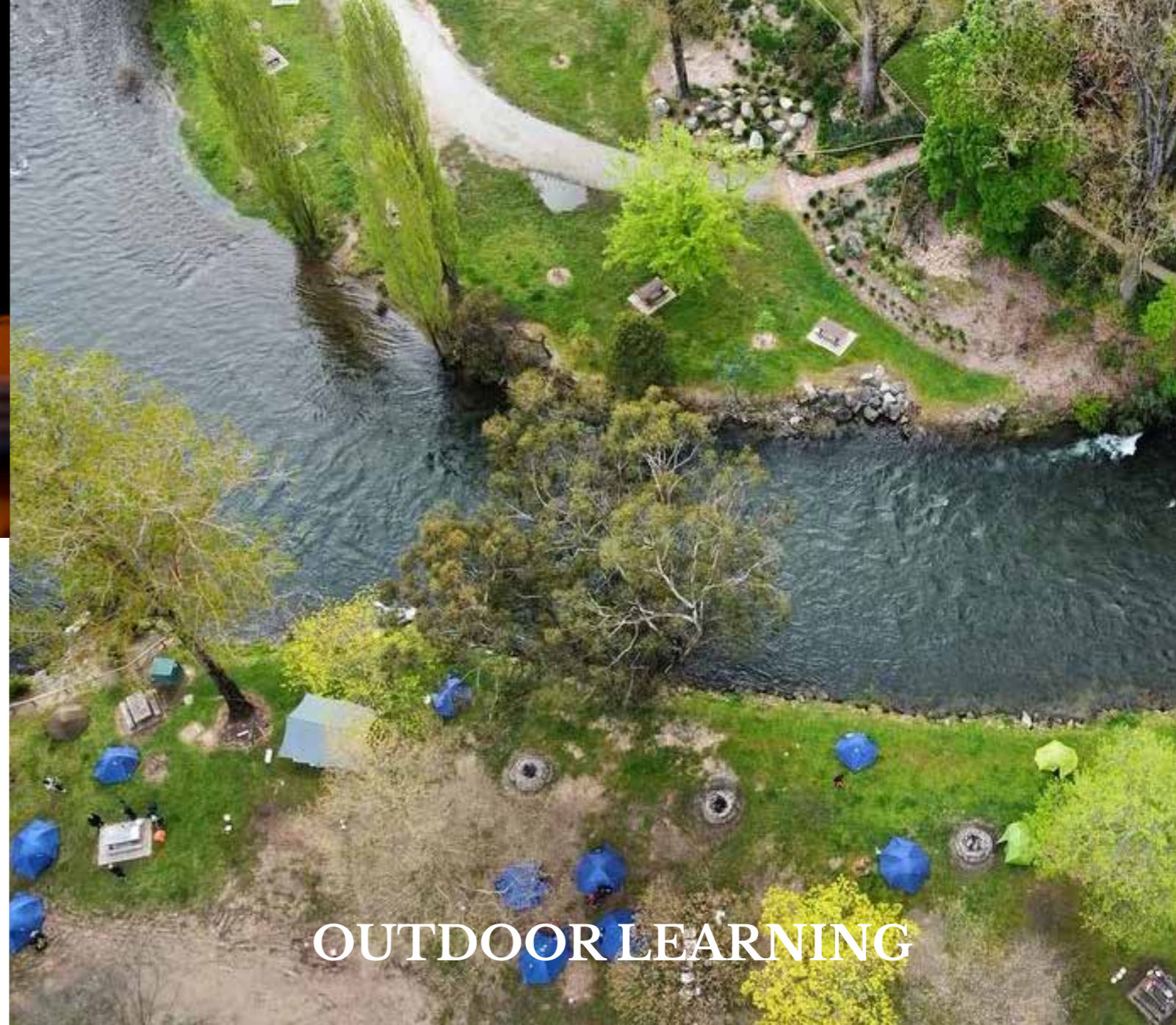
The College provides private individual music tuition in the following areas:

- |                    |                |             |
|--------------------|----------------|-------------|
| • Bass guitar      | • Flute        | • Saxophone |
| • Cello            | • French horn  | • Trombone  |
| • Clarinet         | • Guitar       | • Trumpet   |
| • Double bass      | • Music Theory | • Viola     |
| • Drums/Percussion | • Piano        | • Violin    |
|                    |                | • Voice     |

To enrol in the private music lessons, please complete and return the **Instrumental Music Enrolment Form** to the Music Office. The form can be requested by emailing the Music Administrator at: [music@shgc.vic.edu.au](mailto:music@shgc.vic.edu.au)

The College also offers a comprehensive ensemble program, providing students of all ages and experience levels opportunities to collaborate, develop their skills and perform. Ensemble rehearsals take place before or after school, or during lunchtime.

All students enrolled in private instrumental lessons are required to participate in an ensemble, at no extra cost. Students learning instruments outside of school are also welcome to join ensembles.



# OUTDOOR LEARNING

Year level Outdoor Learning Program camps run over four years, with all students participating in a series of sequentially linked adventure experiences.

Developed using an experiential learning model, the Outdoor Learning Program is designed to challenge students individually and collectively by placing them in unfamiliar surroundings and in a range of situations.

Participation in Outdoor Learning Program camps is compulsory for all students from Years 7 to 10.



# PARENT COMMUNICATION

The College informs parents and carers of student activities and school information via our online learning management system (SIMON). Excursion consent letters and more are issued via the *SIMON everywhere app*. Notifications alert parents and carers to new communications.

### TELEPHONE

The College's telephone number is **9568 5488**. The College Reception is staffed from 8.00am–4.30pm each school day.

Calls will be forwarded to the relevant extension, or, where a staff member is not available, to their voice mail. Please be aware that staff members will not always be able to speak at the time a phone call is placed. If contacting the College on an urgent matter, please make this known to Reception staff.

Students are **not** permitted to use their mobile phones or smartwatches during the school day unless under the direction of a teacher for learning purposes. In the event a parent or carer needs to contact their child all communication should be via College Reception (9568 5488).



### COLLEGE EMAIL

If you wish to contact a member of staff, the email address system is firstinitialfamilyname@shgc.vic.edu.au. For example: Carmel Feeney's email address is cfeeney@shgc.vic.edu.au.

There are also specific addresses for services and teams. These include:

[studentservices@shgc.vic.edu.au](mailto:studentservices@shgc.vic.edu.au) – Student health and medical

[studentabsences@shgc.vic.edu.au](mailto:studentabsences@shgc.vic.edu.au) – Student absence, late arrival and/or early departure.

If you are unsure of a staff member's email address, please contact the College on 9568 5488.

### STUDENT PLANNER

Parents may also choose to communicate with staff members by writing a note in their child's Student Planner. Parents may choose to check their child's Student Planner to see if they need assistance with recording and planning important events and tasks.

### SCHOOL ACTIVITIES

Dates for College events, incursions, excursions, and camps are available via the College website. Consent to attend or notification of events letters are conveyed via *SIMON everywhere app*. Please ensure that you respond as directed, as students cannot attend or participate in these events without parent or carer acknowledgment/consent.

### COLLEGE NEWSLETTER

Parents and carers can stay up to date with College news and events via the College newsletter <https://www.shgc.vic.edu.au/news-and-events/newsletter>, subscribing to our social media platforms and accessing PAM notices (see next page).

**PARENT ACCESS MODULE (PAM)**

SIMON is the online learning management platform used by students for school communication. Parents can access SIMON by logging in to the Parent Access Module (PAM) at [pam.shgc.vic.edu.au](http://pam.shgc.vic.edu.au). You can access PAM via the portal's icon on the website.

Through PAM, parents and carers can access information such as their child's timetable, attendance records and daily messages. It is also where parents and carers can monitor their child's learning progress via feedback and reporting on assessment tasks.

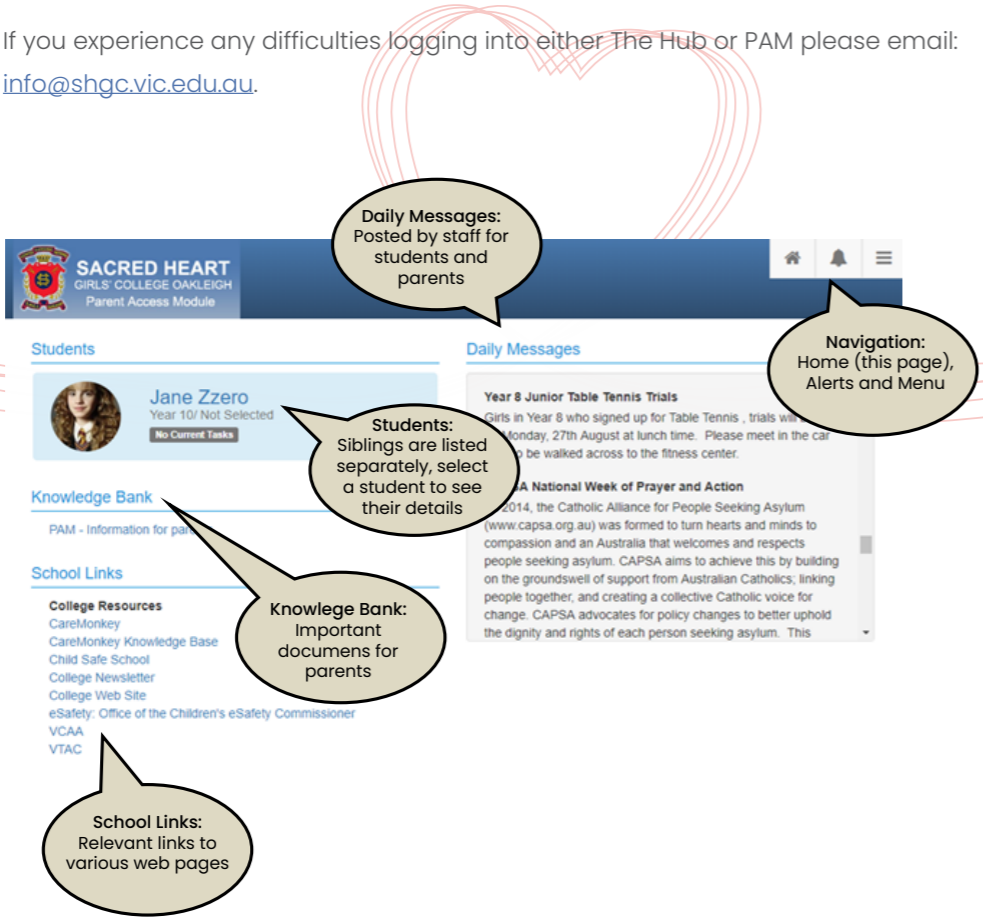
All parents and residential carers can have access to PAM. Non-residential parents will have a different login code, however, the accessible information will be identical unless the College has been advised otherwise.

Families new to the school will be provided with a username and password to access their account. The password can be changed after your initial login. Families who already have a child at the school will have their Year 7 child's profile added to their existing account.

Notifications are issued to alert parents and carers to PAM messages from the school.

Parents and carers will be notified via email when access to PAM and The Hub becomes available.

If you experience any difficulties logging into either The Hub or PAM please email: [info@shgc.vic.edu.au](mailto:info@shgc.vic.edu.au).



# THE HUB

The Hub provides live information regarding finance, payments and personal contact details.

The Hub can be accessed at [portal.shgc.vic.edu.au](http://portal.shgc.vic.edu.au). To login, enter your email address (this is the same email you use to enter PAM). You can also access The Hub via the portals icon on the College website.

**UPDATE PERSONAL DETAILS**

Click on *My Details* to view and edit all personal information attached to the account including parent and carer and student contact details. These details can be updated at any time and should be reviewed at least once each year.



**MAKE PAYMENTS/UPDATE PAYMENT DETAILS**

Click on *Payments* to change payment details and make payments on your account. Secure payments can also be made via the portal by using VISA or Mastercard.

**VIEW FINANCIAL STATEMENTS AND RECEIPTS**

Click on *Finance* to view statements and payment history, including PDF receipts for direct debit arrangements.

On the first visit only, select *Forgotten your password?* and create a new password. You will need to use this new password every time you enter The Hub.

# MEDICAL INFORMATION AND CONSENTS

The SIMON platform is also used for student medical information and emergency contact details. It incorporates a parent-controlled electronic medical profile that allows parents and carers to review and update health and medical information promptly and accurately.

Please ensure that you edit your child’s medical profile so that it can be accurately maintained. The information you provide will be accessed in the event of your child becoming unwell or needing first aid assistance at school or when offsite. **It is important that student information is always up to date.**

## STUDENT HEALTH

Student health and care is considered a shared responsibility between the College and home. The College recognises its duty of care obligations and has a range of practices and policies to maximise student care and safety.

Parents and Carers are required to ensure that student health records are developed and maintained via SIMON, These records are accessed for student care both at the school and when students are offsite.

Students who need to have medication stored at the College for their own use require a Medication Authority Form which is accessed via PAM or available from College Reception.

Students with life-threatening conditions such as anaphylaxis and asthma must have an **Action Plan** prepared by their doctor. The College will prepare mandated plans and provide these to parents/carers for their approval prior to the start of the school year or upon notification of diagnosis. It is the responsibility of the parent to return plans and ensure that medications are provided by the start of each new school year or at the time of initial diagnosis. Plans and medical profile information must be consistent.

Please do not send your child to school if they are unwell. Parents will be notified to collect their child if they present to Sick Bay. If your child contacts you during the day, please contact us and we will provide the appropriate care.

## MEDIA CONSENTS

The College uses a variety of media, both print and online to communicate with the Sacred Heart Girls’ College community. Permission is sought upon enrolment from parents and carers to use a student’s name, image or recording in both internal and external settings with associated organisations.

*Cordis* is an annually produced, printed magazine that records the life of the College and is distributed to members of the College community. It is expected that all students’ names and photos are included in *Cordis* unless the parent/carers notifies the College in writing.



# ATTENDANCE

The building blocks of a great education begin with all students coming to school each day. We work in partnership with families to ensure strong student attendance. School absence has a significant impact upon student wellbeing and sense of belonging and a cumulative effect on learning outcomes. Being absent from school leads to loss of valuable learning time. Special school and year level events, including camps, are compulsory for all students as they reflect the academic, personal and social values of school life, and are key to the culture and community of our College.

At Sacred Heart Girls’ College, practices and procedures are in place to support student attendance and ensure accurate record keeping.

- Attendance is marked at Homeroom and at the start of each class during the day.
- Reasons for student absence must be provided by the parent/carers.
- Unexplained absences are followed up on the morning of absence via SMS.
- Student absences of three days or more and/or attendance levels of less than 90% are followed up by the Homeroom teacher.
- Student class absences are followed up by the subject teacher.

Parents and carers can access their child’s attendance records via the Parent Access Module (PAM and SIMON everywhere app). Attendance and participation details are also included in Semester Reports.

**Please contact us if your child experiences difficulties attending school so we can provide appropriate support to you and your child.**

## STUDENT ABSENCE

If for any reason your child is unable to attend school or will be late to school, please contact the College by 8.30am. Single or multiple day absences can be communicated via:

- The Parent Access Module (PAM) before 8.30am (please include details regarding the reason for your child’s absence)
- Telephone: 9568 5488 – Select Option 1. All calls will be directed to a voicemail service; or email: [studentabsences@shgc.vic.edu.au](mailto:studentabsences@shgc.vic.edu.au)



# ATTENDANCE

## SMS AND STUDENT ABSENCE

In the event of an unexplained or unapproved absence, an SMS service is used to advise parents and carers. The following is indicative of the message sent:

Your child, <student name> in <Homeroom> is absent from school today <date>. Please contact the College by reply SMS or phone (03) 9568 5488 ASAP.

Upon receiving an SMS, parents and carers are asked to reply promptly. The College will contact the nominated point of contact, sending only one SMS per student. Please keep contact details, especially mobile numbers, updated via The Hub and SIMON.

The message is sent around 9:30 am each morning. Occasionally, traffic or public transport issues cause many students to arrive after 8:30 am. The SMS is delayed to allow students time to sign in at College Reception and have their attendance recorded.

## LATE ARRIVALS AND EARLY DEPARTURES

Students arriving late to school are required to sign in at the College Office. A note from the parent or carer providing a reason for the late arrival is required. The student presents the explanatory note to their Homeroom teacher either on the day of late arrival or soon after. A note can also be provided via email to the Homeroom teacher.

If an occasion arises where a student needs to leave school early, they must provide a note from a parent or carer explaining the reason for early departure. This can be via the Student Planner, email or handwritten note. If using Parent Access Module, please include a reason in the notification entry.

The student is required to present the note to/refer to the email with their Homeroom teacher (or Year Level Leader) during morning Homeroom and have their Student Planner stamped by the Year Level Leader. When signing out, the student presents their stamped Student Planner at College Reception.

We ask that, wherever possible, appointments are scheduled out of school hours as a means of supporting full school attendance.

## PLANNED ABSENCES DURING TERM

For planned absences such as holidays taken during term time, a term's notice is provided via the *Planned Absence Notification Form* which is to be submitted to the Year Level Leader. Forms are available from the Parent Access Module.

## SUPPORT WITH ATTENDANCE

When a student is experiencing challenges or a chronic condition that impedes their capacity to attend school, an individualised support plan is developed collaboratively.

In cases of school avoidance or refusal, the student and their family are supported by the College Counsellor, Year Level Leader and Deputy Principal – Students to address barriers to school attendance and rebuild connectedness.



# ATTENDANCE



# UNIFORM

The College uniform reflects the College community and individual students. To allow for student choice, there are options available for both summer and winter uniform. It is expected that students wear their uniforms to a high standard and that uniform items are in excellent condition and fitted as designed. Please label all clothing with the student's name.

All College uniform items, except for hair items, footwear, gloves and belt are purchased from Academy Uniforms online at [www.academyuniforms.com.au](http://www.academyuniforms.com.au) or in person at:

Academy Uniforms  
2/810-818 Princes Highway, Springvale

## UNIFORM FITTINGS

Year 7 uniform fittings are by appointment to allow the purchasing of uniform items in a relaxed and controlled environment.

The Year 7, 2026 VIP nights are:

- Monday 1 December 2025 to Thursday 4 December 2025 3pm – 8pm



### SUMMER UNIFORM OPTION 1:

- Dress
- Jumper
- Blazer
- College white socks
- Black leather lace up shoes



### SUMMER UNIFORM OPTION 2:

- Shorts
- Summer shirt
- Jumper
- Blazer
- College white socks
- Black leather lace up shoes



### WINTER UNIFORM OPTION 1:

- Skirt
- Long sleeve shirt
- Jumper (navy: Years 7-9, red: Years 10-12)
- Blazer
- Navy tights or white College socks
- Black leather lace up shoes



### WINTER UNIFORM OPTION 2:

- Trousers
- Long sleeve shirt
- Jumper (navy: Years 7-9, red: Years 10-12)
- Blazer
- Navy blue socks
- Black leather lace up shoes



# UNIFORM



## SUMMER SPORTS UNIFORM:

- Shorts
- College polo shirt
- House polo shirt
- Rugby top
- Soft shell jacket
- College sports socks
- Running shoes
- Cap
- Puffer vest (optional)

## WINTER SPORTS UNIFORM:

- Track pants
- College long- or short-sleeve polo shirt
- House polo shirt
- Rugby top
- Soft shell jacket
- College sports socks
- Running shoes
- Cap
- Puffer vest (optional)

## UNIFORM EXPECTATIONS:

- The College blazer is worn to and from school except on very hot weather days.
- College summer, winter, sport and physical education uniform items should not be mixed, with the exception of the College scarf which may be worn with either the winter or PE uniform in Terms 2 and 3.
- T-shirts and other non-uniform items of clothing must not be visible.
- The only items of jewellery permitted are a wristwatch and small, plain gold or silver studs or earrings, with one in the lowest piercing in the lobe of each ear. Additional ear piercings are to be non-discernible. If wearing jewellery of religious significance (e.g., cross on a chain) is worn under the uniform.. No other jewellery items are permitted.
- Make-up, lash extensions, nail polish and nail extensions are not to be worn.
- Hair which is shoulder-length or longer must be tied back with red, navy blue or black hair ties. Students in Years 7 – 11 may also wear a red or blue hair ribbon or scrunchie.
- Students are permitted to wear the PE uniform to and from school on days when they have timetabled practical PE or Dance classes, or when instructed, for Drama classes.

It is expected that students will wear College uniform items as designed to fit and that all items are in excellent condition. Uniform expectations details are provided in the Student Planner and PAM.





## PUBLIC TRANSPORT

The transition to secondary school can be the time to consider building a young person's independence by utilising public transport.

Due to our proximity to Oakleigh railway station, Sacred Heart Girls' College is well serviced by public transport. Oakleigh station is on the Pakenham and Cranbourne lines and is a hub for several bus routes. As Oakleigh is a premium station it is staffed and has toilet facilities and enclosed waiting areas.

Utilise the Journey Planner tool on the PTV website to help determine the best public transport options with your child ([www.ptv.vic.gov.au/journey](http://www.ptv.vic.gov.au/journey)).

### TRAFFIC MOVEMENT IN AND AROUND THE COLLEGE

Parking at Sacred Heart Girls' College is limited to staff and visitors. Nearby streets become congested during peak times. The safety of our students is a priority.

If you drive your child to school, please help ensure safety by:

- Parking a street or two away for your child's exercise and to ease traffic congestion.
- Allowing time to find a legal parking spot.
- **Ensuring your child exits onto the footpath, not the road.**
- Not blocking driveways or making U-turns near the school.
- Parking single file to avoid obstructing views and increasing risks.

If your child has limited mobility or other requirements, please contact the College to discuss arrangements for drop off and pick up.



## THE HEART HUB

The College canteen (The Heart Hub) is open Monday to Friday for recess and lunch, offering healthy options and treats. It uses an online ordering system called Flexischools. Instructions for setting up an account can be found in the Parent Access Module.



Recess and lunch orders are placed and paid for online, using flexischools.

Families are advised to set up a flexischools account at the start of the year so that it is ready to go if, and when, required.

To sign up:

- Head to <https://user.flexischools.com.au/register>
- Register an account. You will receive a link to activate your account and set up details for your child as a Sacred Heart Girls' College student.

Once your account is set up you can:

- Add credit to your online wallet
- Place an order (if ordering for 2 or more students, place each order separately)
- When ordering, make sure the time to collect the order is selected, you receive a confirmation email for the order

### PARENT AND CARER VOLUNTEERS

We welcome parent volunteers in The Heart Hub, which is a great way to connect with other parents. To volunteer or discuss opportunities, please contact the Canteen Manager at [canteen@shgc.vic.edu.au](mailto:canteen@shgc.vic.edu.au) or access the volunteer form in the Parent Access Module the volunteer form in Parent Access Module.



**SACRED HEART  
GIRLS' COLLEGE**

113 Warrigal Road, Hughesdale VIC 3166

[www.shgc.vic.edu.au](http://www.shgc.vic.edu.au)

[info@shgc.vic.edu.au](mailto:info@shgc.vic.edu.au)

T (+61 3) 9568 5488



The Sacred Heart Girls' College community acknowledges the Wurundjeri people of the Kulin nation as the traditional custodians of the land on which SHGC stands and pay our respect to Elders past and present.

