



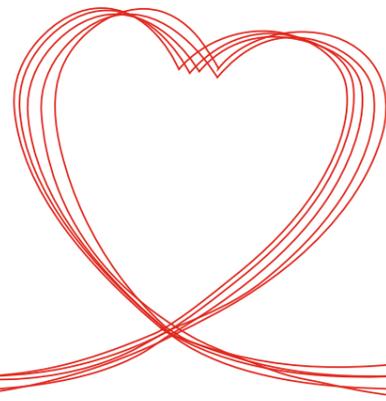
SACRED HEART
GIRLS' COLLEGE

YEAR 7 2025

WELCOME

FOUNDED BY RNDM SISTERS

IN 1957



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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.

Fiona McGrath

Transition Co-ordinator

Jo Sheedy

Year 7 Level Leader



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

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.

CONTACTING TEACHERS

The Homeroom teacher is the first point of contact for parents and carers if there are any questions, concerns or information to be passed on. Homeroom teachers meet regularly with the Year Level Leader to discuss student matters and develop year level activities. If you wish to discuss concerns of a more serious or confidential nature, please contact the Year Level Leader.

Subject specific matters or queries are best directed to your child's subject teacher. (Please refer to the College email in *Parent Communication*).

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.

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.

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-centered 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.



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.



LEARNING



LEARNING

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' 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

- Student Representative Council (SRC)
- Homeroom Representatives
- Faith and Liturgy Leaders
- Media Managers
- e Leaders

STUDENT GROUPS, EVENTS AND COMPETITIONS

- St Vinnie's College Conference
- Bridge Building Competition
- Coding Club
- Book Club
- Science Talent Search
- Maths Olympiad
- Instrumental ensembles
- Cordis Committee
- Debating Association of Victoria
- Tournament of Minds
- Choirs and singing groups
- House Cup events
- Music Camp
- Student-led prayer group
- College Production
- House Performing Arts Competition
- Sporting teams



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	TERM 3	TERM 4
Badminton	Netball	Softball
Basketball	Volleyball	Tennis
Futsal		

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	TERM 2	TERM 3	TERM 4
Tennis	Athletics	Aerobics	Softball
Indoor cricket	Badminton	Australian rules football	Table tennis
Swimming	Basketball	Netball	
Diving	Cross Country	Soccer	
Triathlon	Futsal	Volleyball	
	Hockey		



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 and make-up artists, costume and backstage crew. 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 private individual music tuition in the following areas:

- Bass guitar
- Cello
- Clarinet
- Double bass
- Drums/Percussion
- Flute
- French horn
- Guitar
- Keyboard for singers
- Music theory
- Piano
- Saxophone
- Trombone
- Trumpet
- Viola
- Violin
- Voice

To enrol in the Instrumental Music program, an Instrumental Music Enrolment Form needs to be completed and returned the Music office. This form can be requested by emailing the music administrator: musicsecretary@shgc.vic.edu.au

Please note that instrumental lessons, outside of the classroom curriculum, are provided at an additional cost.

The College offers an extensive ensemble program to provide students of all ages and experience levels opportunities to work collaboratively, develop their skills and perform. Rehearsals for these ensembles are scheduled before or after school or during lunchtime.

All students enrolled in instrumental lessons are required to participate in the ensemble program. There is no additional cost for the ensemble.

Students who learn an instrument outside of school are also welcome to join an ensemble.



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 SIMON everywhere. 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/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:

info@shgc.vic.edu.au - General enquiries

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 are asked to check their child's Student Planner regularly.

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. Please ensure that you respond as indicated, as students cannot attend or participate in these events without parent or carer acknowledgment/consent.

COLLEGE NEWS

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. 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.

The screenshot shows the PAM interface with the following callout boxes:

- Daily Messages:** Posted by staff for students and parents. (Points to the 'Daily Messages' section)
- Students:** Siblings are listed separately, select a student to see their details. (Points to the 'Students' section)
- Navigation:** Home (this page), Alerts and Menu. (Points to the top navigation icons)
- Knowledge Bank:** Important documents for parents. (Points to the 'Knowledge Bank' section)
- School Links:** Relevant links to various web pages. (Points to the 'School Links' section)



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. 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. All edits are forwarded to our Administration Centre for approval within two business days.

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.

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.

MEDICAL INFORMATION AND CONSENTS

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 (see previous) 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 the plans and ensure that medications are current by the start of each new school year or at the time of initial diagnosis.

Please do not send your child to school if they are unwell. Parents will be notified to come and 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 and by other associated organisations.

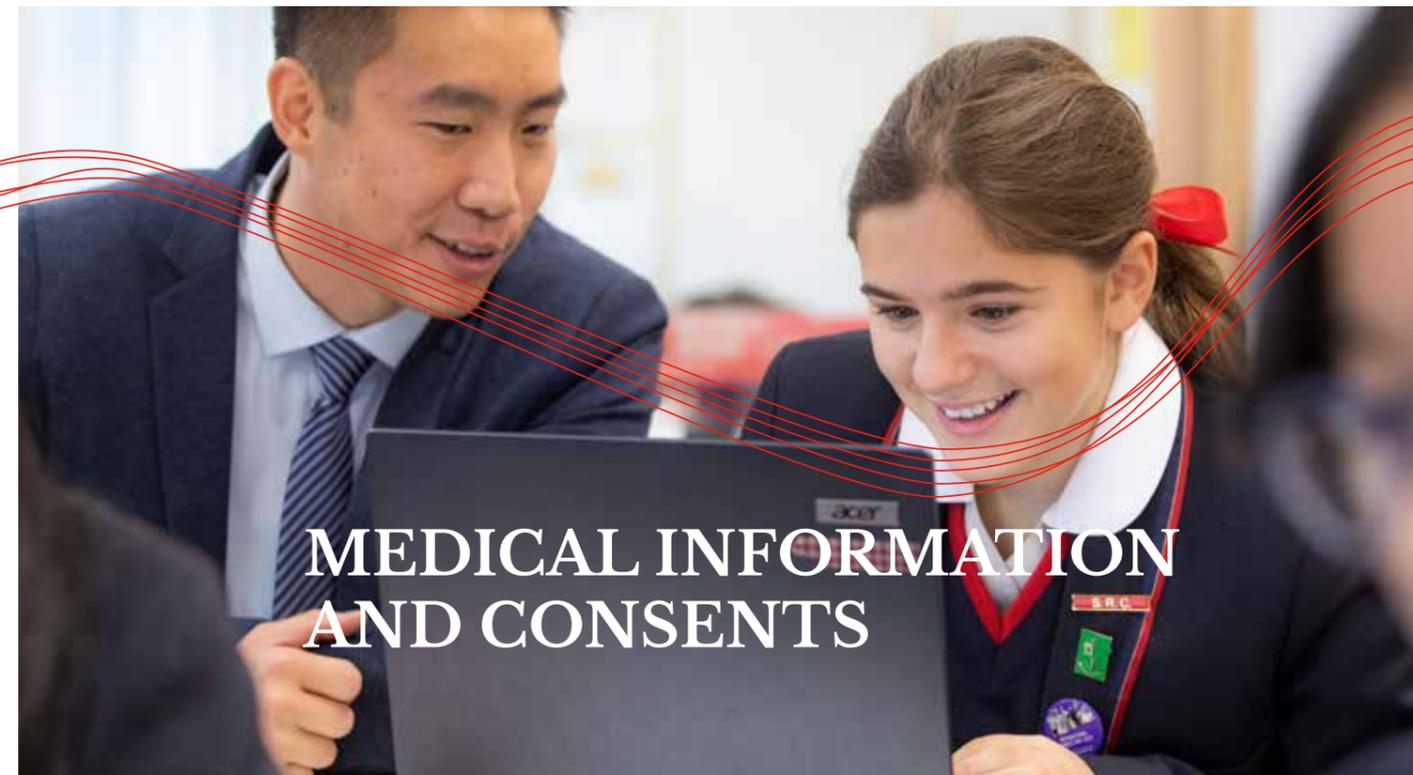
Cordis is an annually produced, printed magazine that records the life of the College and is distributed to members of the College community. It is expected that all students' names and photos will be included in Cordis unless the parent/carer notifies the College in writing.

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. 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 recorded by the parent/carer.
- 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 and/or Year Level Leader.

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





ATTENDANCE

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. 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

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 and requires principal approval. 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.



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 good condition and fitted as designed. Please label all clothing with the student's name.

All College uniform items, except for hair items, footwear and belt are purchased from Academy Uniforms online at 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, 2025 VIP nights are:

- Monday 2 December 2024 3pm - 8pm
- Tuesday 3 December 2024 3pm - 8pm
- Wednesday 4 December 2024 3pm - 8pm
- Thursday 5 December 2024 3pm - 8pm

COLLEGE SUMMER UNIFORM (TERMS 1 AND 4)

The College summer uniform consists of compulsory items and two clothing options:

COMPULSORY ITEMS	
Blazer	College socks
Jumper	
OPTION ONE	OPTION TWO
Summer dress (length below knee)	Short sleeve shirt
	Summer shorts
	Navy/black belt
ACCESSORIES	
Red/navy hair ribbon or scrunchie (Years 7 -11)	
White hair ribbon or scrunchie (Year 12 only)	

COLLEGE WINTER UNIFORM (TERMS 2 AND 3)

The College winter uniform consists of compulsory items and two clothing options:

COMPULSORY ITEMS	
Blazer	Long sleeve shirt
Jumper	
OPTION ONE	OPTION TWO
College skirt (length below knee)	College winter pants
Navy blue woollen tights or College socks	Navy/black belt
	Navy socks
ACCESSORIES	
Scarf	
Red/navy hair ribbon or scrunchie (Years 7 -11)	
White hair ribbon or scrunchie (Year 12 only)	



SPORT AND PHYSICAL EDUCATION UNIFORM

COMPULSORY ITEMS

House polo shirt *	Soft shell jacket
College polo shirt (short or long-sleeved)#	Rugby top
PE short (mid-thigh in length)	Cap (worn in all outside classes in Terms 1 and 4)
Trackpants	College sports socks

Optional: puffer vest

* The House polo shirt is to be worn for all House competitions and may be worn for PE lessons and other House activities.
 # The College polo shirt may be worn for PE lessons and is required for representative sports or when stipulated for offsite activities.

REQUIRED FOR REPRESENTATIVE SPORT

Sports bag	College polo shirt
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FOOTWEAR

Students are to wear flat heeled black leather **lace up** school shoes with the summer and winter College uniforms.

Appropriate running shoes are to be worn with the PE uniform.

SCHOOLBAG

College schoolbag is compulsory. Students may choose backpack or trolley bag version.

UNIFORM EXPECTATIONS:

- The College jumper may not be worn to or from school without the blazer.
- 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.
- Plain navy-blue gloves may be worn with the winter uniform.
- 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) the item is not to be visible. 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 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 good condition. Uniform expectations details are provided in the Student Planner.





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 stop for several bus routes. As Oakleigh is a premium station it is staffed and has toilet facilities and enclosed waiting areas.

You can utilise the Journey Planner tool on the PTV website to help you to determine the best public transport options with your child (www.ptv.vic.gov.au/journey).

Sacred Heart Girls' College students are issued with a PTV approved school student ID card. This entitles students to travel on student passes or concession fares.

TRAFFIC MOVEMENT IN AND AROUND THE COLLEGE

Parking at Sacred Heart Girls' College is limited to staff, and 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.
- Only 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.



CANTEEN

The College canteen 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 College canteen, 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 or access the volunteer form in the Parent Access Module the volunteer form in Parent Access Module.



**SACRED HEART
GIRLS' COLLEGE**

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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.

