



*Our Lady of the Sacred Heart
Elmore*

Parent

Handbook

2025

*Our Lady of the Sacred Heart Primary School acknowledges
the Dja Dja Wurrung People as the Traditional Owners of the
land on which the school was built.
We pay our respects to Elders past, present and emerging.
We commit ourselves to actively working alongside
Aboriginal people for reconciliation and justice.*

A Word from the Principal

Dear Families,

Welcome to Our Lady of the Sacred Heart Primary School, Elmore!

Our school is rich in tradition and has played a significant role in the lives of many local people who have walked through our doors and experienced the wonderful OLSH community where educational excellence and caring for the whole child is at the heart of all that we do.

At OLSH, we are committed to providing every child with the skills and knowledge that will positively shape their future. We believe that school should be a place where students are affirmed, challenged and encouraged to exceed their potential. Our goal is for our children to flourish and leave school as compassionate and courageous people who have a strong belief in their ability to contribute positively to the world.

As a Catholic school, we are committed to following in the footsteps of Jesus and the teachings of our Catholic faith tradition. We are part of the Catholic Diocese of Sandhurst, with Fr. Ashley Caldow leading our parish community. Our staff are passionate about the impact we have on our students' lives. We recognise the great privilege of partnering with parents and the broader community in shaping students' lives. We believe that by working together and fostering respectful and positive relationships, coupled with appropriate challenges, everyone can learn and grow.

Our children will receive our best efforts each and every day to help them reach their full potential. Our staff are committed to using the best evidence-based teaching methods and providing learning opportunities that support our students' full development – academically, physically, emotionally, socially and spiritually. We are dedicated to continuous learning and growth, both for ourselves and for the children we have the great honour of working with.

Thank you for choosing OLSH Elmore to partner with you in helping your child be their best. Communication is key to a successful relationship, so please know you are always welcome at OLSH and we value your feedback, collaboration and the trust you place in us to educate and care for your child.

Warmest regards,

Lisa Hitchcock
Principal



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Vision & Values

Identity Statement

Our Lady of the Sacred Heart School is a community that is learning and living in the tradition of the Daughters of Our Lady of the Sacred Heart.

Vision Statement

We believe that Our Lady of the Sacred Heart School is a community in which:

- The OLSH story and traditions and the Gospel values are integral to our identity and principles
- The care, safety, wellbeing and inclusion of all children is central to our purpose
- Our community builds partnerships between students, parents and staff
- We educate the whole child in an engaging learning environment in which teamwork and collaboration are central to students reaching their potential
- All children have the opportunity to learn in a nurturing and stimulating environment
- Learning and teaching is fundamental to building independent and motivated learners.
- Our teachers are active, passionate and engaging

Democratic Principles

Our Lady of the Sacred Heart School is committed to delivering programs and teaching in a manner that supports and promotes the principles and practice of Australian democracy.

- We believe in an accountable, democratically elected government
- We respect and observe the rule of law and believe that no person is above the law
- We believe in equal rights for all before the law
- We believe in the freedom of religion and the need to practice tolerance and understanding of others' beliefs
- We believe in the freedom of speech and freedom of association, but also acknowledge that we have the responsibility not to abuse this freedom
- We believe the values of openness and tolerance and value and respect all members of the school community regardless of background.

Graduate Outcomes

Our Lady of the Sacred Heart School seeks to educate students to be:



We are committed to learning for all



We believe that every child has the opportunity to learn

We expect nothing less than personal best.

We will set goals for learning.

We will make learning visible.

We will welcome, support and include all.

We will respond to individual student needs.

We believe students are at the centre of all learning

We strive to achieve more than one year's growth in one year's time for every single learner.

We will challenge our students and expect growth.

We will know our learners.

We will enable capable, confident, and reflective learners.

We will own our learning.

We will make learning our priority.



We believe students have different styles of learning and learn best when challenges build on existing knowledge.

We teach to empower students to become confident and creative learners.

We will always plan for learning rather than content.

We will understand that mistakes are part of a successful learning journey.

We will encourage students to be risk takers and try new things.

We understand ourselves as individuals who learn from each other in many different ways

We work together to achieve common goals, through open and trusting relationships.

We will listen to student voice in the learning.

We will celebrate achievements and differences.

We will learn from each other

We will provide opportunities for students to work together and support one another.

We will encourage students to community positively with and actively listen to their peers.



We are  People who TOUCH the  of others

General Information

Parish Priest

Fr Ashley Caldwell

Principal

Mrs. Lisa Hitchcock

Location

32 Jeffrey Street
Elmore VIC 3558

Contact Details

Phone: (03) 5432 6254
Email: principal@olshelmore.catholic.edu.au
Website: www.olshelmore.catholic.edu.au

Office Hours (during school terms)

Monday – Thursday 8.30am – 4.30pm
Friday (alternating) 8.30am – 4.30pm

2025 School Terms

Term 1

Tuesday 28th January (staff) -
Thursday 30th January (grades 1-6) Friday 4th April
Friday 31st January (Foundation students)

Term 2

Monday 28th April - Friday 4th July

Term 3

Monday 21st July - Friday 19th September

Term 4

Monday 6th October - Tuesday 16th December

2025 Public Holidays

Monday 27 th January	-	Australia Day
Monday 11 th March	-	Labour Day
Friday 18 th April	-	Easter Monday
Monday 21 st April	-	Good Friday
Friday 25 th April	-	ANZAC Day
Monday 9 th June	-	King's Birthday
Friday 26 th September	-	AFL Grand Final Public Holiday
Tuesday 4 th November	-	Melbourne Cup Day

School Times

School Starts	-	8.55am
First Break	-	11.00am – 11.30am
Eating Time	-	11.30am – 11.45am
Second Break	-	1.45pm – 2.15pm
Eating Time	-	2.15pm – 2.30pm
Dismissal	-	3.25pm

School Staff

School Staff for 2025

Principal

Lisa Hitchcock

Religious Education Leader

Denise Nihill

Learner Diversity Leader

Lisa Hitchcock

Year F/1 Class Teacher

Kimberly Portwine

Year 2/3/4 Class Teacher

Lizzy Forbes

Year 5/6

Denise Nihill

Science

Lisa Hitchcock

Health and Physical Education

Ellie Hayes

Performing Arts

Matthew Mann

Learning Support Officers

Sandra Price

Administration

Nerida Murray

Jannah Donaldson

ICT Support

James Graco

Learning & Teaching

Curriculum

Our Lady of the Sacred Heart School develops our curriculum based on the Victorian Curriculum and Assessment Authority (VCAA) Victorian Curriculum F – 10 Version 2.0.

In addition, Religious Education is also taught across all year levels. The RE Curriculum is based on the CES Ltd Religious Education curriculum - Source of Life 2020.

Learning Areas

English

Mathematics

Religious Education

Health & Physical Education

Languages

The Arts

Humanities

Science

Technologies

Critical & Creative Thinking Capabilities

Ethical Capabilities

Intercultural Capabilities

Personal & Social Capabilities



Learning & Teaching at OLSH

We acknowledge that all members of our school community will flourish when they are part of an environment that supports the whole person and their internal motivational needs of autonomy, connectedness and competency. In other words, it is critically important that staff and students of OLSH feel that they are empowered in their learning choices, that we feel connected, are in close relationship with one another and that we can clearly see how we are growing and improving in the various areas of school life.

At OLSH, we are committed to providing the best possible learning experience for the students of our school. Our staff are on a journey to bring Magnify Sandhurst to life by the learning experiences we provide for our learners, are embedded in practices that have the greatest possible positive impact on student learning, wellbeing and engagement. We use evidence gleaned from research, and from our own professional knowledge and experience, to ensure that our students are constantly exposed to learning and teaching strategies designed to continuously move them on an upward learning trajectory.

Our educators utilise their knowledge and understanding of how we learn (Science of Learning – neuroscience, education and psychology) to support our learners to understand how they learn, that learning is something that requires focus and effort, that the methods our teachers implement are based on the Science of Learning, that mistakes can be valuable learning experiences and that to retain what we learn we need to return to it multiple times throughout the our academic year.

Our staff understand that different students require different levels of learning and teaching to help them succeed. We also understand that when a child is successful this drives their motivation to be successful again in the future. Whilst not all children are at the same level at the same time, every student is capable of advancing their learning throughout the course of each school term.

What we know about learning is growing significantly through advances in research, techniques and technologies that help us delve deeper into the brains and minds of learners as they learn. At OLSH, we are committed to keeping up to date with research so that our learners continue to learn, grow, become the best they can be and flourish in all aspects of their lives.

Assessment & Reporting

Our Assessment & Reporting policy focuses on what children learn and the way they learn. We aim to provide information to parents, children and teachers in a clear and concise manner.

- **Learning Conversations:** We aim to hold Learning Conversations at the beginning of Term 1 and Term 3. These meetings are an important tool to review students' progress and set learning goals for the coming semester.
- **Written Reports:** Reports are distributed at the end of Term 2 & 4. These reports contain vital information on what has been achieved in the previous 6 months and outline the progress that has been made.
- **SeeSaw:** The SeeSaw app is a simple way for teachers and students to record and share what's happening in the classroom. At the end of each term our teachers upload mathematics & English work samples to demonstrate student progress.
- **Parent Meetings:** Parents are welcome to make appointments outside of scheduled Learning Conversations to discuss their child's progress. Please contact your child's classroom teacher to make an appointment as a mutually acceptable time.

Programs

Swimming & Gym

All students from Foundation – Year 6 participate in a swimming and gym classes for 4 consecutive weeks in Term 4.

Sporting Opportunities

Students participate in a number of sporting events such as athletics, cross country and swimming, as well as team sports including football, soccer and netball. These events are often held in conjunction with other schools in the Government Schools Campaspe Cluster. We also access the Federal Government's Sporting Schools to provide specialist sporting coaching opportunities in sports such as, volleyball.

Camps & Excursions

At OLSH, every child will have the opportunity to take part in the excursion programme. Most excursions are covered by the levies paid by families.

Students from Year 3 – 6 participate in camp along with other students in the Government Schools Campaspe Cluster. All students are encouraged to attend their respective camps. These camps are at an additional cost to the school fees and levies. Please discuss any concerns with your child's teacher.

Year 3 & 4 – 2 nights – Billabong Camp, Echuca

Year 5 & 6 – 4 nights – Capital Country Holiday Park, Canberra

Library

Each week all students have the opportunity to access the school library where they can select books to read at their leisure that align with their personal interests. Our library is well stocked with a range of both fiction and non-fiction texts.

School Garden

Where children can experience and learn about the benefits of planting, growing and harvesting. This programme is facilitated with the help of student leaders and volunteers.

The Arts

The Arts are a vibrant and essential part of our curriculum, offering students rich opportunities for creative expression, skill development and personal growth. Aligned with the Victorian Curriculum, our Arts program includes Music, Visual Arts, Dance and Drama, allowing students to explore their creativity while building confidence and collaboration skills. From Foundation to Year 6, students engage in hands-on experiences that nurture imagination and artistic thinking. We have passionate educators who utilise our amazing resources and facilities to develop and inspire our students' creativity and imagination.

In addition to classroom-based learning, students in Years 2–6 have the exciting opportunity to participate in our school band program, where they have an opportunity to learn to play a variety of instruments including acoustic guitar, electric guitar and bass guitar, drums, keyboard and more. Our band is supported by professional equipment such as sound systems and amplifiers, giving students real-world music experience and the chance to perform for the school and our community.

Through The Arts, we aim to inspire a lifelong appreciation for creativity and self-expression, while helping students discover new talents and passions.



School Fees

In 2025 the school fees and the curriculum levy have both increased by 3% in line with the Educational Consumer Price Index (CPI). All fees and levies have been reviewed and endorsed by your School Advisory Council. School fees can be paid annually or through a number of instalment options. School fee relief is available to support families to pay their fees.

We have decided again not to charge our families the Capital & Maintenance Levy. This may change in the coming years. The School Fee is charged per family and is tiered for 1 and 2+ families. Student Levies are charged per student and are structured according to year level. They include: a Curriculum & Information Communication Technology (ICT) Levy and a Camp, Sport, Excursion & Other Levy.

Catholic Education Sandhurst Ltd (CESL) is pleased to inform Primary School families holding a valid Health Care Card (HCC) that you are eligible for a significant reduction in school fees for the 2025 school year including all fees and levies. The discount will be automatically applied to your school fee account once you provide a copy of your HCC to the school office, complete a CSEF form, and set up a direct debit arrangement. If you've already submitted your HCC, completed the CSEF form, and have a direct debit in place, no further action is needed — the discount will be applied automatically.

We understand that many families have varying circumstances and in response to the rising cost of living expenses, we are committed to supporting those who need additional assistance.

Please be assured that this support is provided to ensure all students have the opportunity to thrive in our school community. If you have any questions or need further clarification, please contact the school office.

FAMILY SCHOOL FEES STRUCTURE		
	1 student family	2+ student family
School Fees	\$1,345.00	\$1,528.00
Capital & Maintenance Levy	0	0
Total	\$1,345.00	\$1,528.00

STUDENT LEVY STRUCTURE							
	Prep	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Curriculum Levy	\$296.00	\$296.00	\$296.00	\$296.00	\$296.00	\$296.00	\$296.00
ICT Levy	\$103.00	\$103.00	\$103.00	\$103.00	\$103.00	\$160.00	\$160.00
Camp, Sport, Excursion & Other Levy	\$129.00	\$129.00	\$129.00	\$180.00	\$180.00	\$180.00	\$180.00
Camp – Estimated cost				\$300.00	\$300.00	\$660.00	\$660.00
Total	\$528.00	\$528.00	\$528.00	\$879.00	\$879.00	\$1,296.00	\$1,296.00

Allowances

Conveyance Allowance

The Conveyance Allowance may be available for families who live more than 4.8km from this or any other Catholic School, and/or who live 4.8km from the closest free country school bus stop and drive their child/ren to school. Please contact the school if you think you may be eligible for this allowance

Camps, Sports & Excursion Fund (CSEF)

Families who hold a current Pension or Healthcare Card are asked to apply for this funding as it helps the school to cover the costs of travel and sporting activities that occur during the year, not just the scheduled camps for Grades 3 to 6. If you have applied in past years, your student will remain funded while your card is active. Any new students will need to be included in a new application. Please see the school office for a form.

Healthcare Card Holders

Families who are eligible for a current Pension or Healthcare Card may qualify for further fee assistance and are asked to contact the office. The maximum School Fees for Healthcare Card holders is \$10 a week or \$520 annually.



School Uniforms

All OLSH uniform items are available for ordering at Hip Pocket Echuca. Please contact Hip Pocket directly for a current price list or to order. School uniforms can be ordered any time by calling Hip Pocket on (03) 5480 1027 or by visiting Hip Pocket at 173 Pakenham Street, Echuca.

Summer Uniform

Blue & White Check Dress **OR** Navy Shorts & Dark Blue OLSH polo shirt

Navy OLSH Jumper (Rugby, Hoody or Fleece)

Black Leather Boots/Shoes

Navy or White Socks (above the ankle)

Navy OLSH School Hat

Winter Uniform

Navy pants

Dark Blue OLSH polo shirt (a navy long sleeve can be worn underneath the polo in cold weather)

Navy OLSH Jumper (Rugby, Hoody or Fleece)

Black Leather Boots/Shoes

Navy or White Socks (above the ankle) **OR** Navy Tights

Knitted OLSH beanie

Sports Uniform

Navy Shorts or Track Pants

Dark Blue OLSH polo shirt (a navy long sleeve can be worn underneath the polo in cold weather)

Navy OLSH Rugby Jumper

Sneakers

White Socks (above the ankle)

Navy OLSH School Hat (Term 1 & 4)

Things to consider

- Please make sure your child's property is clearly marked with his/her name
- Jewelry is not permitted. Earring should be plain studs or small sleepers.
- Hair that is shoulder-length or below must be tied back.
- Hair accessories are not encouraged



Parental Involvement

School Advisory Council

The School Advisory Council is made up of a group of parents and the principal. One meeting is held each term.

Volunteering

Our Lady of the Sacred Heart is a Child Safe School. We promote the safety, wellbeing and inclusion on all children. OLSH encourages parental involvement, and in line with Ministerial Order 1359, we adhere to the Child Safe Standards and ask that all school volunteers:

- Complete a Volunteer Application form
- Sign & agree to the School Code of Conduct
- Provide a copy of a valid Working with Children Check
- Participate in an induction interview or meeting (if requested)

Fundraising

The OLSH parent community work together to assist the school to provide the best resources for their children. Additional school funds are often sourced through our fundraising efforts. Fundraising at OLSH is mainly comprised of our volunteer efforts at the Elmore Field Days and the Elmore Charity Ball.

Strong community and parent support at these two events will often meet our entire fundraising budget for the year.



Parent Information

Attendance

Absences

All students are expected to attend school each day. If your child is going to be absent for any reason, please notify the school as soon as possible. Where possible, appointments should be made outside school hours to minimise missed class time.

Notification to the school can be made by phone or by entering a Parent Notified Absence on PAM/Simon Everywhere. Parents/guardians will be contacted after 9:30am if no notification has been received. Should the school be unable to contact the parent/guardian, emergency contacts may be contacted to verify the location of the student.

Late Arrival/Early Departure

Children arriving late to school or being picked up early must be signed out at the school office by an accompanying adult. If the office is unattended, the accompanying adult must make contact with the classroom teacher.

Arriving at School

Supervision begins at 8.30am, students should not arrive prior to this time unless arrangements have been made with the principal. Bus students will be supervised from the time their bus arrives each day.

Children are encouraged to be at school prior to 8.55am. This gives children the opportunity to prepare for their learning, meet with friends and get settled before teaching time starts.

Dismissal

Students are dismissed at 3.25pm. When collecting your child, you are asked to wait outside the front of the school. Students will not be allowed to move from the front of the school if staff cannot see their parents unless the school has been notified of alternate pickup arrangements.

Students who catch the late bus will be supervised until their bus arrives.

Any changes to end-of-day pick-up and travel arrangements for students should be communicated by families to the school with a phone call to 5432 6254.

Enrolments

Prospective parents are encouraged to contact the school at any time to discuss education options for their child.

Parents wanting to enrol at child at Our Lady of the Sacred Heart Elmore should complete an Application for Enrolment Form and return it to the school along with a copy of the child's Birth Certificate, Immunisation History Statement, and Baptism Certificate (if applicable).

Upon receipt of an application for enrolment, the Principal will make an enrolment decision, considering the school's enrolment capacity, the enrolment priority criteria and the school's ability to meet the education needs of the student. The Principal (or nominee) will notify the family of the outcome of the enrolment decision as soon as practicable.

Families who enrol their children at Our Lady of the Sacred Heart Elmore do so on the understanding that they respect and agree to support the Catholic identity, ethos and mission of the school and acknowledge the importance of religious education for their children. All students, including those of a non-Catholic background, will be expected to participate in all religious activities (except the receiving of Sacraments).

Foundation enrolment age requirements: A child is eligible to enrol in Foundation for the school year in which they turn five, if their birthday falls on or before 30th April. However, parents may choose to have their child start school the following year. Students whose birthday is after 30th April will be eligible to enrol the year following their fifth birthday.

Lunch Orders

Lunch Orders are available on Thursdays in partnership with the Elmore Bakery.

A Lunch Order menu is supplied to the school. Only items on the Lunch Order menu can be ordered for school lunches. Orders are placed by writing your child's name and class on an envelope along with their order. Payment is to be enclosed. Small coins can slip out the top of envelopes, so we recommend that you seal or fold them up. Please note that change cannot be given.

Medication

Staff at Our Lady of the Sacred Heart are unable to administer ANY medication to a student without authorisation from the prescribing medical practitioner or pharmacist.

All parent requests for the administration of prescribed medications to their child must be in writing on a Medication Authorisation Form (available from the school website or office) and must be signed by the prescribing medical practitioner or pharmacist.

The form must include the name of the student, dosage and time to be administered. All medications must be provided in their original packaging including pharmacy label.

For the administration of asthma reliever medication (Ventolin, Asmol etc.) an Asthma Action Plan, completed and signed by a medical practitioner, takes the place of the Medication Authorisation Form.

Newsletter

A school newsletter is created and distributed each week on a Wednesday. The newsletter is a vital form of communication between the school and home, and we ask that parents take the time to read it.

The newsletter is sent out via email and is available on the school website.

School Bus

There are 2 school buses that provide transport for students from OLSH. These buses are coordinated by the Government School Bus Management System and the corresponding public school (Rochester Secondary College & Elmore Primary School). More information about applying to catch one of these buses is available from the school office.

SIMON

Our Lady of the Sacred Heart utilises SIMON for many day-to-day operations of the school including attendance monitoring, excursion permissions, medical profiles and school reports.

The *Parent Access Module* (PAM) of SIMON (and its partner app *SIMON Everywhere*) enables parents to access the above functions. Families will be provided with a log in for PAM upon enrolment of their first child at OLSH. This login will remain the same for the entirety of your time with us.

Outside School Hours Care

OSHClub is an after-school care program running each afternoon at Elmore Primary School. Students at OLSH are able to attend OSHClub and are transported to Elmore Primary School by bus at the end of the school day.

For more information about OSHClub at Elmore Primary School, visit <https://www.oshclub.com.au/vic/elmore-primary-school/>

School Exclusion Periods

As per the Victorian Department of Health & Human Services, the following conditions have minimum exclusions periods from school. **The following conditions must be notified to the school as soon as possible.**

Conditions	Exclusion Period
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children
Conjunctivitis	Exclude until discharge from eyes has ceased
Diarrhoeal illness	Exclude until there has not been vomiting or a loose bowel motion for 24 hours
Hand, Foot and Mouth disease	Exclude until all blisters have dried
Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible
Impetigo (school sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing
Influenza and influenza like illnesses	Exclude until well
Measles	Exclude for at least 4 days after onset of rash
Meningitis	Exclude until well
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed
Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)
Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well