

College Handbook 2025



Learn. Care.
flourish

Welcome to Sacred Heart College

*“The blessing of unity still dwells amongst us
– and oh what a blessing –
it should make all things pass into nothing...
This is the spirit of the order indeed –
the true spirit of Mercy – flowing on us”*

Catherine McAuley
Letter to Elizabeth Moore
April 12, Easter Monday, 1841

As highlighted in the quote above (written by Catherine McAuley, foundress of the Sisters of Mercy, to her best friend, Elizabeth Moore), Sacred Heart College is a Catholic school in the Mercy tradition. The Mercy charism brings a contemporary lens to the life and words of Jesus of Nazareth, whose story is the foundation to our school.

The core business of any school is learning. Growing young people into the best human persons they can be. At Sacred Heart, your students will have a vast number of learning opportunities in and out of the classroom. The most valuable asset in our school is not our grounds and facilities (although they are amongst the best in the district), rather it is our teachers. They are passionate, caring and innovative educators committed to personalised and engaging learning programs.

We hope this handbook assists you in becoming familiar with the Sacred Heart College community. It will provide you with basic information and details of where you can find out more.

Learn, care, flourish.



Dr Darren Egberts
PRINCIPAL

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Our Heritage

Sacred Heart College was founded by the Sisters of Mercy in July, 1889 as a Secondary School with 24 pupils. It was originally called St Thomas Aquinas' Secondary School. In August a boarding school was opened. The original site was on the corner of Wedge and Yaldwyn Streets. In 1907 the school moved to the present site. The chapel was added in 1926 and the school became Sacred Heart Ladies' College (despite the fact that there were still some male pupils). In 1973 the College returned to being coeducational. The College celebrated its Centenary in 1989.

The College is a community of students, teachers and parents within the Kingdom of God with Christ as its centre and focus. It strives for the total development of the human and spiritual faculties of its members who, in response, are inspired to commit themselves to serve God and others and make the world a better place in which to live.

We are a Catholic College in the Mercy Tradition. We are responsible for living out the Mercy Education Values of Compassion, Justice, Service, Courage, Hospitality and Respect in all that we do.

[College History](#)



Our Mission

Sacred Heart College Kyneton is a Catholic Coeducational Secondary School in the Mercy Tradition where students thrive in a vibrant learning and caring community.

Our Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will retain a lifelong love of learning as global citizens.

We are a Catholic College in the Mercy Tradition

We are part of this College Community and what we do makes a difference. As members of this community we commit to living out the Mercy Education Values of Compassion, Justice, Service, Courage, Hospitality and Respect in all that we do.

When we fail in this commitment we will make amends, take responsibility and accept reasonable consequences with humility. We also see these times as an opportunity for learning and growth.

Guiding Values

We commit to the Mercy values and demonstrate them in the following ways:



Respect

Year 7 - Respect

We value everyone in our community
We abide by the rules and the expectations of the College with dignity.



Compassion

Year 8 - Compassion

We listen empathetically. We consider all points of view and act in a considered and appropriate manner.



Hospitality

Year 9 - Hospitality

We welcome all and celebrate diversity. We share our gifts freely and support those in need.



Justice

Year 10 - Justice

We are balanced and impartial. We are non-discriminatory and work to forge strong relationships within our community.



Service

Year 11 - Service

We are responsible to our community. We offer our assistance freely and with humility and grace.



Courage

Year 12 - Courage

We are honest and brave. We act with integrity to challenge ourselves and others.

Governance

Mercy Education Limited (Mercy Education) is an incorporated ministry of the Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG), charged with operating all educational ministries for which the Institute has sole sponsorship. Mercy Education is one of the many works operated by the Institute throughout Australia and Papua New Guinea. Mercy Education will operate at all times as part of the mission of the Catholic Church in conformity with canon law, and in strict conformity with the ethical framework of the Institute as determined by the Institute Leader and Council from time to time.

Mercy Education is the Employer of the Principal and staff of the Mercy colleges. The existence of Mercy Education gives strength, support and solidarity to each of the member Mercy schools and its community.

[College Governance](#) 

Strategic Direction 2022 - 2025

In 2021 and 2022, Sacred Heart College developed a new Strategic Plan that includes a set of ten strategic commitments across all of the key areas of the school. These aspirational statements serve as the foundations for the College’s growth over the next four years.



[Strategic Direction](#) 

Our College

Leadership Structure 2025

Principal	Dr Darren Ebgerts	principal@shckyneton.catholic.edu.au
Deputy Principal - Student Wellbeing	Ms Haley Galloway	hgalloway@shckyneton.catholic.edu.au
Deputy Principal - Learning and Teaching	Mr Sam Weir	sweir@shckyneton.catholic.edu.au
Director of Faith and Mission	TBC	
Director of Staff	Ms Peita Rocard	procard@shckyneton.catholic.edu.au
Business Manager	Mr Matthew Shaw	mshaw@shckyneton.catholic.edu.au
Head of Junior School	Mr Matt Carroll	mcarroll@shckyneton.catholic.edu.au
Head of Senior School	Mr Paul Matthews	pmatthews@shckyneton.catholic.edu.au
VCE Coordinator	Ms Jodie Wattie	jwattie@shckyneton.catholic.edu.au
Year 7 Level Leader	Ms Kellie Boorman	kboorman@shckyneton.catholic.edu.au
Year 8 Level Leader	TBC	
Year 9 Level Leader	Ms Angelica Violante	aviolante@shckyneton.catholic.edu.au
Year 10 Level Leader	Ms Carmen Stehle	cstehle@shckyneton.catholic.edu.au
Year 11 Level Leader	Mr Anthony Diamond	adiamond@shckyneton.catholic.edu.au
Year 12 Level Leader	Ms Victoria Young	vyoung@shckyneton.catholic.edu.au

Term Dates

Term 1	Monday 3 or 4 February to Friday 4 April Years 7,10 and 12 Commence Monday 3 February Years 8,9 and 10 Commence Tuesday 4 February
Term 2	Wednesday 23 April to Friday 5 July (Easter Public Holiday Monday 21 April – Student Progress Interviews Tuesday 22 April)
Term 3	Tuesday 22 July to Thursday 18 September (Staff PL Day Monday 21 July & Friday 19 September Student Free Day)
Term 4	Monday 6 October to Friday 5 December (Years 10 & 11 finish on 4 December – Years 7, 8 & 9 finish 5 December)

Calendar

The College calendar can be found in PAM and also on the College website.

[Website Calendar](#)



Bell Times

Warning Bell	8:45		
Home Room	8:51	to	9:05
Period 1	9:05	to	10:14
RECESS 1	10:14	to	10:40
Warning Bell	10:35		
Period 2	10:40	to	11:49
RECESS 2	11:49	to	12:15
Warning Bell	12:10		
Period 3	12:15	to	1:24
LUNCH 1 st Half	1:24	to	1:49
LUNCH 2 nd Half	1:49	to	2:15
Warning Bell	2:10		
Period 4	2:15	to	3:24
Dismissal	3:24		

Faith and Mercy@Work

Assemblies / Masses

College assemblies and liturgies are an implicit and explicit part of the education at Sacred Heart College. They are designed as part of the faith and spiritual development of the students.

All students of the College community are required to attend these assemblies / liturgies.

Throughout the school year, the College gathers to celebrate Mass. Parents and friends are welcome to celebrate these liturgies with the College community. Students are required to attend in full school uniform, including blazer.

Social Justice

Our Mercy@Work program provides opportunities for students to realise and explore issues of Social Justice in our local and global communities.

As a community committed to building a world of Mercy, we respond to issues of social and environmental concern at local, national and international levels. In their time at the College, students are offered regular opportunities to take part in actions of social outreach and environmental stewardship. Please click here to see representative actions from recent years.

[Faith and Mercy@Work](#) 

Student Wellbeing

As an integral element of an inspiring and rewarding education, Sacred Heart College offers a responsive student pastoral care program. We nurture students in a safe environment, to become confident and independent young adults. We acknowledge that all students grow and develop differently, which is supported by our structures and programs.

Child Safe

Sacred Heart College is committed to promoting the safety, wellbeing and inclusion of all children.

To access more information on Child Safe, please access the College Website

[Child Safe](#)



[Information Sheet:](#)

[Feeling Safe: For Secondary School](#)

[Students](#)



Respectful Relationships - Anti Bullying Policy

- The Sacred Heart College Community considers bullying and harassment unacceptable behaviour. In line with our Mercy Values, our aim is to eradicate bullying
- Students who are bullied, or who witness bullying, should report such incidents to either their Homeroom Teacher or their Year Level Leader/Head of School
- They can also approach the College Wellbeing Team for assistance
- Our main aim is to eliminate the occurrence of these inappropriate behaviours through education, however, strategies have been put in place to give appropriate and effective consequences for those who continue to bully and harass others
- The College's Respectful Relationships – Anti Bullying Policy expands on our expectations of our students stated above. These policies are available on the College website

Parent Code of Conduct

Mercy Education is committed to providing a supportive and inclusive environment in which it holds the safety and wellbeing of individuals as a central and fundamental responsibility.

Mercy Education Limited (Mercy Education) welcomes and values the active engagement of parents and the wider school community to assist and nurture the care of all children in its care.

The Mercy Education Parent Code of Conduct encourages the development of effective and positive relationships within its school communities. It expects that parents and the wider school community will embrace the Mercy values of Compassion, Justice, Respect, Hospitality, Service and Courage, and respect its traditions and practices.

Each Mercy Education school adopts the MEL Parent Code of Conduct for its school community.

Policies

All College policies are available on the website. These include Mercy Education Codes of Conduct and College Policies.

[College Policies](#) 

Cyber Safety

To learn more about the online environment and keep up to date on the use of technology for children, see the Office of the eSafety Commissioner's information for Parents.

[eSafety](#) 

Wellbeing Team and Obtaining Support

Student Wellbeing at Sacred Heart College Kyneton is seen as the state of good mental health, whereby students have the self regulation and emotional resilience to perform well academically, feel connected to others, enjoy healthy relationships and contribute responsibly to their communities.

Please click the link to access the College Website where you can read about our Wellbeing Team and how to obtain support.

[Student Wellbeing](#) 

General Statement

School procedures are necessary to enable the College to function effectively for the benefit of all involved. All members of the College Community are expected to show:

- Respect and care for oneself as an individual within the community
- Concern for the welfare of others, their rights, feelings and opinions
- Care for and sensible use of property

Health Centre/First Aid

Students who are unwell will be sent to First Aid by their teacher. First Aid will be rendered, after which the student will either remain in First Aid or return to class. Students unable to return to class will be sent home after contact has been made with a parent, or an emergency contact who is able to care for them. Students are NOT permitted to contact their parents themselves to collect them from the College when they are unwell. Parents should not send students who are already unwell to the College. Parents will receive an email notification of their child's presentation to First Aid. Parents are encouraged to contact the College if they have any concerns regarding the notification.

Medications

The College will not supply over-the-counter medications (e.g. Paracetamol or Mylanta) to students. An exception may occur during camps, excursions or tours, when a student may require short-term relief from an ailment or injury and a parent, guardian or medical practitioner is not readily available to administer the medication.

- The College will only assist in the administration of over-the-counter or prescribed medications at the request of a student's parents/guardians. A parent or guardian must complete a Medical Authority Form authorising staff to assist with or supervise the student's administration of any medication. This is available on the College website under Our College /Policies and Forms. The completed Medical Authority Form is to be uploaded to the students PAM Medical Profile. The medication is to be clearly labelled and in its original packaging. The medication is stored and administered from First Aid. Students are not permitted to keep any medications in their school bags.
- SHC takes its responsibilities with students with asthma very seriously. It is important to have up to date information about the management of student's asthma. An Asthma Management Plan needs to be completed annually for students with Asthma and/or if treatment changes. It needs to be completed in consultation with and signed by the student's Medical Practitioner and uploaded to the student's PAM Medical Profile. Parent cooperation in having these forms completed, and uploaded promptly, is crucial.

[Medical Authority Form](#) 

Anaphylaxis

The College must fully comply with Anaphylaxis Ministerial Order 706 and the associated Guidelines published by the Department. It is the responsibility of the parent to:

- provide the ASCIA Action Plan;
- inform the College in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan;
- provide an up-to-date photo for the ASCIA Action Plan when that Plan is provided to the School and when it is reviewed;
- provide the College with an Adrenaline Auto injector that is current and not expired for their child.
- Ensure their child is supplied with an Adrenaline Auto Injector to be carried to and from College in their backpack.


The College will develop an Individual Anaphylaxis Management Plan and it will be in place as soon as practicable and where possible, before their first day of school.

[Anaphylaxis and Asthma Policies](#) 

Parent Engagement Partnership

The aim of the Sacred Heart College Parent Engagement Program is to strengthen the collaboration between school, families and the broader community by providing Professional Learning through quality presenters on a variety of current educational topics.

We believe that this will create a more effective network of support for our students, harnessing the full capacity of the community to support student learning and enhance student outcomes in all facets of their lives.

[Parent Engagement Partnership](#) 

Student Management System

Behaviour Expectations – Guiding Principles and Classroom Exit Procedure

Members of the College seek to:

- live authentically, guided by the values taught by Jesus and echoed through our Mercy Education values
- treat each other with respect and as worthy individuals
- act for justice in our community
- understand others and respond to them in times of need
- know the power of forgiveness and offer this to others
- encourage the development of right relationships, self-respect, personal responsibility, and respect and care for others within and beyond the College community
- reflect logical and fair sanctions for breaches of expectations and responsibilities
- work with community members through an emphasis on restorative practices

Sacred Heart College manages all disrespectful behaviour using a combination of consequences in conjunction with Restorative Practices. These focus on learning how to take responsibility for one's actions and their impact on others, and ways to repair the harm where relationships have broken down. A restorative approach also aims to develop resilience in the midst and in the aftermath of harmful and distressing experiences.

Sacred Heart College is committed to:

- promoting a vibrant culture of learning and wellbeing
- promoting appropriate standards of behaviour
- upholding both prevention and intervention measures with respect to behaviour
- working with students to build resilience and manage difficult situations
- ensuring that staff are appropriately trained to manage incidents through an understanding of the use of the Student Management System
- encouraging the reporting of behaviour which breaches this policy
- developing a calm and orderly environment

Behaviour Expectations

The College expects that each member of our community will:

- live by the Mercy Values that are promoted through our College community
- behave respectfully, listen to others and communicate responsibly
- enable equal learning opportunities for all
- understand that an individual's actions are their responsibility and may result in consequences
- value and contribute to a safe and secure environment
- follow all College expectations and regulations

The College's primary expectations of STAFF are that they will:

- model positive behaviour
- respond fairly and constructively when behaviour expectations are not demonstrated
- work collaboratively with parents and guardians to resolve learning, wellbeing and behaviour concerns

The College's primary expectations of STUDENTS are that they will:

- behave in a safe, respectful and responsible manner towards staff and other students
- comply with and model College values
- not disrupt the learning of others
- make the most of their educational opportunities

The College's primary expectations of PARENTS and GUARDIANS are that they will:

- uphold the terms and conditions of their child's enrolment as signatories on the enrolment form
- communicate with staff in a positive and constructive manner when they have a complaint or grievance about the College's handling of a particular behavioural breach
- keep the College informed and up-to-date on matters pertinent to their students learning, behaviour and overall wellbeing
- The College is committed to ongoing dialogue with students and parents about its expectations and to regularly communicating information that assists all members of the school community to uphold and support this policy

Behaviour for Learning Support System

Creating Safe and Inclusive Classrooms

REMIND.....

WARN.....

ACT....

EXIT PROCESS

DEVELOPING
LEARNING
BEHAVIOURS



DEVELOPING
LEARNING
STRATEGIES TO
SUPPORT THESE
BEHAVIOURS



LEADS TO RICH
LEARNING AND
STUDENTS WHO
FLOURISH

We are all
responsible
for our own
behaviour

EXIT 1

ALL EXITS INCLUDE
THE FOLLOWING:

Student is sent to the Student Office
Completes Restorative Sheet
Restorative Conversation with teacher occurs
Teacher contacts home
Entered on SIMON

EXIT 2

Additional Steps: Homeroom Teacher notified
Lunchtime Detention

EXIT 3

Additional Steps: YLL contacts home
LAL involved if exits are in same subject

EXIT 4

Additional Steps: Restorative conversation
with teacher and YLL
Afternoon Detention

EXIT 5

Additional Steps: Restorative conversation with teacher
and Head of School
Afternoon Detention

EXIT 6

Additional Steps: Internal Suspension

EXIT 7

Additional Steps: Restorative conversation with Deputy
Principal
External Suspension

EXIT 8

Additional Steps: Mix of strategies to minimise disruption
to learning for other students
Meeting held with Principal and Deputy Principal
All options considered if behaviour continues

Student Learning

Learning at SHC

As a Catholic school in the Mercy Tradition, the College is committed to providing students and staff with opportunities to engage in a stimulating, inspiring and empowering learning environment where contemporary learning is highly valued.

Visit the Learning section of the College Website for more information on the Sacred Heart Learning Journey. This section also has information on Learning Enhancement and Learning Support.

[Learning at SHC](#)



Reporting and Student Progress

Reports

Interim Reports are available through the Parent Access Module (PAM).

- At the end of Terms 1 and 3 for all Year Levels.

End of Semester Reports are available through the Parent Access Module (PAM)

- Mid-year for all Year Levels
- At the end of the year for Years 7-11

The Student Progress Interviews are also booked through the PAM portal.

Student Progress Interviews

Student Progress Interviews are conducted in conjunction with the distribution of written reports during the year. Additional interviews are arranged whenever either parents or teachers consider it advisable. **It is expected that students attend the interview with their parent(s).**

Student Leadership

The Student Leadership structure at Sacred Heart College Kyneton provides the opportunity for students to pursue an area of interest that will cater for their talents and passions. The Senior College Cabinet is replicated at the Junior school level, providing an avenue for leadership experience and succession planning throughout the school. The elected members of the Junior Cabinet are titled Junior Captains, and Junior Leaders, and they will liaise with relevant staff, Senior Captains, and their own representative groups. All areas have an appropriate staff member to work with them. These staff will currently be in roles associated to the Student Leadership area.

The structure is based on teams. The College Captains work with all of the Captains at the Senior level, as well as convening a combined Senior and Junior Cabinet, gathering regularly to discuss student related College issues and to set the goals for the term in each of the areas. The Captains (Senior) and Leaders (Junior) also have teams, comprising of Representatives from the Junior and Senior year levels for the various areas.

[Leadership Structure](#)





Digital Device Program


As part of our ongoing commitment to contemporary learning, and our desire to provide our students with the 21st Century skills required for today's knowledge-based, technology driven and globalized environment, Sacred Heart College will continue a digital devices program for students in 2025.

Under the 2025 Parent Purchase Program, Year 7 students will have the Lenovo 13w Yoga Gen 2, and Year 10 students will have a choice between the Lenovo ThinkPad X1 Yoga Gen 9, and the Lenovo ThinkPad L13 Yoga Gen 4. It is expected that these devices will meet the needs of our students and an evolving curriculum through to 2028.

The College acknowledges that this new model of laptop provision means that parents will be responsible for a greater share of the cost of a student's education at Sacred Heart College. If the transition to this model causes financial hardship, families are encouraged to lodge a confidential concession application per the form below.

[Device - Responsible use Policy and Guidelines](#) 

[Responsible Use Policy and Guidelines Agreement](#) 

[Confidential Concession Application Form](#) 

Parents have the option to finance their laptop purchase, or to buy now in order to save on borrowing expense, per the links below. Families are encouraged to finalise this decision on the portal by Monday 2 December 2024 in order to ensure that their student's devices are available for collection as part of the Term 1 commencement program.

[Year 7 Portal for Ordering](#) 

[Year 10 Portal for Ordering](#) 

New students at Year 8, 9, 11 and 12 for 202 will join the existing program – the College will provide a device from existing lease stock. In 2025 new students to 9 and 12 will join the College provided device program from existing leased stock. **In 2026 all students will be on the Parent Purchased Model.**

For any digital device program queries, please contact the College Information Systems Manager, Mr Brendan Murphy (bmurphy@shckyneton.catholic.edu.au) or the College Business Manager, Mr Matthew Shaw (mshaw@shckyneton.catholic.edu.au).

Phone/Personal Digital Device Expectations

Sacred Heart College does not have a 'bring your own' digital device policy. See the Digital Device Program for full information. Policies governing the possession, care and use of these devices are explained to students and their parents at the time of issue.

- Students are strongly discouraged from bringing phones or other personal digital devices to school
- If brought to school, the device must be turned off and locked in the student's locker during the school day
- If a student is observed using a phone/other private device during school time, without teacher permission, the device will be confiscated and retained at the Student Office for the remainder of that school day
- If a student needs to make an urgent phone call during the school day, permission to use a school phone will be granted by their Year Level Leader/Head of School. A phone is also available in the Student Office.
- **In line with the law, personal devices are not to be used for taking photos of others without their permission.** This includes during travel to and from school. The only exception to this is when, with the permission of the teacher and class peers, photos are being taken during a class activity for learning and teaching purposes.
- **The College accepts no responsibility if a phone/digital device is lost or stolen.**



Careers Advice

At Sacred Heart College we have qualified and experienced Careers Practitioners available to students and parents, by appointment, to support our students in their decision making and career transition. We believe our students must leave the College with strategies for the independence and flexibility required to identify and manage lifelong learning opportunities and the changes that successful careers bring.

[Careers and Transition](#) 

Period 5 After School Sessions

A lesson after school (Period 5) has been implemented for students to complete assessment tasks that they had unavoidably missed or for school work that has not been completed to a satisfactory standard. This also enables students not to miss additional lessons during the school day to complete or re-do the task. Period 5 will commence on day 4 and day 7 at 3.45pm until 4.30pm, 5.00pm or 5.25pm depending on the task that is to be completed. Teachers need to complete a letter on SIMON to notify parents.

The student and their teacher are to complete a [Reschedule form](#) (available through The Senior School Policy Handbook or at SPO) and return to SPO with the task to be completed.

Camps and Retreats

Sacred Heart College provides a vibrant Camps and Retreat program for the students. Further details of what is involved in each camp can be found on the College website.

Year 7	Kinglake Adventure Camp (3 Days Duration)
Year 8	Angelsea Surf Camp (5 Days Duration)
Year 9	Melbourne Experience
Year 10	Alpine Camp (5 Days Duration)
Year 11 Retreat	Campaspe Downs (2 Days Duration)
Year 12 Retreat	Blampied (3 Days Duration)

[Camps and Retreats](#) 

Extra-Curricular Activities

Whilst maintaining a healthy balance with their academic workload, there is no limit to the number of activities available for individual student involvement. Sacred Heart College offers a wide variety of extra-curricular activities, some of which are listed below. Full details are available on the website:

- Music Tuition - Show Bands and Choir
- Sports (Schools Sports Victoria)
- Year 9 Great Victorian Bike Ride
- Debating and Public Speaking
- Performing Arts - Productions
- Year 11 Debutante Ball
- Camps
- Immersion

[Extra-Curricular Activities](#) 

House Spirit

The House system forms the basis of our teams for sporting and cultural events. Each House is named after an historical figure of significance. Each Founder lived a life of service to others, and demonstrated many values which, as a Catholic school in the Mercy tradition, we regard highly.

Students, with staff support and involvement, compete for their House in three annual sports carnivals - Athletics, Cross Country and Swimming. The Physical Education uniform has sports polo shirts in each of the House colours, to further support the House Spirit.

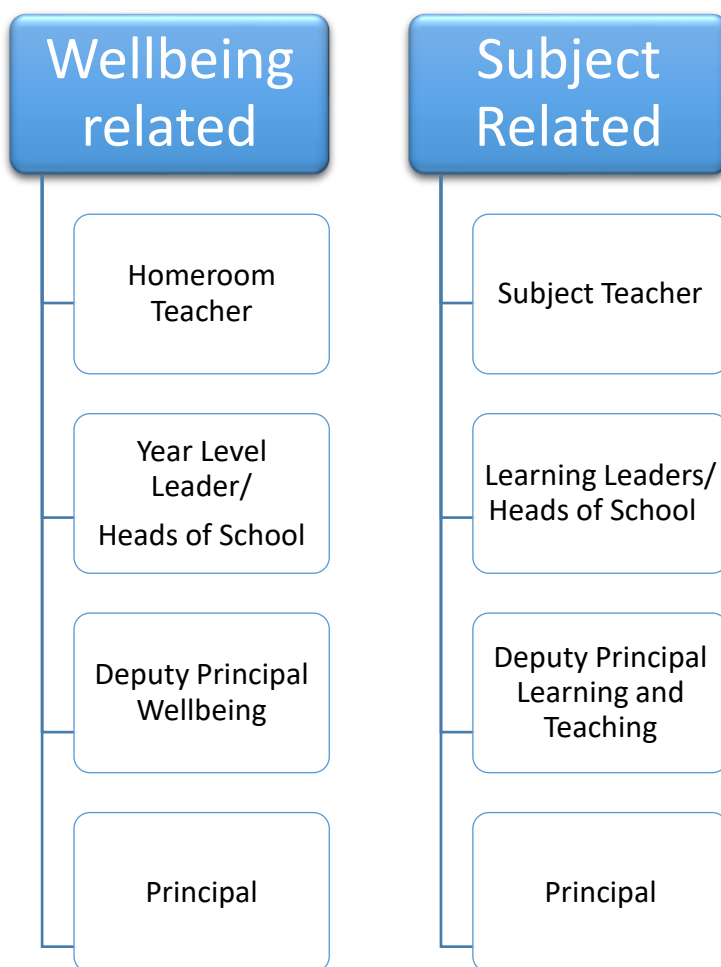
[House Information](#) 

Communication - A Team Approach

Avenues of Communication

If parents have a concern or information they need to communicate, please follow the avenues as listed below. The first point of contact should be the Homeroom Teacher or Subject Teacher depending on the nature of the concern.

These teachers can be emailed directly from the parents PAM account via student profile/profile menu/email staff.



SIMON – Online Learning Management System

The SIMON Learning Management system is our College intranet. It is the homepage for all College computers. SIMON is used every day by students and teaching staff. Student attendance is also recorded in SIMON.

SIMON is accessible to students from home using their College username and password. Students can access their **timetables, College calendar and daily messages**. Students can also access handouts and worksheets online via SIMON Learning Areas.

Parent Access Module (PAM)

What is PAM? PAM is the portal that connects Parents/Carers/Guardians to their child's everyday learning, activities and College communications. With a wide range of features for parents to access including:

Student Information:	Parent Actions
Daily Messages and School Calendars	Parent Notified Absences
Learning Tasks	Student Medical Profile
Student Timetable	Teacher Communication
Student Attendance Information	Booking Student Progress Interviews (SPI)
Student Assessment Reports	School Activity/Excursion Permission
Student Commendations	Knowledge Banks - Documentation for Families
School Knowledge Banks	Connect Fields
School Links	Connect Surveys
NAPLAN Results	

Getting Started:

Your journey with PAM will start with an email from our IT team prior to your students commencement with a link and instructions to log in and set up your account. Your first task is to verify your email address and then set up your student/s Medical Profile.

It is the responsibility of all Parents/Carers/Guardians to ensure your child's Medical Profile is up to date with all relevant medical issues and contact details. This ensures staff have access to the current information for your student both whilst at school and offsite on Camps and Excursions if they require First Aid treatment. The information provided in the Medical Profile will only be visible to the relevant staff for your student and will be managed in accordance with the Privacy Act. In the event of an emergency where an Ambulance is called, your students Medical Profile may be printed and issued to Ambulance Officers to assist them in assessing your child. Please feel free to contact the Health Centre Coordinator, Mrs Jalna Holmes, 5421 1200 if you have any questions or concerns regarding your students medical needs.

Mobile Access to PAM:

The SIMON Everywhere App is your answer to accessing PAM on the run. This App is free for parents to download from either the Apple or Google Play store. Once downloaded, simply login using your PAM login details. Please ensure you have notifications turned on so that you don't miss any reminders or news from the College.

[Parent Access Module \(PAM\)](#) 

Daily Messages

Daily Messages, which outlines the College activities for students, can be accessed on SIMON each day.

Newsletter

The College Newsletter is an important link between the College and parents. It is a means of communication, as well as providing important information. The College Newsletter is distributed electronically each fortnight, and available through the College website.

Follow us on Facebook

The College has a social media presence on both Facebook and Twitter (@shckyneton), which allows members of the College and broader Community to see a selection of achievements and events in which students and staff are involved.

You can click on the icons below to be directed to these pages – this link is also available on our College website

Click here to follow us on Facebook



General Information

Website - My SHC

The MY SHC section of the Sacred Heart Website website (www.shckyneton.catholic.edu.au) is a 'go to' area for our current parents. The items you will find in MY SHC are:

- PAM/SIMON login
- Uniform
- Wellbeing Support
- Booklists – Champion website
- Tech Support
- Parent Handbook
- Contact Us
- Flexischools lunch order website



Catherine McAuley Library

The Catherine McAuley Library is the information centre of the College. Students are encouraged to utilise the facilities during recess and lunchtime for recreational reading, study or socialisation. The computers may be used during these times, with priority given to students completing schoolwork or research. During class time students may come into the Library as a class group or individually with a class pass.

OPENING HOURS

The Library is open Monday to Friday from 8.30am to 4.30pm.

Students can access a range of resources through the portals of **OLIVER and SIMON**.

Uniform

At Sacred Heart College we strive to be a vibrant learning community where our students thrive. Learning and Teaching are the most important things we do. A pre-condition to successful schooling is to establish an orderly environment where we have high expectations and nurturing relationships.

Uniform is an important aspect to how we express ourselves and the pride we take in the College to which we belong. Wearing the uniform correctly is a positive step to reaching our goals and should be a simple process of following the rules. The rules firstly need to be clear to all, and accountability then follows to maintain consistency. As such we provide the following rules to assist in wearing the College uniform correctly. Keeping it simple, we focus on learning and the values that we want to see all our students embrace in our Catholic College based on the Mercy Tradition.

Uniform Requirements

Uniform is compulsory at Sacred Heart College and dress should always reflect care in personal grooming and enhance the reputation of the student and the College.

Consequences will be applied to students who show disregard to the College uniform requirements. If a student is unable to wear full and correct uniform, a note must be provided by a parent/carer. Students without a note will receive a detention.

Before a student is enrolled at Sacred Heart College, the student and their parents/guardians are required to sign an Acceptance of Enrolment Form. This form states that, by accepting enrolment, parents agree to their child wearing the full and correct College uniform.

The College Uniform Shop is located at the rear of Chisholm Cottage, within the College grounds, on High Street. The Shop is operated by Noone Imagewear and is open on Tuesday 12.30pm – 4.30pm and Thursday 10.30am to 4.30pm. Phone number: 7020 2648. Uniform can also be ordered online for collection or delivery: <https://www.noone.com.au/school/sacred-heart-college/>

[Uniform Brochure](#) 

Booklist Expectations

All items included on the Sacred Heart College Booklist are required to support a robust curriculum.

Careful consideration is given to the cost incurred by parents/guardians for the purchase of resources when compiling the booklists. Teaching staff are encouraged to ensure book listed texts and resources are utilised fully. It is a College expectation that parents/guardians will ensure their children begin the school year with the book listed materials.

Booklist ordering information: [Campion Education
www.campion.com.au](http://www.campion.com.au)

[Campion Education Book Lists](#)

The ordering code can be found on our College website under My SHC:
<https://www.shckyneton.catholic.edu.au/hidden-pages/my-shc>

Second Hand Books and Uniforms

Facebook Buy Swap & Sell

<https://www.facebook.com/groups/1595342064100085/about>

The College has a private Facebook group to facilitate the sale and purchase of good quality second hand uniform and books.

Please remember that arrangements made through this group are private. It is always wise to check the current uniform booklet, available on the Enrolment page of the College's Website, as well as the current year's booklist, to ensure the items being considered are of the current style/required edition to avoid disappointment.



College Fees and Expenses

We are committed to being a low fee Catholic College, balancing state of the art facilities, growth and accessibility for families.

Full and comprehensive information regarding College fees is available on the College website. The areas are:

- Fees per year level
- Discounts
- Camp, Sport and Excursion Fund (CSEF) information for concession card holders and application form
- Billing arrangements
- Fee Difficulties
- School Fee Policy

[Fees and Expenses](#)

Bus Travel to and from Sacred Heart College

While parents/guardians are primarily responsible for getting their children to school, the School Bus Program assists families in rural and regional Victoria by transporting students to school. The School Bus Program services both government and non-government schools.

Categories of eligibility determine whether a student travels at no cost or travels upon the payment of a fare. Students wishing to access a seat on a bus must complete an application form and parents/guardians must agree to the conditions of travel including, if applicable, the payment of a fare.

Once your student commences at the College, if you have a bus query please contact our bus coordinator, Ms Melinda Plumb on 5421 1218.

Once your child has been allocated a seat on a bus, no changing of buses can occur on an ad hoc basis.

[Buses and Student Travel](#) 

[Application for Permission to Travel](#) 

Lockers and Valuables

- All students are supplied with a locker.
- Students will be supplied with a combination lock when they commence at the College. This lock is to be used and kept for the duration of their time at the College.
- It is the student's responsibility to ensure all their belongings are kept in their locked locker when not in use.
- Students' bags must be kept in their lockers and not in the classroom.
- Large sums of money, personal electronic equipment and other valuables should not be brought to the College. Money, for example, can be handed to the Student Office/Student Programs Office for safe-keeping.
- The College accepts no responsibility if valuables are lost or stolen.

Atrium - Canteen - Lunch Orders

The current lunch order system is My School Connect. Students can order and pay for their lunch online through My School Connect, however, if students would like to purchase items in the Cafeteria this can be done at first recess and lunch, they pay for these by cash, personal card, or their student card (no phones can be used for purchases). Parents can set up an account via MySHC on the website, or click below. Whilst second recess is unavailable to purchase items, students have access to the Atrium space.

[My School Connect](#) 

Lost Property

All lost property items are kept in the Student Office. Students who have lost items of their uniform should check with the Student Office to see if it has been handed in. It is essential that all items of clothing are **clearly marked with student's name** to aid in return of lost items.

Aerosols

Students are not to bring aerosols (including deodorants and hairsprays) to school, or on any school-related activities, e.g. Camps and Excursions. Aerosols are not acceptable within the school environment for a variety of reasons. Many aerosols are flammable; they can cause skin/eye irritation and they have been known to induce asthma attacks.

Immunisation Program

All Year 7 students have the opportunity to receive their Gardasil and Boostrix vaccines, free of charge, at the scheduled immunisation sessions undertaken by the Macedon Ranges Shire Council at the College. These immunisation sessions will take place each year in March. Dates are confirmed at the commencement of each year.

All Year 10 students have the opportunity to receive their Meningococcal vaccine, free of charge, at the scheduled Immunisation Session undertaken by the Macedon Ranges Shire Council at the College. This session will take place in Term 2 each year. Dates are confirmed at the commencement of each year.

INFORMATION FOR NEW STUDENTS IN 2025

TRANSITION TO SECONDARY SCHOOL AND STUDENT WELLBEING

Sacred Heart College has a dedicated group of staff who form the Year 7 Transition Team, and oversee Transition at other year levels, who are committed to ensuring that all information possible is passed on from their previous school and home to your child's teachers.

Year 7 Transition Team in 2025:

Deputy Principal – Student Wellbeing	Ms Haley Galloway
Director of Transition	Mrs Jody Takos
College Registrar	To Be Advised
Director of Learning Support	Mrs Sally Dick
Head of Junior School	Mr Matt Carroll
Year 7 Level Leader	Ms Kellie Boorman
Learning Enhancement Leader	Mrs Philippa Spring
Year 8 – 9 Transition	Mr Matt Carroll
Year 10 – 12 Transition	Mr Paul Matthews

Please contact the College at any time if you need to discuss your child's transition needs.

Managing Secondary School

The transition into secondary schooling or a new school does not just herald changes in classroom environments and subject offerings, rather a key consideration is the student's sense of belonging and their level of wellbeing. It is very normal for new students to feel unsettled for a time, and this can also be a challenging phase for parents and families as many may have concerns about their new beginnings.

As a parent, there is a lot you can do to make this transition as smooth as possible.

As a school we are mindful of all the possible stresses for the student. We have a well-managed and ongoing transition program which extends far beyond the initial few weeks of the new term and has a large focus on student wellbeing. As a parent, it is important to ensure that the young person develops good sleep habits, as sleep is not a luxury, it is essential. This also encompasses being vigilant about the use of technology in the evening. It is important that you try to be available to chat with your child in case there is anything worrying them, as this may go undetected and become a larger issue. Please contact your child's Homeroom Teacher if you have any concerns about them starting school.

Another resilience building strategy for young people is to encourage them to identify some people at school that they feel comfortable asking for help. This simple strategy will increase their 'help-seeking' skills and is a major foundation to building their resilience. Transition is an important milestone for our young people, and good communication between home and school will ensure that this experience is positive and responds to the diversity and needs of students and their families.

As students transition into secondary school, some families choose this time as an opportunity to purchase a mobile phone for their child. We strongly urge parents not to do this and recommend that families consider this decision in light of the following.

Extensive research has confirmed that the growing use of mobile phones in schools and at home may have a harmful effect on the wellbeing of children, can impact their emotional, social, and cognitive development, and the quality of communication and socialisation amongst their peers.

In consideration of this research, there has been a strong push recently by current Federal and State Governments to initiate a minimum age for teenagers to access social platforms, recognising the adverse mental health effects it has on children.

Please be assured that contact with your child can always be made through the College if you need a message relayed to them. There are College protocols in place in the rare likelihood your child misses their bus or needs to contact home.

The College Policy clearly emphasises ***Mobile phones are to remain switched off and in student lockers during the school day. Parent contact needs to be made through general reception or the relevant student offices.***

HOMEROOM ALLOCATION

Homeroom allocation is a complex process that considers activities, individual needs and primary school feedback. Please note the College reserves the right to alter, at any time, the allocation of students to homerooms in order to best meet the needs of the entire student cohort. The utmost care is taken to achieve the best possible combination of students for wellbeing and learning.

ORIENTATION DAY FOR YEAR 7 - 2025 STUDENTS

Tuesday 10 December 2024: 9.00am - 3.30pm

On Orientation Day, students will have the opportunity to meet each other and their teachers. They need to bring a pen, pencil, ruler, morning snack for Recess 2, water bottle and wear their current school sports uniform (i.e. tracksuit, T-shirt and runners). A choc-chip muffin will be provided for Recess 1 and a sausage sizzle for lunch. There will be some gluten free and vegetarian options, however students may bring their own snack/lunch if they prefer.

Students may travel on school buses on Orientation Day. Please see the College Website for further information about Bus Timetables and Routes. <https://www.shckyneton.catholic.edu.au/enrol-with-us/buses-and-transport>

COMMENCEMENT DAY FOR STUDENTS

Term 1 2024 commencement day for students is Monday 3 February 2025

This will be a special Wellbeing Day where students will be with their Homeroom Teacher and getting to know their class for the whole day. Students wear their full College summer uniform on the first day, and lunch will be provided.

MORNING TEA FOR PARENTS OF YEAR 7 - 2025 STUDENTS

We invite parents of all Year 7 students to Morning Tea in the Arthurson Atrium on Monday 3 February 2025 to meet some of the staff and to talk with other parents. This will take place after school begins at 9:00am.

YEAR 7 COMMISSIONING MASS AND WELCOME BBQ

Thursday 20 February 2025: 5:00pm, Family Picnic; 6:00pm, Commissioning Mass in Quambi, Sacred Heart College (enter via Begg Street).

Community is at the centre of what we do at Sacred Heart College, and we welcome the opportunities to gather, especially when we celebrate the Eucharist. We wish to formally welcome you, both to the College and the new year, by celebrating together with a BYO family picnic, followed by our Commissioning Mass.

The time from 5pm – 6pm, is an opportunity for parents to meet the Homeroom Teachers, prior to the Commissioning Mass. For the first time, the Year 7 students and families gain a sense of the whole year level, along with the teachers and staff who will be guiding them through their first year at the College.

As a Catholic school walking in the footsteps of the Mercy Sisters who have gone before us, it is now our opportunity to turn the page of history and continue the story. There is no better start than to gather as people who follow Christ and the teachings of the Gospel. **It is an expectation that all Year 7 students are in attendance at the Commissioning Mass, as we welcome them and celebrate their presence in our College.**

YEAR 7 CAMP DATES

Monday 24 February 2025 – Friday 28 February 2025

The Year 7 Camp is an important part of the development of relationships between students, and between students and teachers. These connections will aid the transition into Sacred Heart College. The camp is challenge by choice, with a strong focus on strengths and positive psychology. The camp is important in assisting in the development of independence, and some of the general capabilities outlined in the Victorian Curriculum to be a 21st Century learner. Sacred Heart College values its Camps Program, with all camps being a compulsory part of the curriculum.

UNIFORM

Uniform Fittings can be arranged through Noone:

Phone: 03 7020 2648 Email: shckyneton@noone.com.au

Trading hours during normal School Terms

Tuesday 12:30pm – 4:30pm
Thursday 10:30am – 4:30pm

Uniforms which have already been ordered will be available for collection from the College Uniform Shop on:

- Thursday 23 January 2025 10:00am - 4:30pm
- Tuesday 28 January 2025 10:00am - 4:30pm
- Thursday 30 January 2025 10:30am - 4:30pm
- Monday 3 February 2025 8:00am - 9:00am

When accepting an Enrolment Offer at Sacred Heart College, a student undertakes to wear the uniform in full, and correctly, each day and to wear it proudly. Parents undertake to support this.

If any parent or student does not feel able to support this, they should not be proceeding with their enrolment at Sacred Heart College.

Please refer to the main part of this College Handbook for more detailed information.

PAM (Parent Access Module)

Your initial access to PAM will be sent to you via an automated email in the next few days.

In preparation for the Year 7 2025 Orientation Day, please ensure you complete the following no later than Tuesday 3 December:

- Verify your email address at the top of the screen to ensure it is correct
- Set up your child's/children's medical profile
- Give permission for your child/children to attend the Year 7 Orientation Day
- Download the Simon Everywhere App for easy access to your PAM account

We will have staff available at the Yr 7 Information Evening to assist you, if you have any questions or concerns prior to this please don't hesitate to contact the College via email pam@shckyneton.catholic.edu.au

Please refer to the main part of this College Handbook for more detailed information

STUDENT BUS TRAVEL

If you are intending for your child to travel to and from the College by bus, please ensure you have returned your Public Transport Victoria: Application for Permission to Travel – School Students. [CLICK HERE](#)

Please refer to the main part of this College Handbook for more detailed information.

BOOKLISTS

Booklist ordering information : Champion Education

- Booklists are available online at www.champion.com.au and via the Sacred Heart College website [CLICK HERE](#)
- The Sacred Heart College Kyneton four-digit code is **QFB6**
- Booklist orders are to be submitted online prior to 20 December 2024
- If not purchasing from Champion please source the correct edition of textbooks and/or materials
- Home delivery will occur by 25 January 2025 for Champion orders
- Early English orders due 21 November 2024

Champion contact details:

Website: <http://www.champion.com.au>

Email: sales@champion.com.au Phone: 1300 433 982

Retail Service Centre: Unit 8/12 Makland Drive Derrimut, Victoria, 3030

Please refer to the main part of this College Handbook for more detailed information.

Language preference confirmation and Student Email and Login information will be emailed to families early December so you can purchase their Language texts and Resources and use the student email for subscriptions listed on the booklist.

DIGITAL DEVICE INFORMATION - (Also on Page 17)

As part of our ongoing commitment to contemporary learning, and our desire to provide our students with the 21st Century skills required for today's knowledge-based, technology driven and globalized environment, Sacred Heart College will continue a digital devices program for students in 2025.

Under the 2025 Parent Purchase Program, Year 7 students will have the Lenovo 13w Yoga Gen 2, and Year 10 students will have a choice between the Lenovo ThinkPad X1 Yoga Gen 9, and the Lenovo ThinkPad L13 Yoga Gen 4. It is expected that these devices will meet the needs of our students and an evolving curriculum through to 2028.

Parents have the option to buy the device outright, or to finance their laptop purchase to spread the cost over time - per the links below. Families are encouraged to finalise this decision on the portal link by **Monday 2 December 2024** to ensure that their student's devices are available for collection as part of the Term 1 commencement program.

(Digital Device Information Continued)

[Year 7 Portal for Ordering](#) 

[Year 10 Portal for Ordering](#) 

New students commencing Year 8 or Year 11 can purchase a Year 7 or Year 10 device from the above links.

New students commencing Year 9 or Year 12 have the choice of purchasing a current year device per the link above or may borrow a 2023 model device for 2025, purchased by the school under the previous digital device arrangements.

[Device - Responsible use Policy and Guidelines](#) 

For any digital device program or portal queries, please contact the College Information Systems Manager, Mr Brendan Murphy (bmurphy@shckyneton.catholic.edu.au)

The College acknowledges that purchasing a student laptop is a expensive component of modern education. Families who require assistance with laptop financing and/or school fees are encouraged to contact the College Business Manager, Mr Matthew Shaw (mshaw@shckyneton.catholic.edu.au), or to lodge a confidential concession application per the form below.

[Confidential Concession Application Form](#) 

COMMENCEMENT CHECKLIST		<input checked="" type="checkbox"/>
Public Transport Victoria Application to Travel Form	Compulsory if student is travelling by bus	<input type="checkbox"/>
Digital Device Agreement and ordering of laptop	Compulsory for all students	<input type="checkbox"/>
Fitting and Collection of Uniform	Compulsory for all students	<input type="checkbox"/>
Log into PAM and complete the Medical Profile and Orientation Day Permission	Compulsory for all students	<input type="checkbox"/>
Booklist ordering	Compulsory for all students	<input type="checkbox"/>

IMPORTANT DATES SUMMARY

Wednesday 20 November 2024	Mary Moloney Theatre 7pm	Information Evening for Parents/Guardians/Carers
Tuesday 3 December 2024		Medical Profile and Orientation Day Permission due
Tuesday 10 December 2024	9:00am – 3:30pm	Orientation Day for Year 7 – 2025 students
Monday 2 December 2024		Closing Date for Digital Device Ordering
Friday 20 December 2024		Closing date for booklist online ordering
Thursday 23 January 2025	10:00am - 4:30pm	Uniform Shop open for collection of uniform
Tuesday 28 January 2025	10:00am - 4:30pm	Uniform Shop open for collection of uniform
Thursday 30 January 2025	10:30am - 4:30pm	Uniform Shop open for collection of uniform
Monday 3 February 2025	8:00am - 9:00am	Uniform Shop open for collection of uniform
Monday 3 February 2025	8:30am - 3:30pm	Commencement Day for Students
Monday 3 February 2025	9:00am - 10:00am	Morning Tea for Parents of Year 7 Students
Thursday 20 February 2025	Atrium Gardens 5:00pm Quambi 6:00pm	Year 7 Family Picnic (BYO) Year 7 Commissioning Mass
Monday 24 Feb - Friday 28 Feb 2025		Year 7 Camp



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