

SACRED HEART COLLEGE
SEMPER FIDELIS
KYNETON

College Handbook 2027



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:



Year 7 - Respect

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



Year 8 - Compassion

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



Year 9 - Hospitality

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



Year 10 - Justice

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



Year 11 - Service

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



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 – 2027

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. This plan is current for 2027 and will then be redeveloped for the following four years.





Strategic Direction

Our College

Leadership Structure 2027

Principal	Dr Darren Egberts	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	Mr Saul Travers-Hucker	stravers-hucker@shckyneton.catholic.edu.au
Director of Professional Development and People	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 Anthony Diamond	adiamond@shckyneton.catholic.edu.au
VCE Coordinator	Ms Jodie Wattie	jwattie@shckyneton.catholic.edu.au
Year 7 Level Leader	Ms Cecile Slootjes	cslootjes@shckyneton.catholic.edu.au
Year 8 Level Leader	Ms Lilly Dusting	ldusting@shckyneton.catholic.edu.au
Year 9 Level Leader	Ms Angelica Violante	aviolante@shckyneton.catholic.edu.au
Year 10 Level Leader	Ms Philippa Spring	pspring@shckyneton.catholic.edu.au
Year 11 Level Leader	Mr Paul James	pjames@shckyneton.catholic.edu.au
Year 12 Level Leader	Ms Hannah Monagle	hmonagle@shckyneton.catholic.edu.au

Term Dates

Term 1	Monday 1 or 2 February to Thursday 25 March (Good Friday is 26 March) **Years 7,11 and 12 Commence Monday 1 February** **Years 8,9 and 10 Commence Tuesday 2 February**
Term 2	**Monday 12 April to Friday 25 June** (Student Progress Interviews commence Tuesday 13 April)
Term 3	**Tuesday 13 July to Thursday 16 September** (Staff PL Day Monday 12 July & Friday 17 September Student Free Day)
Term 4	**Monday 4 October to Thursday 2 December** (Year 7-11 Final Day 2 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	9:01	Warning Bell
Period 1	9:04	to	10:13	
RECESS 1	10:13	to	10:33	
Warning Bell	10:33			
Period 2	10:37	to	11:46	
RECESS 2	11:46	to	12:06	
Warning Bell	12:06			
Period 3	12:10	to	1:19	
LUNCH 1st Half	1:19	to	1:41	
LUNCH 2nd Half	1:41	to	2:03	
Warning Bell	2:03			
Period 4	2:07	to	3:16	
Warning Bell	3:16			
Homeroom	3:19	To	3:24	Dismissal

Faith and Mission

At Sacred Heart College, our Faith and Mission are at the heart of who we are. Inspired by the vision of Catherine McAuley and grounded in Jesus Christ, we seek to live the Gospel through the Mercy values of justice, compassion, respect, service, hospitality, and courage. Together, the Religious Education program, prayer, and liturgy, Reflection Days and Retreats, and social justice initiatives form a faith experience that encourages students to encounter God, reflect deeply, and respond with faith, hope, and love in their daily lives.

Prayer and Liturgy
Prayer and liturgy are central to our life as a Catholic community in the Mercy Tradition. They offer moments to pause, give thanks, and recognise God's presence in our lives. Throughout the year, we celebrate the Eucharist as year levels and as a whole College, marking key moments in the Church year and our Mercy story. All students are expected to participate respectfully in the College's prayer and liturgical life.

Assemblies
Assemblies are an important part of College life. They provide opportunities for prayer, reflection, celebration, and connection, helping us recognise the gifts and achievements of our students and the values that guide our community. All students are required to attend assemblies as part of their educational program and must wear full school uniform, including blazer.

The link included will take you to the Faith and Mission page of the website where you can get more information about our Immersion opportunities and assemblies

Faith and Mission

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.

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

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.

Student Code of Conduct

Parent Code of Conduct

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

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

Bullying Prevention

At Sacred Heart College Kyneton, our approach to behaviour is rooted in our identity as a Catholic school in the Mercy tradition and therefore in a commitment to the dignity of each person. We strive to cultivate an environment where positive behaviour is the norm and all students feel safe, respected, and supported to grow into responsible citizens.

Bullying Prevention Policy

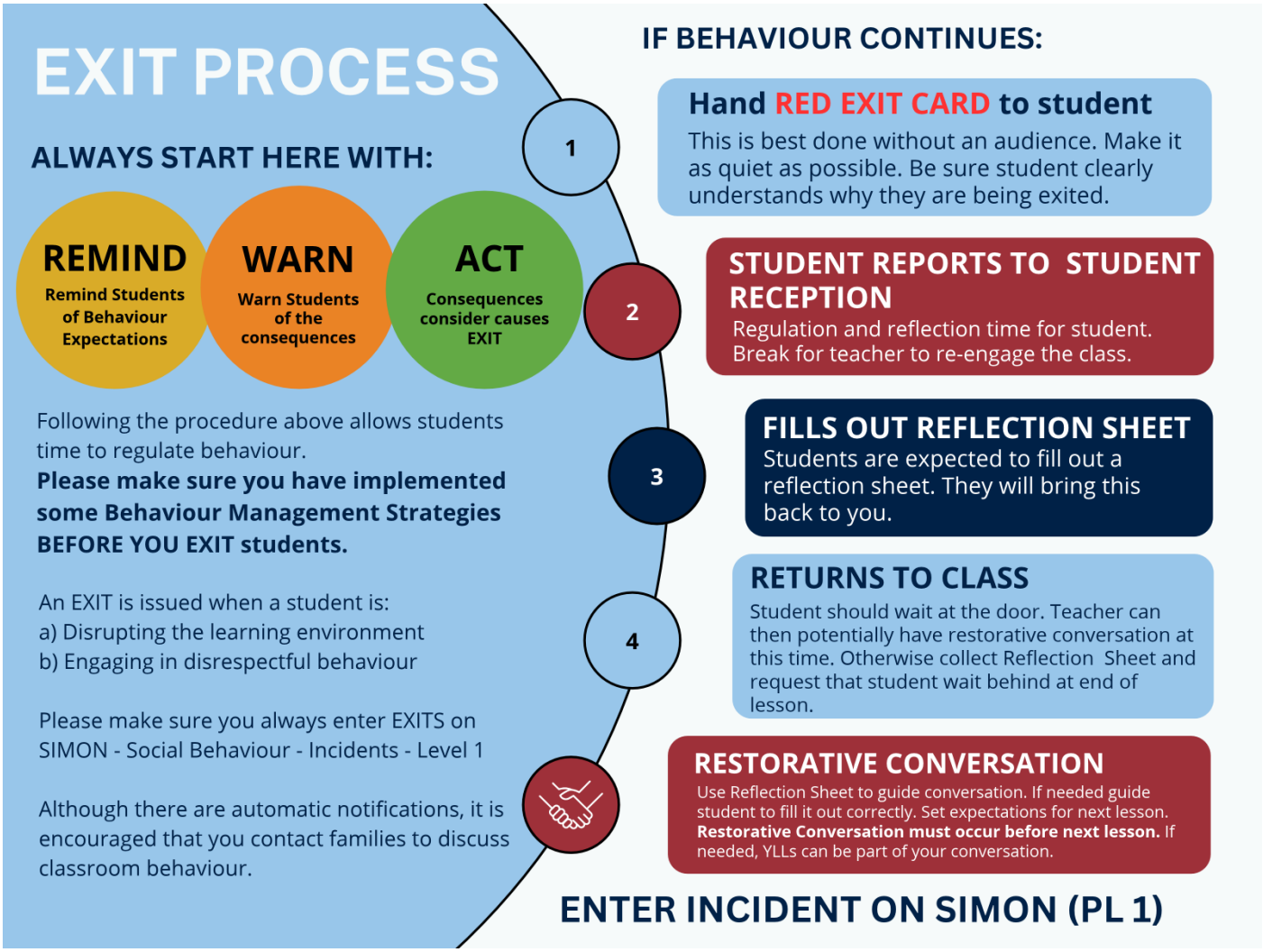
Bullying Prevention Procedure

Student Management System

Sacred Heart College manages all inappropriate 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.

The College has key policies in place to support Students and Families in understanding our expectations regarding appropriate behaviour, student conduct, and the behaviour management process. Please see below the links to both the Behaviour Management Policy and our Student Code of Conduct for your reference.

Behaviour Management Policy



Building a Restorative Culture

Sacred Heart College is partnering with Real Schools to build a restorative culture across our community. Over these three years, all staff will take part in ongoing professional learning in restorative practices. The aim is a shared, consistent approach to relationships, learning and behaviour in every classroom.

Restorative practice is built on a simple belief: strong relationships are the foundation of a safe and successful school. When harm happens, we ask students to understand the impact of their actions, take responsibility, and repair what has been damaged. This reflects our Mercy values of justice, compassion and respect.
Restorative practice does not replace clear expectations or consequences. It works alongside our Student Code of Conduct. Students will still be held accountable for their choices, and this accountability will include learning from mistakes and restoring relationships.

Families are central to this work. Over the partnership, we will share more about restorative language and approaches so that home and school can work together in supporting our young people.

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

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

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

Sacred Heart College is committed to promoting the wellbeing of all students. Many students attending the College require medication to help maintain their wellbeing. Students are not to be in possession of any medication at school, except for their own asthma inhalers, insulin pumps and/ or EpiPens.

A Medical Authority Form needs to be completed for prescription medication by both the Parent/guardian/carer and a medical/health practitioner. Parents/guardians/carers can complete the form for non-prescription medications, for short term use e.g. paracetamol for menstrual cramping.

Medical Authority Forms can be found:

- PAM/Knowledge Banks/Documentation for Families
- Simon Everywhere/Documentation for Families
- College's website under Our College/Policies and Forms.

Medical Authority Form

Medications to treat diabetes, asthma, or anaphylaxis do not need to be accompanied by a Medication Authority Form. Students requiring medications to treat diabetes and asthma should be able to competently self-administer their medication.
Students are not to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the family or health practitioner.
Under no circumstances should a student share his/her medication with another student.

Asthma

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.

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

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

The Digital Device Program for students at Sacred Heart College offers the potential to have a deep impact on our students' education, and the learning process with this leading-edge eLearning tool. We are committed to making the Digital Device Program a positive experience for teachers and students at our College. Each year families will be advised of the approved purchase model that is required for each year level, with links to the suppliers portal for easy ordering and payment options.

Responsible use of Digital Technologies Policy

Please access the Year 7 portal for students commencing in Years 7, 8 or 9.

Year 7 Portal for Ordering

Please access the Year 10 portal for students commencing in Years 10, 11 or 12.

Year 10 Portal for Ordering

For any digital device program queries, please contact the College I T Department on servicedesk@shckyneton.catholic.edu.au

Phone/Personal Digital Device Expectations

The College is committed to providing a safe, focused, and respectful learning environment that promotes student wellbeing, engagement, and positive social interaction. To support this objective, student use of Mobile Phones during the school day is not permitted.



Phone Free School Policy

Phone Free School Parent Guide

Careers Advice

At Sacred Heart College, we have a fully resourced, dedicated Careers Space and a team of professionally qualified and experienced Careers Practitioners. Our Careers Service supports students throughout their transitional choices and helps students develop a strong awareness of the world of work through career exploration and a range of careers programs embedded within the College's educational program.

We believe that every student has their own unique pathway to discover and pursue. Our aim is to equip students with the knowledge, skills and confidence to make informed decisions about their future. We believe our students should leave the College with the strategies, independence and flexibility they need to identify and manage lifelong learning opportunities, navigate change and build successful, fulfilling careers. For further information on careers information and the services offered please visit our careers website

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 run on alternate Monday and Thursday afternoons 3.45pm until 4.30pm or 5.00pm 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 the Student Office) and return to Student Office with the task to be completed.

Camps

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 Alpine Camp (5 Days Duration)

College Camps

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
- Frayne Speech Festival
- Performing Arts - Productions
- Year 11 Debutante Ball

Extra-Curricular Activities

House Spirit

The House system forms the basis of our teams for sporting and cultural events. Each House is named after a 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.

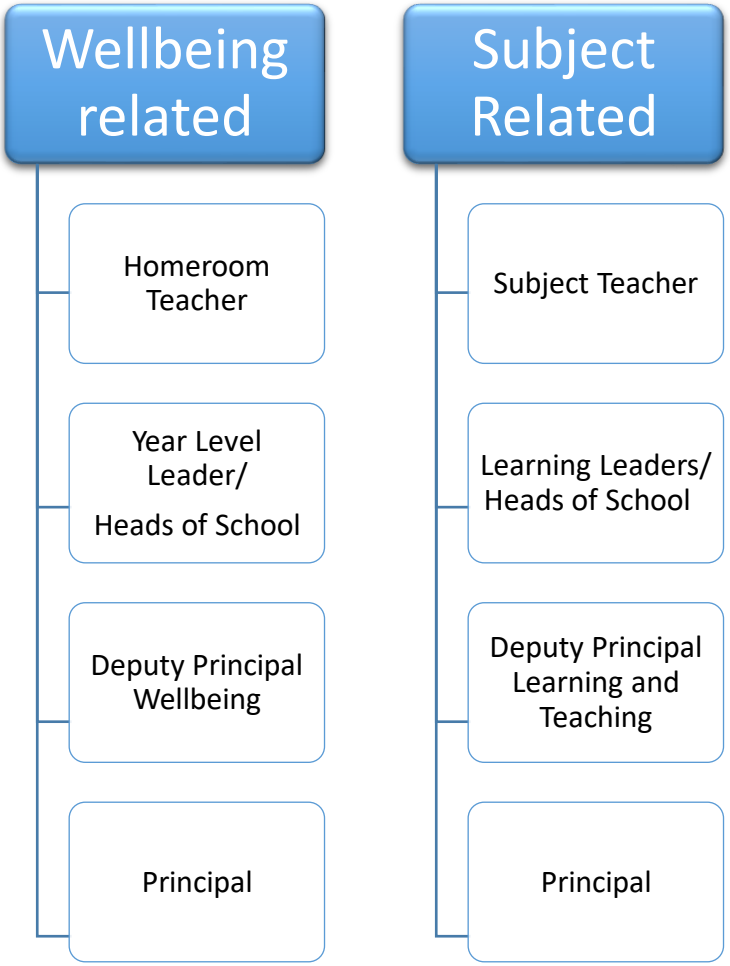
House Information

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 and Instagram

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 logos to follow us on Facebook and Instragram

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 – Campion website
- Tech Support
- Parent Handbook
- Contact Us
- Flexischools lunch order website



Policies

College policies are available on the website.

College Policies

General Reception

OPENING HOURS
Monday to Friday 8.30am to 4.30pm

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 can be found on our website under My SHC. The Sacred Heart College Kyneton four-digit code will be provided to families when the portal opens.

Campion Education Book Lists

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. Families are encouraged to lodge a confidential concession application if experiencing financial difficulties.

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

Confidential Concession Application Form

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.

- Parents or guardians retain primary responsibility for getting their children to school.
- The Victorian Government operates a School Bus Program to assist families in rural and regional Victoria by transporting students to school.
    - Government school buses are free for eligible students.
- Sacred Heart College operates additional buses to accommodate students where the Government School Bus Program is over capacity.
    - Sacred Heart College buses are subsidised by the school, and cost $135 per term to families.
- Timetables and the route for each bus service can be viewed using the link below to the website.
- To apply for bus travel please complete the application form in the link below and return it to the school. Fill in this form, save to your computer, and return it to mplumb@shckyneton.catholic.edu.au
- Please note that students must travel only on their allocated bus service. Adhoc travel changes are not permitted.

For any enquiries about the School Bus Program please contact Melinda Plumb ph 54211218 or mplumb@shckyneton.catholic.edu.au

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 schedule immunisation sessions undertaken by the Macedon Ranges Shire Council at the CollegeDates 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. Dates are confirmed at the commencement of each year.

INFORMATION FOR NEW STUDENTS IN 2027

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.

Transition Team in 2027:

Deputy Principal – Student Wellbeing	Ms Haley Galloway
College Registrar	Ms Rowena Rokesky-Alder
Director of Learning Support	Ms Kellie Boorman
Head of Junior School	Mr Matt Carroll
Year 7 Level Leader	Ms Cecile Slootjes
Year 7 – 9 Transition	Mr Matt Carroll
Year 10 – 12 Transition	Mr Anthony Diamond

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

Managing Secondary School- Supporting a Smooth Transition

The transition into secondary schooling—or into a new school environment—brings more than just changes in classrooms and subjects. One of the most important considerations is the student's sense of belonging and overall wellbeing.

It is completely normal for new students to feel unsettled for a time. This phase can also be challenging for parents and families, who may feel anxious about new routines, expectations, and experiences.

At our College, we are mindful of the potential stresses that come with this change. We provide a well-structured, ongoing transition program that extends well beyond the first few weeks of the school year, with a strong focus on supporting student wellbeing.

How Parents Can Help at Home

Parents play a key role in supporting their child's adjustment to secondary school. Some simple but effective strategies include:

- **Establishing healthy sleep routines** – sleep is not a luxury; it is essential for wellbeing and learning.
- **Managing technology use in the evening** – screen time can interfere with rest, focus, and mood.
- **Keeping communication open** – be available for casual chats so small worries don't go unnoticed or become larger issues.

If you have any concerns about your child's adjustment, please contact their Homeroom Teacher for support and guidance.

Building Resilience and Connection

Encouraging your child to identify trusted people at school whom they feel comfortable approaching for help is a simple but powerful **resilience-building strategy**. Developing these "help-seeking" skills fosters confidence, emotional regulation, and a sense of belonging.

Transition is an important milestone in every young person's journey. By maintaining **open communication between home and school**, we can ensure this experience is positive, supportive, and responsive to the diverse needs of our students and families.

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 - 2027 STUDENTS

Tuesday 8 December 2026: 9.00am - 3.30pm

On Orientation Day, students will have the opportunity to meet each other and their teachers. They will have their photo taken on this day so the College can have an up-to-date photo for the commencement of Year 7. 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

Term 1, 2027 – Commencement Day

Monday 1 February 2027 marks the first day of Term 1 for students in Years 7, 11 & 12.
Tuesday 2 February 2027 is the first day for students in Years 8, 9 & 10
Monday will be a special Wellbeing Day for Year 7 students, where they spend the day with their Homeroom Teacher and classmates, participating in activities designed to build connections and ease the transition into the school year.
Students are to wear their full College summer uniform on the first day.
Lunch will be provided for all Year 7 students.

☕ Coffee on Us – Year 7, 2027 Parents

Join us on Monday 1 February 2027 for Coffee on Us from 8:30am to 9:30am in the Atrium, before the first school day begins. It's the perfect way to start the year — enjoy a coffee, meet some of our staff, connect with other parents, and snap a few happy photos as your child begins their exciting journey into secondary school.

A latte support for a big day! 🌟

Year 7 Commissioning Mass and Welcome

Thursday 25 February 2027
🕓 4:30pm to 6:00pm – Community BBQ and Meet the Homeroom Teacher
🕕 6:30pm – Commissioning Mass 📍 Quambi, Sacred Heart College (enter via Begg Street)

Community is at the heart of all we do at Sacred Heart College, and we value every opportunity to come together—especially when we gather to celebrate the Eucharist.

We warmly welcome all Year 7 students and their families to join us for a community BBQ from 4:30pm to 6:00pm, followed by our Commissioning Mass at 6:30pm in Quambi. This is a special occasion to formally welcome you to the College community and to the new school year.

The time also provides an opportunity for parents to meet their child's Homeroom Teacher before the Mass. For many families, this will be the first time seeing the full Year 7 cohort together, along with the teachers and staff who will guide them through their first year at the College.

As a Catholic school walking in the footsteps of the Mercy Sisters, we continue their legacy by gathering as a faith-filled community, committed to following Christ and the teachings of the Gospel. Attendance at the Commissioning Mass is an expectation for all Year 7 students, as we celebrate and welcome them into our College community.

YEAR 7 CAMP

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.

The Year 7 Camp in 2027 is across the dates of Monday 24 May to Wednesday 26 May (Group 1) and then Wednesday 26 May to Friday 28 May (Group 2). The Year 7 cohort will be grouped so that three Homeroom groups attend together for three days. The exact date of your child's group will be advised closer to the date.

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

Final day of trade for 2026: Tuesday 8 December

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

- Thursday 21 January 2027 10:00am - 4:30pm
- Monday 25 January 2027 10:00am - 4:30pm
- Thursday 28 January 2027 10:30am - 4:30pm
- Monday 1 February 2027 8:00am - 9:00am (Students' First Day)

Normal Hours Resume

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)

We will have staff available at the Year 7 Information Evening to assist you in your set up of PAM. 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

You should already have received an email invitation from our Parent Access Module (PAM) inviting you to connect with the College's parent portal. The email will originate from: noreply@shckyneton.catholic.edu.au
Please follow the instructions in the invitation to establish your access.

BOOKLISTS

Booklist ordering information: Campion Education

- Booklists will be available online at www.campion.com.au and via the Sacred Heart College website CLICK HERE
- The Sacred Heart College Kyneton four-digit code will be provided to families when the portal opens.
- Booklist orders are to be submitted online by the due date (TBC).
- If not purchasing from Campion please source the correct edition of textbooks and/or materials
- Home delivery details is outlined on the Campion website

Campion contact details:
Website: http://www.campion.com.au
Email: sales@campion.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.

CHECK LIST	☑
Digital Device Agreement and ordering of laptop	☐
Update of Personal Information i.e. Phone numbers, Address, Photo Consent etc	☐
Fitting and Collection of Uniform	☐
Connect to PAM	☐
Booklist ordering	☐
Completed the Medical Profile and Orientation Day Permission	☐

IMPORTANT DATES SUMMARY

Wednesday 18 November 2026	7:00pm – 8:00pm	Information Evening for Parents/Guardians in the Mary Moloney Theatre
Friday 4 December 2026		Medical Profile and Orientation Day Permission due in PAM Portal
Tuesday 8 December 2026	9:00am – 3:30pm	Orientation Day for Year 7 – 2027 students
Thursday 21 January 2027	10:00am - 4:30pm	Uniform Shop open for collection of uniform
Monday 25 January 2027	10:00am - 4:30pm	Uniform Shop open for collection of uniform
Thursday 28 January 2027	10:30am - 4:30pm	Uniform Shop open for collection of uniform
Monday 1 February 2027	8:00am - 9:00am	Uniform Shop open for collection of uniform
Monday 1 February 2027	8:30am - 3:30pm	Commencement Day for Students
Monday 1 February 2027	8:30am - 9:30am	Coffee for Parents of Year 7 Students in the Atrium
Wednesday 3 February		Official College Photo Day for all Students
Thursday 25 February 2027	4:30pm - 6:00pm 6:30pm – 8:00pm	Community BBQ and Meet the Homeroom Teacher in the Atrium Gardens Year 7 Commissioning Mass in Quambi

SACRED HEART COLLEGE

SEMPER FIDELIS

KYNETON