Dear Parents/Guardians,

Further to our letter providing information on the Pre-Kindergarten Programme we have some additional detail for families in readiness for starting Kinder in 2017.

Orientation Morning & Parent Information Session:
Firstly, a reminder about the Orientation Sessions on Monday 21 November for Kinder Corda and on Friday 25 November for Kinder Sursum. All 2017 Kindergarten children should attend their formal Orientation Morning from 9.30am to 11.00am. Parents are encouraged to leave their children for the first hour of this session if they feel comfortable to do so.

For the final half hour, the students will be supervised in the kinder play area while parents attend an Information Session in the kinder classroom. During this session parents will have the chance to hear from a few guest speakers who will provide information on:
- Kinder uniform and the uniform shop
- Helping at school
- The use of technology in Kindergarten
- Outside school hours care at the Discovery Early Learning Centre
- SHC Parents and Friends Association

First Week of Kinder 2017:
Kindergarten will start in the week beginning Monday 13 February. In order to provide students with the best opportunity to settle into school, and as Monday 13th February is the Regatta Day public holiday, we will be running a shortened week for the commencement of Kindergarten 2017 with students attending for two days only.

- Kinder Sursum students will attend on Tuesday 14th and Wednesday 15th of February
- Kinder Corda will attend on Thursday 16th and Friday 17th February

From Monday 20th February all Kindergarten students will come to school on their usual three days. The kinder school day commences at 8.45 am and concludes at 2.45 pm.
- Kinder Sursum – Monday, Tuesday, Wednesday
- Kinder Corda – Wednesday, Thursday, Friday
Parent Helpers on Excursions and in the Classroom:

Throughout the year parents and carers are very welcome to join us for parent help and also on excursions. During the year kinder classes often visit a variety of local spots including the Botanical Gardens, Bellerive Beach and maybe the Big Red Bus.

The contribution of parents and grandparents at Sacred Heart College is greatly appreciated and parent helpers are greatly valued particularly during the early years of school. Under state legislation however anyone who wishes to be a parent helper is required to complete a Working with Vulnerable People check. The details for completing this process are attached. In preparation for next year we encourage any parents or careers who are interested in spending time in the classroom, attending excursions or perhaps coaching a sports team in future years, to commence the registration process this year.

The following items are also attached for your reference providing details on:
- Sign In and Sign out procedures for students arriving late or leaving early
- Stationery items required for kinder student for 2017 (please note orders need to be placed by 11 December to receive free delivery).
- Tuition Fees & Charges for 2017.

Throughout the pre-kinder sessions we will be available to answer any questions you may have about the Kindergarten program. Additional information is available in the Kindergarten handbook which can be viewed on the Sacred Heart College website http://www.shc.tas.edu.au/ under the tab ‘About Us’ then ‘Kindergarten’. The handbook contains information about our kindergarten philosophy, teaching and learning, daily routines and information on our cooking, gardening and ‘Bush Kinder’ programs and will be updated for 2017 in the next few weeks.

Should you have any queries, please do not hesitate to contact us.

Kind regards,

Mrs Sandra Mazengarb
Kinder Sursum

Mrs Karen Giudici
Kinder Corda

Attachments:

- Working with Vulnerable People Registration
- Sign In and Sign Out Procedures
- Kinder Stationery List for 2017
- Tuition Fees & Charges 2017
Working with Vulnerable People Registration

In July 2014 the Tasmanian State Government legislation for ‘Working with Vulnerable People’ was enacted and all schools, child care centres and sporting clubs must comply with the legislation. Under the legislation anyone who wishes to work or volunteer with children is required to complete a Working with Vulnerable People check. The Working with Vulnerable People Legislation applies to any contractors visiting the school grounds to complete work, all visiting volunteers and all teaching and non-teaching staff. The purpose of the legislation is to significantly improve the safeguards and child protection processes to help keep children safe from harm.

In line with this legislation anyone visiting the College during the school day is required to sign in to the school office to show their Working with Vulnerable People registration and receive and display an official visitors pass authorising them to be on-site. The only exception to these guidelines is during the morning drop off and afternoon collection periods, for parental/guardian attendance at special events such as assemblies or sport carnivals, or where an invitation has been forwarded.

Applications for a Working with Vulnerable People Registration can be completed online by visiting http://www.justice.tas.gov.au/working_with_children Applicants should complete the online application, print the ‘Application Receipt’ and take it to any Service Tasmania shop with a current driver’s licence. Service Tasmania will take a photo of the applicant and will also require payment of the $17.76 fee. SHC volunteers may seek a refund of this fee from the College upon presentation of a completed Working with Vulnerable People Registration Card if they wish.

Applications are assessed by the Tasmanian Department of Justice. Once the application is submitted the checking and confirmation process takes between 2 and 6 weeks. Once the process is completed a Working with Vulnerable People Registration Card will issue to the applicant’s address. The registration covers volunteers for three years and allows parents and carers to assist at school with sporting teams, parent help and excursions and also to volunteer at external sporting clubs, scouts etc.

Volunteers are also asked to complete the SHC Workplace Health and Safety Induction module which can be found on the Sacred Heart College website. The questions are very brief and are to ensure anyone who may be on school premises is aware of what to do in the event of a fire alarm or lockdown. The students have practice drills for each of these events at various times throughout the year. Completing the online induction will ensure parents are also familiar with the different alarm sounds and can discuss these with their children.

To complete the online induction:
~ visit http://www.shc.tas.edu.au/
~ select News & Events
~ select Sports
~ select online induction http://www.onlineinduction.com/shc/
~ log on if you have registered previously or select First time here? Click her to register
~ select Volunteer
~ complete details
~ complete the online induction
Sign In and Sign Out Procedures

Student attendance for each class is completed by the teacher at the start of each day. If a student is absent without a previously advised explanation, parents will receive an SMS message at approximately 9.30am advising their child is absent from school.

For the safety of students, and to ensure all student attendance records are accurate, all student sign-ins or sign-outs outside of normal drop off and pick up times, must be completed through the Administration Office.

If a student...  
- arrives at school after 8.45am  
- needs to be collected early during the day for any reason including illness  
- needs to attend an appointment but will then return to school

... they need to be signed in or out by their parent/guardian at the Administration Office.

Upon sign-in students from Kinder to Grade 1 will be escorted to their classroom. Students from Grade 2 to Grade 6 will be able to make their own way directly to their classroom. Similarly, for sign-outs, students from Kinder to Grade 1 will be brought across to the Administration Office for collection and sign out. Students from Grade 2 to Grade 6 will be called from their classroom to go to the Administration Office for collection and sign out by their parent or guardian.

Students needing to go home due to illness will remain in the First Aid area until called across to the Administration Office for collection and sign out.

In line with government legislation and to ensure the College is aware of everyone who is on the school grounds during the day (outside of the normal “drop off” and “pick up” periods in the morning and afternoon) adults may not visit the classrooms areas unless they have the appropriate WWVP registration and they have signed in at the Administration Office.