The Sacred Heart College Parents and Friends Association works to support families and students within the College community. If you are a parent or guardian at the College and have a question, please contact the P&F via the contact details listed below.

Q. What are the school office hours over the summer break?
A. The College Administration Office hours are 8.30pm to 4.00pm. The office closes on 21st December and will re-open on 17th January 2011.

Q. When does school resume in 2011?
A. Thursday 3rd February: Prep and Grade 7 students.
   Friday 4th February: Grade 1 to 6 and Secondary students.
   Kindergarten start dates are in letters sent home to parents.

Q. What are the regular school hours?
A. Primary: Starts 8.30am for 8.45am and finishes 3.00pm
   Secondary: Starts 8.40am (homeroom) and finishes 3.20pm

Q. My child/children are going to be away from school?
A. Please contact the school Administration Office on 62794090 by 9.30am if your child/children are going to be absent from school.

Q. My contact details have changed – what should I do?
A. Contact the College Administration Office on 62794090 as soon as possible to update any contact details or family arrangements.

Q. When will the uniform shop re-open and where has it moved to?
A. The uniform shop has moved to Tenison House on the corner of Harding and Clare Streets. It is scheduled to re-open on the 24th January, but no opening times are available as yet. The College Office may be contacted after the 17th January for the opening times.

Q. When purchasing stationery items at Birchalls (Royal Hobart Showgrounds outlet), how do I make sure it is recorded that I paid for items that are going directly to the school?
A. At the checkout tell the salesperson, and give them your child’s name and class and they will record your payment. The recorded payment list is sent to the school with the pooled stationery items.

Q. I am new to the school – how do I make a lunch order (New Town Campus)?
A. New Town Primary students - write your order on a paper bag (or envelope- paper bags can be purchased if required). Each primary class has a lunch order container that is taken to the canteen each morning. Orders are filled and returned to the classroom at recess and lunch.
   Lenah Valley Primary students – Special Canteen days are held regularly with order forms sent home, complete the order form and into a paper bag. Each primary class has a lunch order container that is taken to the canteen on the special canteen day. Orders are filled and returned to the classroom at lunch.

Canteen price lists are given out in the school newsletter in the first week of school. In 2011 they will also be available on the school website, or can be obtained from the school office.

Q. Where should I my primary children wait if I drop them at school before 8.30am?
A. New Town Primary students are to wait in the quadrangle area in front of the Primary office until the first bell at 8.30am.
   Lenah Valley students are to wait in the undercroft area between the Primary & Prep/1 class rooms until the first bell at 8.30am.

Q. Where can I found out about school rules, playground behaviour guidelines, parking/crossing and general school safety?
A. This general type of information is available in the school diary which is given to students in Grade 2 and above. This information is also available on the school website or from the office.

Q. When is the next P&F meeting?
A. The next P&F meeting is the AGM scheduled for Monday 21st February at 7:00pm in the Secondary Library.

Elections for office bearers for 2011 will be held on this evening. All welcome.

Q. How can I contact the P&F?
A. You can come along to the P&F meetings,
   go to http://shc.tas.edu.au/news-events/parents.html
   email via pressch@tcspff.org.au
   or contact any of the office bearers either directly or via the College Office.