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Admin Officers: Alison Answer
Sylvia Allan

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Mrs Diana Cannizzo
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WELCOME TO SACRED HEART

The family of Sacred Heart Primary School Morwell take pleasure in extending a very warm welcome to you and your family.

Our school has a long tradition of providing quality Catholic education in Morwell.

We endeavour to provide opportunities based on Christian values, ethics and relationships so the children can develop their unique talents and personalities.

We believe that parents are the first educators, and therefore we work to engage parents in all aspects of school life.

Our school is an integral Morwell Catholic Parish.
Vision Statement
Sacred Heart is a welcoming and interconnected Catholic Community. We provide a learning environment which strives for excellence and is committed to the achievement of all.

Mission Statement
Sacred Heart is a Catholic Primary School that has educated students in the Morwell parish for over 130 years. The school is committed to following the words of Jesus, who said, “...learn from me; for I am gentle and humble in heart.” (Mt 11:29)

We value lifelong learning and celebrate the individuality of every member of the community. As such, we are committed to the holistic development of all learners; spiritually, academically and socially.

Spiritually, everyone’s relationship with God will be given time to develop and flourish. Academically, the curriculum will allow for collaboration, flexibility and individuality. Socially, wellbeing will be at the core of all learning.

Faith Development
All members of the Sacred Heart community will deepen their relationship with God.

Learning and Teaching
Sacred Heart is a vibrant and collaborative learning environment reflecting contemporary pedagogy

Student Wellbeing
The social and emotional needs of all learners are embedded in all learning to improve student outcomes.
An important learning area in Catholic Schools is Religious Education. At Sacred Heart we seek to actively promote the faith development of each child, and we teach the children about God’s love for them and their responsibilities as Christians.

We are committed to the development of the whole child: spiritually, emotionally, physically, psychologically and academically. Our teaching is founded on Gospel values and is summed up in scripture by, “…learn from me; for I am gentle and humble in heart.” (Mt 11:29)

There are many Liturgical and Sacramental celebrations throughout the year where the children are actively involved and we invite parents to share in these with us.

Our Sacramental program is parish based, family centred and school supported. Before each of the Sacraments, a series of family nights is offered to help renew ideas about the Sacraments for family members and to give a sense of partnership between the school, home and parish.
LEARNING AND TEACHING

Sacred Heart is constantly evaluating learning and teaching to ensure that all learners in the school develop into deep thinking problem solvers with the tools needed to thrive in our rapidly changing society.

CURRICULUM

Sacred Heart has implemented AusVELS into its curriculum in the areas of English, Mathematics, History and Science, as per government guidelines.

AusVELS is the Foundation to Year 10 curriculum that provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which schools use to plan student learning programs, assess student progress and report to parents. AusVELS incorporates the Australian Curriculum F–10 for English, Mathematics, History and Science within the curriculum framework first developed for the Victorian Essential Learning Standards (VELS). AusVELS uses an eleven level structure to reflect the design of the new Australian Curriculum whilst retaining Victorian priorities and approaches to teaching and learning. VELS is the framework used for the development of all other areas of the curriculum. For further information on AusVELS visit the website at http://ausvels.vcaa.vic.edu.au
LITERACY
At Sacred Heart Catholic Primary School we believe that language is the key to access learning and experiencing success in later education and everyday life.
Sacred Heart is committed to a two-hour literacy block every day.
A typical literacy learning session consists of:
- modelled and guided reading
- comprehension
- genre writing
- spelling
- grammar activities
Students are exposed to a variety of text types such as narratives, recounts, procedures, reports, explanations and expositions.
The children participate in Partner Reading most mornings. Parents are encouraged to stay for around 10-15 minutes when dropping children off in the morning to listen to the children read and help with Partner Reading sessions.

NUMERACY
Through Numeracy at Sacred Heart we aim to develop:
- a fascination and enjoyment of mathematics in which all students can achieve and be successful
- the students’ abilities to use and apply mathematics effectively in everyday situations, using specific mathematical vocabulary
- an ability for students to communicate their ideas both orally and in written form
- independent, as well as co-operative ways of working, encouraging students to explore ideas and activities in a variety of group settings
- the student’s ability to recall number facts quickly and accurately and use appropriate mental and/or written calculation strategies

The numeracy program is focused on mastering basic mathematical skills, understanding mathematical concepts and solving problems.

CURRICULUM ENRICHMENT
- READING RECOVERY- This program is offered to individual children in their second year of schooling. Even in a language rich classroom, where the best methods for teaching reading, writing, speaking and listening are employed, some children still need extra help to learn to read. They are given this opportunity through Reading Recovery, where they work with a specially trained teacher on a one-to-one basis daily.
- EXTENDING MATHEMATICAL UNDERSTANDING (EMU) - This program is an early intervention program to assist mathematical learning. EMU is research-based and aims to enhance children’s number learning and prepares them to benefit more fully from regular classroom mathematical teaching.
PHYSICAL EDUCATION
All classes participate in physical activities on a weekly basis. Engaging in physical activity, games, sport and outdoor recreation contributes to wellbeing and good health. Our focus is on participation, socialisation, enjoyment and the importance of a healthy lifestyle. Children are also given opportunities to compete in a variety of different sports in the Victorian Primary School Sports Association at a local, regional and state level. This includes:

- An annual carnival held at the Newborough Athletics Track
- Active participation in netball, basketball, soccer and football tournaments
- As part of the school curriculum the children are involved in an intensive one-week aquatics program run by qualified instructors held at the Morwell and Churchill indoor swimming pool.
- The children have the opportunity to complete one term of tennis lessons with visiting coach Andrew Peavey.
HOMEWORK/ HOME LEARNING
At Sacred Heart we believe that parents are the first educators of their children and that the school acts in partnership with parents.

We acknowledge that home is a place of genuine learning which supports learning at school. We believe that the time given by parents is the best example of life-long learning that children receive.

We believe home activities can be challenging, purposeful and open-ended.

Homework/home learning reflects the learning in the classroom and helps children to work towards organising their own time and to develop independent study skills.

Homework/home learning should be a positive experience where the children feel a sense of achievement. Sacred Heart students are given a range of homework activities on a regular basis and at other times more informal tasks such as interviewing parents, reading stories together, baking a cake etc.

ASSESSMENT
Children in Years 3 and 5 participate in the National Assessment Program-Literacy and Numeracy (NAPLAN).

Diagnostic testing occurs across all classes periodically throughout the year. Reading comprehension tests, observational surveys, Early Year’s literacy and numeracy tests, as well as Extending Mathematical Understanding tests (EMU) are just some of the tests used to help each teacher get a clear understanding of the academic ability of each child. This will allow teachers to plan learning experiences that meet the needs of the individual learner.

REPORTING
We have two formal parent meeting times, one at the beginning of the year and one mid-year. It is important that parents are in touch with what their children are doing at school and teachers are happy to meet and confer with parents throughout the year. This must be done out of class time and an appointment should be made.

Sacred Heart issues a report card to parents based on the AusVELS Standards. The report enables you to see how your child is progressing using and A to E scale.

The school Principal is also available for interviews by appointment.

PERFORMING ARTS
All children are provided with an opportunity to express themselves through a wide range of performing arts medium, including dance, singing and drama.

Opportunities exist for participation by all in school choir, the Traralgon Eisteddfod and school concerts.
VISUAL ARTS
All classes participate in weekly Visual Arts lessons. This gives all children the opportunity to express themselves with drawing, painting, construction, textiles and other art mediums.

PRIVATE MUSIC TUITION
Music teachers visit Sacred Heart to give private lessons to interested children at a very reasonable cost. In 2015, tuition was provided for piano, keyboard, and guitar.

TECHNOLOGY
Effective use of technology is essential in modern schools. At Sacred Heart, we have a bank of laptops and I-Pads that can be used for whole class skill development or utilised in individual classrooms as a learning tool.

LIBRARY
Children are encouraged to borrow books regularly from our new school library.

BOOK CLUB
Scholastic Book Club operates through all grades on a monthly basis offering children the opportunity to purchase personal reading material. All children are provided with order forms via a book club organiser.

ASSEMBLIES
We gather as a school community three times a week. Monday and Friday assemblies begin at 8:50 am. This allows the school to pay respect to our country with the singing of the national anthem and a flag ceremony. The assembly on Thursday begins at 2:30 and is held in the Josephite Centre. During this gathering, one class will present their reflection on the week’s gospel, as well as some of their learning.
WELLBEING OF THE SCHOOL COMMUNITY

We respect ourselves and others.

We all have a right to learn.

We are an inclusive community.
PARENT ENGAGEMENT

Research informs us that the life chances and academic performance of children will be significantly improved if parents are engaged in the learning of their children. “Help” at home means how families encourage, listen, praise, guide, monitor and discuss school work with their children, not whether or how they “teach” school subjects. At Sacred Heart, we work to engage parents with their children in learning at home and at school. For more information please visit https://education.gov.au/parent-engagement-research

THINGS YOU CAN DO

- Let your child know that you think it’s important they do well at school.
- Ensure your child knows that you believe in their potential and abilities.
- Ask your child everyday what they learnt at school, or what they found interesting or fun at school
- Talk to your child often about the dreams and plans they have for their future.
- Demonstrate a positive attitude and good work habits to your child.
- Talk with your child about what they are learning at school.
- Help your child to learn how to deal with distractions and to re-engage with their work.
- Encourage your child to keep trying if they lack confidence or doubt themselves.
- Common things children say when they lack confidence could include:
  - “I don’t know how to do that.”
  - “I can’t remember.”
  - “It’s too hard.”
  - “It’s boring.”
- Praise your child for their effort and persistence when they are reading or doing homework
- Talk with your child about what’s happening at school – activities, programmes, what they are learning and even what happens in the playground.
- Watch age-appropriate television with your child and talk about what you watch together.
- Have dinner at the table with the television off and talk about what happened in everyone’s day.
- Talk with your child about history, news, or any subject that interests them.
- If you find it hard to get your child to talk to you about what is happening at school, try these ideas:
  - Instead of asking, “How was school today?” ask “What was fun? What was the worst part of the day? What is something new you learned today?”
  - Take ideas from their homework and try to discuss those.
  - Ask your child’s teachers to give you a list every few weeks of the work they are covering at school. Ask if the school can send information like this by email or whatever way works best for you.
PARENT INVOLVEMENT

Parents are encouraged to participate in many activities throughout the school year. We are very grateful for the support that is given by so many parents in the classrooms, the library and in outdoor programs.

The Parents Group at Sacred Heart is responsible for organising social and fund raising events throughout the year that support the school. The Parents Group meet on the first Wednesday of each month and everyone is welcome and encouraged to participate with this group.

The School Board meets on the third Wednesday of each month and advises, assists and supports the Parish Priest and Principal in the efficient management of the school.

The maintenance of the school property is a shared responsibility of all. Working bees are organised throughout the year. Parents are asked to come along and help in a variety of different tasks, ranging from gardening, painting, cleaning etc. All students are expected to take pride in their school by keeping the grounds litter free and looking after the gardens.

SAFE AND SUPPORTIVE

Sacred Heart does not tolerate bullying or harassment. We believe everyone has the right to feel safe at all times and that we should treat each other fairly and with respect. As such:

- Positive behaviour is reinforced.
- Open communication about bullying is encouraged.
- Social skill development is taught.
- Where appropriate, a buddy system is implemented.
- Peer support is provided.
- Parents are supported in their role.

Our school is a place where all people are appreciated and respected as individuals and support, encouragement and care is shown as part of our ethos.

CLASSROOM AND PLAYGROUND BEHAVIOURS

At the start of each year children and teachers discuss how we can make our school a happy and safe place. From this discussion, and in accordance with the school’s policies, expectations are developed for appropriate classroom and playground behaviour.

PLAYGROUND SUPERVISION

Children are supervised at all times, both inside and outside the classrooms. Staff members are on duty in the school playground and the soccer oval.
MOBILE PHONES
Mobile phones are important modern day communication tools, essential in providing a safe and effective school environment. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed. Students are encouraged to use the school telephones under supervision should the need arise before and after school hours.
It is essential that all communication between students and anyone outside the school, during the school day be made with full knowledge of the school.
Students are not to bring personal mobile phones to school unless permission from the principal has been successfully sought by parents who have outlined the health, safety or personal reasons that justify the student being in possession of a mobile phone.

ATTENDANCE
As a parent/caregiver it is your responsibility to:

Make sure your child:
- Attends school on ALL school days
- Is on time every day

Make sure you:
- Provide the school with a written explanation if your child is away
- Contact the school if your child does not want to go to school
- Arrange doctor and dentist appointments out of school hours
- Arrange personal shopping trips with your son/daughter or birthday celebrations out of school hours
- Do not allow your child to stay at home for minor reasons

Is regular attendance at school important?
- Yes—from the first day. If your child misses the basic skills, they can very quickly experience difficulties with their learning.
- Regular attendance is essential to make sure learning is not disrupted. Regular learning provides building blocks for the future.
- Schools help children to develop important social skills, such as friendship building, teamwork, communication skills and a healthy self-esteem.

NON-SMOKING AREA
By law, Sacred Heart Primary School is a non-smoking area. This covers all buildings, grounds and within four metres of an entrance.
FAMILY LIFE
The Family Life program, which is based on Christian values, is presented in the school every second year. It aims to promote the worth and dignity of each child, the expression of love and the development of healthy relationships. The approach used is safe, sensitive and straightforward, with activities that are fun. The content is age-appropriate and interactive, using a variety of audio-visual materials. For more information, please visit http://www.familylifevictoria.org.au/index.php

BUDDIES
Each Prep child is buddied with a child from Year 5. This helps the younger children feel safe and secure in the school, while it helps the older children develop responsibility and leadership skills.

STUDENT LEADERSHIP
While some of the children in Year 6 represent their peers as School and House Captains, all senior students are encouraged to exercise their leadership skills by leading the school through their actions and displaying good learning behaviours.

STUDENT SERVICES
We have a range of services available to students and families that can be accessed through the school. These services include access to counselling, speech therapy, psychologists and occupational therapists. We also liaise with agencies such as Centacare, Anglicare, Indigenous Services and Department of Human Services etc. if the need arises.

COMMUNICATION
Our school newsletter is produced fortnightly and can be delivered via email or a paper copy sent home with the eldest student in each family. The newsletter can also be accessed on the school’s website and is sent via the school’s Skoolbag app. This is an important means of communication from the school to home, so please ensure you read the newsletter each fortnight. Classroom teachers send home notes informing about events and activities as they occur.

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SCHOOL MANAGEMENT AND ADMINISTRATION

SCHOOL BELL TIMES, PLAY TIMES AND SUPERVISION

8.20am  Playground supervision begins.
8.45am  First bell rings (lessons commence 5 minutes later).
8.50am  Assembly Monday and Friday
10.50am to 11.00am  Eating time supervised by teacher in classroom.
11.00am to 11.25am  Recess.
1.05pm to 1.15pm  Eating time supervised by teacher in classroom.
1.15pm to 1.55pm  Lunch time
3.00pm  Classes dismissed.

SCHOOL PICK-UP / DROP-OFF

Parents must notify the school if children are to be collected by other people. After school, parents are required to park in the car park and cross to the covered area to collect their children. Children must wait in the covered area until parents arrive. Parents are reminded that there is a 40km/hr. speed zone operating at drop-off and pick-up times. Parents are asked to drive carefully and obey the parking signs.

SIGNING IN / OUT

Parents are asked to come through the office area and sign the attendance book if children are brought to school after 9:00am or leave before 3:00pm.Parents also need to sign children out if they have appointments during school hours. If the student returns that day, he or she must be signed back in. Parents are required to sign in if they need to go to the classrooms during the school day.

BUS TRANSPORT

Latrobe Valley Bus Lines operates school bus services in the township of Morwell. For information about costs, times and routes please contact the school office or ring Latrobe Valley Bus Lines on 5134 2055. The children meet with the teacher on duty who will tick off each bus traveller, then supervise children until they are seated on the bus.
ABSENCES
Parents are required to ensure their child attends school and to provide an explanation for their child’s absence from school. The principal must record in writing the reason (if any) given by the parent. The principal must be able to determine from the records if the excuse given was reasonable in terms of the parent meeting their legal obligations.
Parents should inform the school of the reason for their child’s absence so that the school can:

- determine if the child’s absence needs to be excused by the principal, in line with school policy and these guidelines
- determine the appropriate follow up to ensure the child’s education and wellbeing is supported
- record if the parent has a reasonable excuse for not meeting their obligation to ensure their child attends school each day.

Where possible, parents should inform the school in advance of upcoming absences.

LUNCH ORDERS
The school promotes healthy eating. Whilst we do not have a tuck shop, children may order lunch from Subway on a Friday. Special lunches are organised on a regular basis with parents preparing the food. Notes will be sent home with relevant information prior to these lunch days. Parents are asked to provide healthy and nutritious lunches for their children.
After play or lunch children are encouraged to eat fruit, vegetables and drink water as a healthy snack.
TRANSITION

PREP ORIENTATION
We are active members of the Kinder/Prep teachers’ network, meeting on a regular basis to ensure a smooth transition for our students and families.
In November/December, a school orientation program is held. Kinder children visit the Prep grade and spend part of a day partaking in activities and becoming familiar with our school.
Prep students commence school on Monday 1st February 2016. They attend school for the full day (8:50am – 3:00pm) but have every Wednesday as a rest day up until the Labour Day weekend.

TRANSITION TO SECONDARY COLLEGE
To facilitate a smooth transition to secondary school, Sacred Heart communicates regularly with Lavalla College, Traralgon, as this is the Catholic secondary school in our area. Visits from staff from Lavalla are made in Term 2 and children in Years 5 and 6 visit Lavalla in Term 2 and then again in Term 4. All children spend a day at the secondary school of their choice late in Term 4.

SCHOOL FEES 2016
The evaluation of the school fees is an annual process conducted in consultation with the Parish Priest, School Board and the Catholic Education Office Warragul. School Fees assist in the day to day running of our school. The following is an approximate overview of how our running costs will be funded in 2015:-

Federal Government Grants - 50%
State Government Grants - 25%
Local contribution – 25%

Our local contribution comes from school fees, levies and fund raising from the Parents & Friends and Bingo. From the funds we receive from government grants and local contributions we cover costs including: staff salaries, cleaning and maintenance, library, computers and administration.
Sacred Heart currently enjoys one of the lowest fee structures for like primary schools in Victoria. In 2015, the fees were $800.00 per family. However, with rising costs and a commitment to continue to deliver quality education, the fees will be reviewed and possibly revised. In addition to these school fees there will again be an excursion levy and class room levy for each child as follows:-

<table>
<thead>
<tr>
<th>Levy</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Room Levy</td>
<td>$ 85.00</td>
</tr>
<tr>
<td>Excursion Levy for children in Prep – Year 3</td>
<td>$ 68.00</td>
</tr>
<tr>
<td>Excursion Levy for children in Year 4 – 6</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

The excursion levy reduces the need for parents to constantly have to find small amounts of money for various excursions, performers and other minor expenses. The levy reduces the counting of money and paper work in the office. Parents have a clear plan of what expenses they face for the school year. Families are able to budget for this levy and teachers do not have to handle any money in class, just collect permission forms.

PAYMENT FACILITIES: Fees are an important part of our school’s operation. We accept cash, cheque, EFTPOS, direct debit and Centrepay. Forms are available at the office.
CONVEYANCE ALLOWANCE: (Travel Allowance) To be eligible, students must live more than 4.8km from the nearest appropriate school. eg. nearest Catholic School. Claim forms are available from the school office.

BOOKLISTS
Books can be purchased from Newspower, Commercial Road Morwell. Booklists are issued in November. Children enrolling for the 2016 Prep class will receive their booklist on the first Orientation day. Booklists need to be returned by the required date. The cost of the books and the resources levy $85.00 per child in 2016 must be paid when books are collected on the due date. Families are welcome to purchase items from any supplier, provided they match the item requested by the school.
MEDICAL INFORMATION

MEDICATION
All parent requests to administer prescribed medications to their child must be in writing, including the name of the student, dosage and time to be administered.
Non-prescribed oral medications (e.g. head-ache tablets) will only be administered by school staff if the correct information is given in written form showing specific time, dosage and period of time to be administered.
Office staff and/or principal will be responsible for administering prescribed medications to children and recording administration details.
All medication is to be handed in at the office for safe keeping and should not be in your child’s possession. This does not apply to Ventolin and other Asthma inhalers. These can be kept in your child’s bag as long as the school has an asthma action plan for your child.
It is important that the school is informed of any ongoing illness or medical problems your child may have. Appropriate plans for managing such problems should be discussed with school staff at the start of the school year or when the condition is discovered.

INJURY
In the event of injury or sickness at school, except in the cases of minor first aid, parents will be contacted immediately, or if unavailable, the emergency person listed on the child’s file will be contacted. In the case of an emergency an ambulance will be called immediately. Parents will be notified as soon as possible.
The school does have trained first aid staff members who attend to minor injuries. All children are covered by Catholic Church Insurances in the event of accidents that may occur at school. The policy covers school activities only.

SCHOOL NURSE
The school nurse visits the school each year and performs a screening procedure on Prep children and other students who have been referred by staff. Parents are fully involved in this program and must sign appropriate permission forms.

HEAD LICE
At the start of each year parents are asked to fill out permission slips to give authority for a Council nurse to check for head lice if there is a serious outbreak within the school. Parents are notified if there is an outbreak and by working together, and making sure that children are treated, the problem is quickly brought under control.
**INFECTION DISEASES**

The Ministry of Education requires the following Exclusion Table to be observed in cases of infectious diseases. Please note that for children who have not been inoculated prior to coming to school, the exclusion time is much longer. For more information, visit [http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp](http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp)

<table>
<thead>
<tr>
<th>Disease</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Student excluded until fully recovered, or for at least 5 days after eruption first appears.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down.</td>
</tr>
<tr>
<td>Measles, Rubella</td>
<td>Exclude for at least 4 days after onset of rash.</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Exclude until appropriate treatment has begun. Sores must be covered with a watertight dressing.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from the eyes has ceased.</td>
</tr>
</tbody>
</table>

**EMERGENCY RECORDS**

There is an emergency card on file for every child in the school. This enables contact with parents in case of illness or accident. Parents are required to advise the school of any changes to their address, email or telephone number so they can be contacted during school hours. Parents should also list two other emergency contacts who are able to collect their child from school in the event that parents cannot be reached. On enrolment, parents are asked to sign a form consenting to their child receiving emergency treatment and ambulance attention if the need arises.

**UNIFORM**

Sacred Heart has a very smart and practical uniform that is to be worn with pride. The uniform looks good and is practical, in that it enhances the ability for playing and it also has the added benefit of giving the children a sense of belonging to their school community. Uniforms are to be worn every day unless a uniform free day is specified.

Children who are out of uniform should provide a note explaining the reason why and how soon before they will be back in full uniform.

**SECOND HAND UNIFORM SHOP**

Second Uniform shop is run on a voluntary basis by parents and times of opening will be announced in the school newsletter. The shop supplies a range of second-hand uniform items and new supplies of hats, bags, socks and reader bags.

**JEWELLERY**

A number of concerns have been raised over the safety of the children and the possibility of playground incidents involving children wearing earrings and other jewellery. As a result, watches and sleepers/studs are the only jewellery to be worn by children at school.

The school takes no responsibility for any loss or damage to jewellery worn and in the interests of safety and loss prevention, we would prefer that jewellery is not worn.

**HAIR STYLES**

Students who have long hair should have their hair tied up or back at all times. Hair decorations need to be in the school colours and should only consist of ribbons, small clips, scrunchies or hair bands – black, green or red. Hair colour should fall within the range of normal hair colouring.
MAKE UP
Students are not permitted to wear makeup to school. This includes nail polish.

SUN HAT
School sunhats are worn in Terms 1 and 4 and are available from the 2nd Hand Uniform shop at the school. If children do not have a school sunhat, they will be asked to stay in the cover way area during recess and lunchtime. Be sure to label all articles of clothing, as items are often mislaid or wrongly claimed by other children.

LOST PROPERTY
School clothing and other items should be clearly labelled with children’s names. Property that cannot be matched to the owner is put in a lost property box in our storage facility.

UNIFORM

<table>
<thead>
<tr>
<th>GIRLS UNIFORM</th>
<th>BOYS UNIFORM</th>
<th>SPORTS UNIFORM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td>Summer</td>
<td>Boys and Girls</td>
</tr>
<tr>
<td>Green white and red check school dress</td>
<td>Green jumper red stripe</td>
<td>Green shorts</td>
</tr>
<tr>
<td>Green jumper with red stripe</td>
<td>Green shorts</td>
<td>Red school polo shirt</td>
</tr>
<tr>
<td>Green socks</td>
<td>Red school polo shirt</td>
<td>Green tracksuit</td>
</tr>
<tr>
<td>Black school shoes or boots</td>
<td>Green socks</td>
<td>White or green socks</td>
</tr>
<tr>
<td>(Girls may wear green shorts under dress)</td>
<td>Black school shoes or boots</td>
<td>Sports shoes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter</th>
<th>Winter</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Green jumper with red stripe</td>
<td>Green jumper red stripe</td>
<td></td>
</tr>
<tr>
<td>Green slacks or green tunic</td>
<td>Grey trousers</td>
<td></td>
</tr>
<tr>
<td>Long sleeved red school polo shirt</td>
<td>Long sleeved red school polo shirt</td>
<td></td>
</tr>
<tr>
<td>Green tights or green socks</td>
<td>Grey or green socks</td>
<td></td>
</tr>
<tr>
<td>Black school shoes or boots</td>
<td>Black school shoes or boots</td>
<td></td>
</tr>
</tbody>
</table>