



# Immaculate Heart College

*Through Mary to Jesus: "The Way, the Truth and the Life"*  
*John 14:6*

## 2024 Information Pack

Welcome to Immaculate Heart College, both returning families and those new to the College community! This letter serves to provide various documents as well as address some "Frequently Asked Questions", to assist with the preparation for the new academic year.

Included in this pack, you will find:

- 2024 College Timetable, reflecting daily start and finish, as well as break times, during term
- 2024 College Term Dates
- 2024 College Uniform Information
- Laptop Information (for Years 3 – 12 students)
- Qkr! Online canteen ordering system flyer
- Save Your Seat – School Bus Services flyer

### Pre-Kindergarten and Kindergarten Students

Our Pre-K and Kindergarten Orientation Sessions held in November were a wonderful opportunity for our youngest students to see their school for the first time, and for parents and carers to learn about our programs. The IHC Pre-Kindy or Kindergarten Handbook provides much of the specific information required for families, however Kindergarten students commence school with the larger school community on Wednesday 31 January, with Pre-Kindy students starting on Thursday 1 February. Please refer to the relevant Handbook, for further information.

### Pre-Primary – Year 12 students

All students from Pre-Primary to Year 12 commence the academic year on Wednesday 31 January, at 8.30am. Students can arrive at the school from 8.15 onwards, for an 8.30 start. The school day ends at 3.15pm. Pre-Primary is the first compulsory year of schooling, therefore, the expectation at IHC is that Pre-Primary students will attend school daily, and in a full-time capacity.

### 2024 Class Lists

Class Lists, as well as College Room Location Map (for reference or reminder), will be posted on SEQTA Engage, on Monday 29 January, in the afternoon. This gives all families the



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opportunity to know where they are heading to on the first day at school for the 2024 academic year, on Wednesday 31 January.

## College Calendar

The college maintains an online calendar on our website, which can be found at <http://ihc.wa.edu.au/calendar/>. All events that occur around the college, as well as Parish events and the Liturgical Calendar can be viewed, as well as Term Dates, for planning purposes. Events are subject to change, and it is recommended to regularly view the calendar. The College Newsletter and SEQTA Dashboard also give a snapshot of what is happening within the next few weeks.

## College Uniform

Our uniform supplier is Lowes (Shop 70/71, Ellenbrook Shopping Centre, 11 Main Street, Ellenbrook). For your convenience, the store is open during normal retail hours, or the online store can be found at <https://www.lowes.com.au/schools-online/immaculate-heart-college-lower-chittering>. The IHC Parents and Friends Association administers a Facebook page – IHC



IHC Community Classifieds

Community Classifieds, which is a market place for pre-loved uniforms and other College items. Please refer to **2024**

**College Uniform and Dress Code** in this document for details on the College's uniform requirements, as we move between the different seasons/school terms.

## College Canteen

The College Canteen is open 5 days a week and orders can be conveniently placed through the Qkr!™ App on your smart device. Alternatively, orders written on a paper bag can be placed in the red lunch boxes located in Reception, or directly next to the Canteen. Updates on ordering times and special events are usually posted by the Canteen Manager via the IHC Parents and Friends Facebook page, or by email from College Admin. Volunteers are always welcome in the Canteen, and a roster can be found on the canteen door – please consider lending a hand, either on the odd occasion, or as a regular! It is always a great day meeting new friends, spending time with those you already know, not to mention the fun it is for your child to visit you at lunchtime!



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## Nut Aware School

IHC seeks to ensure the safety and wellbeing of all members of our school community. The College is committed to responsible and achievable management practices in reducing foreseeable risks associated with the support of students with anaphylaxis within the school environment. **Parents and carers are requested NOT to send food to school that contains any nuts or nut products. This includes peanut butter and Nutella.** Students are encouraged not to share food, eating utensils or containers, and to practice appropriate hand-washing and food hygiene behaviours.

## College Mass

College Mass takes place on a three-weekly rotation, Pre-Primary to Year 2, Years 3 to 6, and Years 7 to 12, on Friday mornings, in the Divine Mercy Church (adjacent to the College). The College Calendar indicates which cohort attends each week. Important Feast/Mass days are celebrated throughout the year, with Whole School Mass, which may alter the weekly timetable for the event.

## SEQTA Suite

IHC uses the SEQTA suite of products as our learning management and communications system. At the beginning of the year, or upon commencement at the College, Administration sends parents and carers "Welcome" emails to provision their own accounts, which can be accessed both online, and via your smart device. You will receive pastoral care notices, marked assessment information and, at the end of each semester, Academic Reports are uploaded via this portal. College Administration, as well as your child's teacher are always available to provide further guidance, if required.

## Assemblies

In 2024, College assemblies are timetabled to take place on Thursdays, Period 6 (2.20pm). Parent assemblies are held a few times a term, and will always be gazetted in College communications and on SEQTA. Should your child be a recipient of an award in an upcoming assembly, College staff will contact you beforehand, so you can make arrangements to attend, if possible.



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## School Buses

IHC has a number of buses attending to the students' transport needs on a daily basis. In most instances, these services are provided by School Bus Services (PTA) – a state government initiative to provide free transport assistance to and from school on contracted 'Orange' school buses. If you are considering bus services, the College recommends that you submit an application, in all cases, to ensure the College's future needs are considered in all Department of Transport decisions. You can apply by visiting <https://schoolbuses.wa.gov.au/Home.aspx>. Should you require further information, please contact the College Registrar – Mrs Tamara Carpenter – [tamara.carpenter@ihc.wa.edu.au](mailto:tamara.carpenter@ihc.wa.edu.au).

We would like to thank you for considering Immaculate Heart College for the holistic education of your child/children, and we look forward to a successful 2024 academic year!

Kindest regards

**IHC Administration**

 <b>2024 Timetable</b> 6 x 55 minute periods						
Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
PASTORAL CARE GROUP 8.30 - 8.45am						
1	8.45am					
2	9.40am					
RECESS 10.35 - 10.55am						
3	10.55am					
4	11.50am					
LUNCH 12.45 - 1.25pm						
5	1.25pm					
6	2.20pm					
FINAL BELL 3.15pm						



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## 2024 COLLEGE TERM DATES

College Administration Opens – Monday 22 January

### Term Dates for Students

Term 1	Wednesday 31 January to Thursday 28 March	9 weeks
Term 2	Tuesday 16 April to Friday 21 June	10 weeks
Term 3	Monday 15 July to Friday 20 September	10 weeks
Term 4	Monday 7 October to Friday 6 December	9 weeks

### TERM 1 (9 weeks)

**Wednesday 31 January**

Monday 4 March

**Thursday 28 March**

EASTER 2024:

Friday 29 March

Saturday 30 March

Sunday 31 March

Monday 1 April

**Start of Term 1 – Students**

Labour Day – College closed

**End of Term 1 – Staff and Students**

Good Friday

Easter Saturday

Easter Sunday

Easter Monday

### TERM 2 (10 Weeks)

**Monday 15 April**

**Tuesday 16 April**

Thursday 25 April

**Friday 26 April**

Monday 3 June

**Friday 21 June**

**Staff Day and Parent Teacher Interviews (PM)**

**Start of Term 2 – Students**

Anzac Day Holiday – College closed

**Staff Development Day – College closed**

Western Australia Day – College closed

**End of Term 2 – Staff and Students**

**MID YEAR BREAK – 3 weeks – Monday 24 June – Friday 12 July**

### TERM 3 (10 Weeks)

**Monday 15 July**

**Friday 30 August**

**Friday 20 September**

**Start of Term 3 – Staff and Students**

**Staff Development Day – College closed**

**End of Term 3 – Staff and Students**

### TERM 4 (9 weeks)

**Monday 7 October**

**Friday 6 December**

**Start of Term 4 – Staff and Students**

**End of Term 4 – Students**



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## 2024 College Uniform and Dress Code

The uniform of an Immaculate Heart College student is a symbol of membership of the College community. It assists students to develop a sense of unity and belonging. Wearing a uniform encourages a sense of pride in appearance.

### Management

All students, parents and teachers have a role to play in uniform management.

STUDENTS – must be fully aware of the Uniform Code, and sanctions which apply for any breach of the Uniform Code.

PARENTS – must be fully aware of the uniform requirements, check students at home and respond to College communications.

STAFF – all College staff share co-responsibility to manage the Uniform and Dress Code.

### College Standards

This Uniform and Dress Code applies at all times when students are required to wear their College uniform before, during and after school. Sports uniform should only be worn on scheduled Physical Education days, for sporting activities or other particular times or days mandated by the College or subject teacher.

## COLLEGE UNIFORM – SUMMER (Term 1 and Term 4)

### Kindergarten and Pre-Primary

#### Boys

College polo shirt (light blue)  
Faction polo shirt  
College sports shorts  
College Hat  
Velcro sports shoes, with navy socks

#### Girls

College polo shirt (light blue)  
Faction polo shirt  
College skirt or shorts  
College hat  
Velcro sports shoes, with navy socks

### Year 1 to Year 6

#### Boys

College formal shirt, with crest  
College shorts or trousers  
College hat  
Black leather lace-ups or  
black polishable sneakers with navy socks, or  
navy blue or black school sandals (no socks)

#### Girls

College dress  
Navy bicycle shorts  
College hat  
Black leather lace-ups or  
black polishable sneakers w/ navy socks,  
navy blue/black school sandals (no socks)

### Year 7 to Year 12

#### Boys

College formal shirt, with crest  
College shorts or trousers  
College black leather belt  
College peak cap  
Black leather lace-ups or  
black polishable sneakers with navy socks,  
or navy blue or black sandals (no socks)

#### Girls

College formal shirt, with crest  
College skirt  
Navy bicycle shorts  
College peak cap  
Black leather lace-ups or  
black polishable sneakers w/ navy socks,  
or navy blue or black sandals (no socks)



# Immaculate Heart College

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## COLLEGE UNIFORM – WINTER (Term 2 and Term 3)

### Kindergarten and Pre-Primary

#### Boys

College polo shirt  
Faction polo shirt  
College trackpants or shorts and jacket  
  
College Hat  
Velcro sports shoes, with navy socks

#### Girls

College polo shirt  
Faction polo shirt  
College trackpants or skort/shorts and jacket  
College hat  
Velcro sports shoes, with navy socks

### Year 1 to Year 6

#### Boys

College formal shirt, with crest  
College tie  
College jumper  
College trousers or shorts  
Black leather lace-ups or socks,  
black polishable sneakers with navy socks,  
or navy blue or black sandals (no socks)

#### Girls

College dress  
College jumper or cardigan  
College hat  
Black leather lace-ups or black polishable sneakers with navy  
or navy blue or black sandals (no socks)

### Year 7 to 12

#### Boys

College formal shirt, with crest  
College tie  
College jumper  
College blazer  
College trousers or shorts  
College black leather belt  
College peak cap  
Black leather lace-ups or black socks,  
polishable sneakers with navy socks,  
or navy blue or black sandals (no socks)

#### Girls

College formal shirt, with crest  
College tie  
College jumper or cardigan  
College blazer  
College skirt  
College peak cap  
Black leather lace-ups or black polishable sneakers with navy tights or  
or navy blue or black sandals (no socks)

## SPORTSWEAR – Phys. Ed days, and other days mandated by the College

### SUMMER - BOYS

College polo or Faction polo shirt  
College sports shorts  
Sports shoes with navy socks  
College hat

### SUMMER - GIRLS

College polo or Faction polo shirt  
College sport shorts (or skort – K & PP)  
Sports shoes with navy socks  
College hat

### WINTER - BOYS

College polo or Faction polo shirt  
College trackpants or shorts and jacket  
Sports shoes with navy socks  
College hat/cap

### WINTER - GIRLS

College polo or Faction polo shirt  
College trackpants or shorts and jacket  
Sports shoes with navy socks  
College hat/cap



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**\*\*NOTE: All uniform items MUST be clearly labelled\*\***

**\*\*\*The College blazer MUST be worn at formal events. All Secondary students are expected to own a College blazer.**

## **Jewellery**

The following jewellery may be worn:

A simple fine metallic neck chain with a cross or a religious medallion

A watch

Only one pair of plain (and discreet) sleepers or studs is permitted.

*No other piercings of any kind are to be worn with the College uniform at any time. All types of rings worn on the fingers are not permitted for Work Health and Safety reasons. Any other jewellery items worn will be confiscated and labelled. Items may be collected from Reception on the last day of the term.*

## **College Bags**

Only the Immaculate Heart College bags may be used, along with the Excursion Bag and Library Bag which is for carrying homework, readers, Student Diary, and notes/letters.

## **Hats and Sunscreen**

All students are required to have an Immaculate Heart College hat for recess, Lunchtime, Physical Education classes, and any other outdoor activities during school term. The rule: **'No hat? Play in the shade!'** will apply to all students of the College. Students are expected to wear sunscreen at all times when outdoors. Though sunscreen will be available at the College, it is an expectation that parents will supply their own for their children.

## **Uniform Changes**

All uniform proposals, introductions and variations must be authorised by the College Principal. Leavers' Jumpers may be worn by Year 6 and Year 12 students, as negotiated by the Year Level teacher/s, and College Principal.

## **Personal Presentation**

### **All:**

Uniform items are to be neat and clean.

All appropriate buttons must be fastened.

Shirts are to be tucked in.

When a tie is worn, top button is to be fastened and knot pulled up to the top button.

Uniform items are to be worn to size and design.

Undergarments should not be visible (eg. T-shirts, boxer shorts).

Fashionable extremes in hair (length, style, braiding, unnatural colours) are not acceptable.

Nail polish and/or makeup are not part of the College uniform.

Students are to have neatly trimmed, short nails.





# Immaculate Heart College

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## **Boys:**

Male students are to be clean shaven and maintain a short haircut (top, sides and back) which sits above the collar. Hair styles are to be conservative, not teased or deliberately made messy. Hair shorter than a number 2 is not permitted. The fringe must be maintained at a length that sits above the eyebrows and does not require pinning back.

## **Girls:**

Girls' skirts must be no shorter than knee length when kneeling. Hair must be clean, brushed and kept off the face. Shoulder length hair must be tied back with navy blue or white scrunchy, ribbon, or a plain elastic band.

## **Uniform Referrals**

Students who digress from the Uniform Code will be referred to their relevant Pastoral Coordinator or College Administration.

<i>First Referral</i>	-	Lunchtime Detention
<i>Second Referral</i>	-	After School Detention
<i>Third Referral</i>	-	Student/Parent/Carer interview with the Deputy Principal

## **Uniform Difficulties**

Where a student cannot comply with the Uniform and Dress Code:

- Parent/Carer will provide a note of explanation
- Prior to classes, the student is to obtain a Uniform Pass from the College Reception
- Students must show the Uniform Pass to class teachers at the start of lessons
- Students are expected to carry the Uniform Pass for that day.

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**Student Signature**

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**Date**

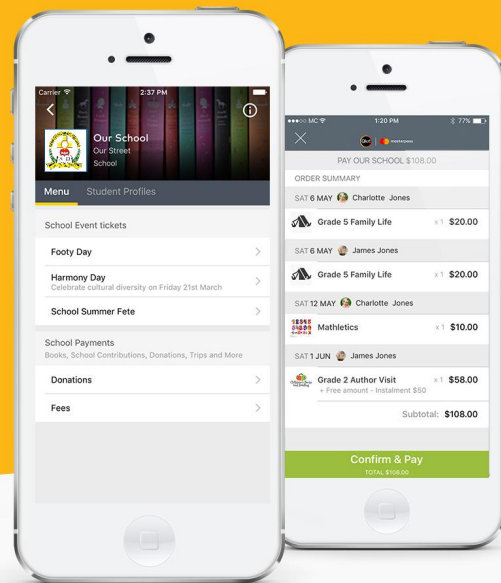


For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

### Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



### Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

### Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

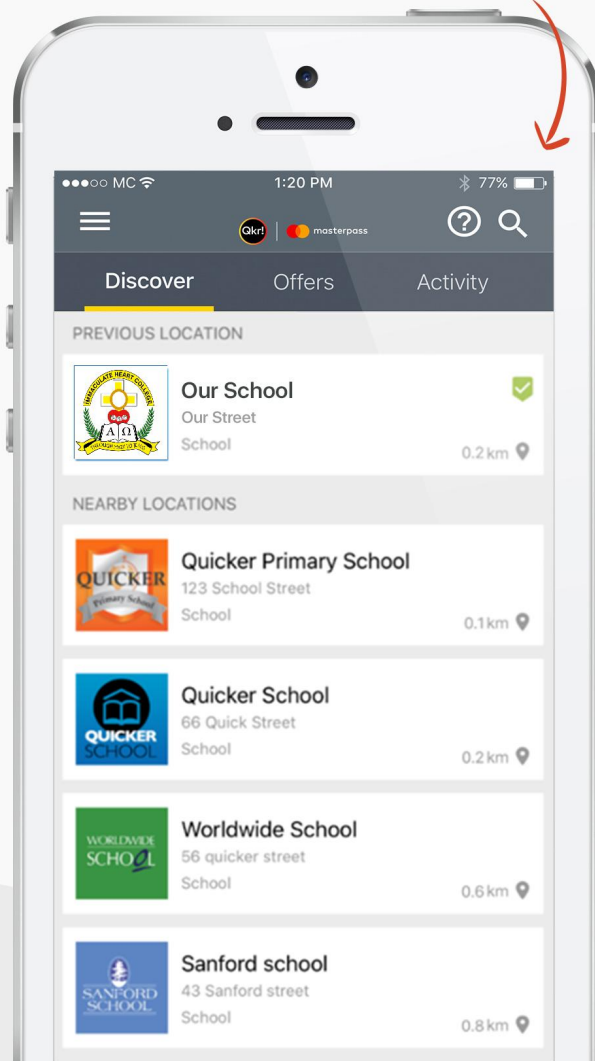
### Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

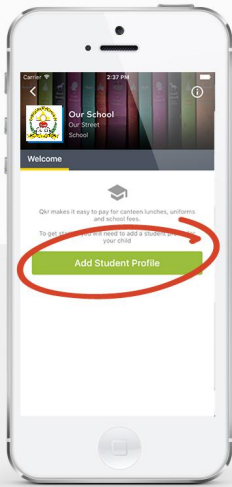




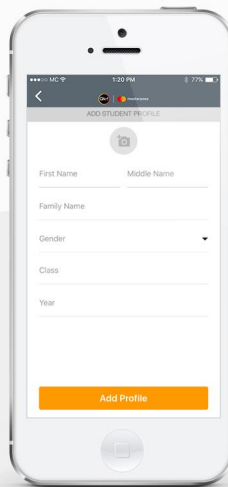
masterpass

## Add your children's details in Student Profiles

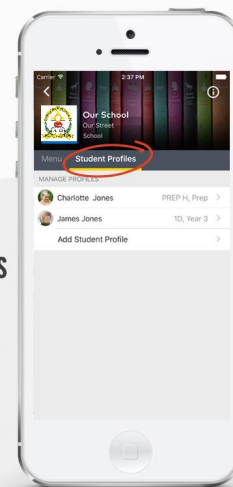
Select 'Add student profile'



Add each child's details

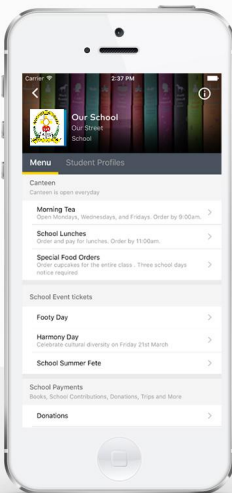


Manage each child's details in Student Profiles

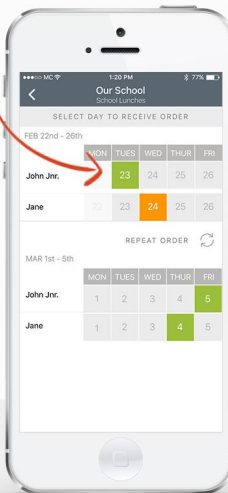


## Order meals

Select a menu from our canteen



Tap the green box to view your receipt or to cancel an order



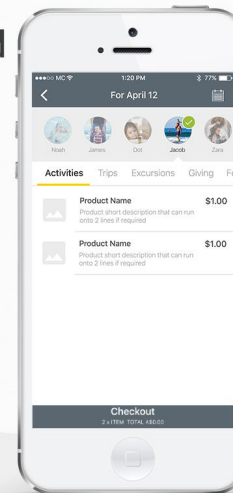
Select a date for a child and order a meal

Tap 'Repeat order' to copy all paid orders from one week to the next

Tap to change the date you are ordering for

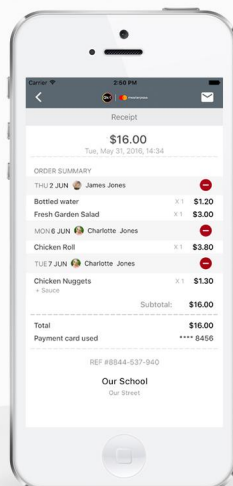
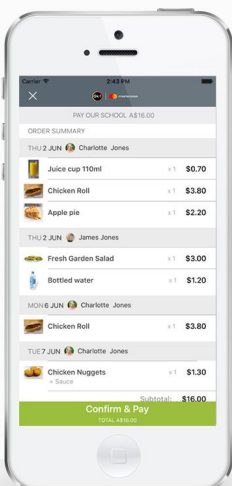
Tap to change the child you are ordering for

Tap 'Checkout' then confirm and pay



## Making payments

Add up to 5 cards to your wallet



At checkout select which card to pay with.

Pay with any cards accepted by the school.

Once your payment is approved you can continue to the home page, or view your receipt.

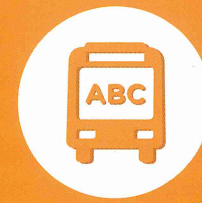


# Student Transport Assistance

The Government of Western Australia has been providing Transport Assistance to Western Australian families for more than 80 years. Over this time the orange school bus fleet has grown to more than 900 buses, transporting 30,000 students, more than 170,000 km each school day.

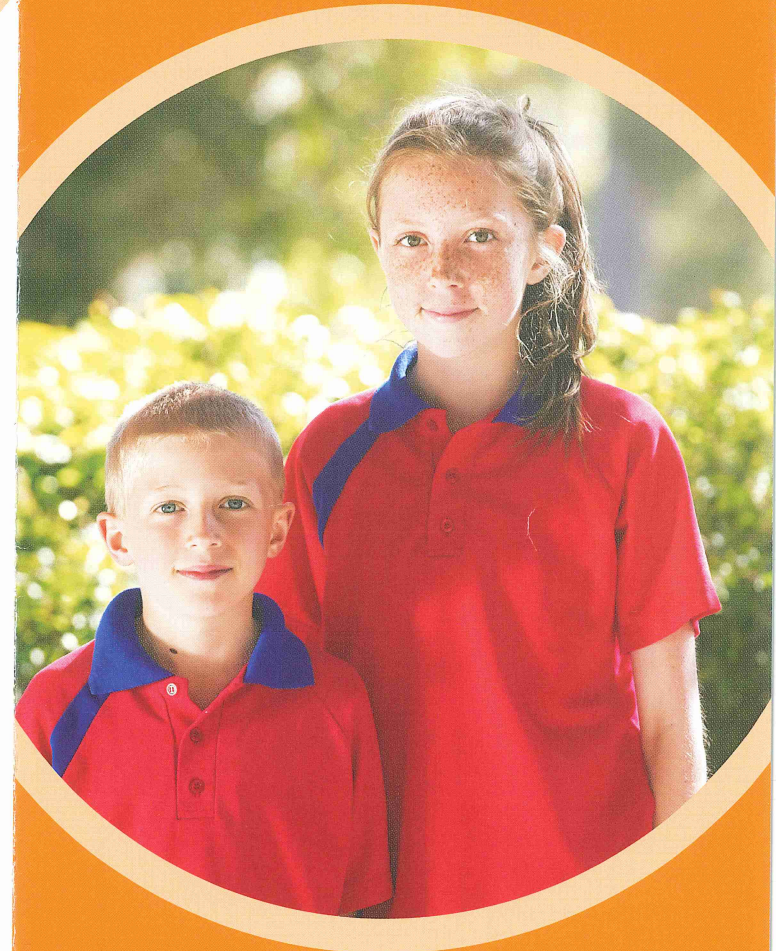
The size of our state dictates that many families live great distances from their local school. School Bus Services (SBS) relieves the burden on these families by providing free transport to Eligible Students to and from their Nearest Appropriate School.

We also provide orange school bus services for students with special needs. If your child has a special need, please refer to the 'Education Support Facilities and Language Development Centres' section for more information on eligibility for Transport Assistance.



# SAVE YOUR SEAT

## How to apply for School Bus Services



## Contact information

Email: [schoolbus@pta.wa.gov.au](mailto:schoolbus@pta.wa.gov.au)  
Phone: (08) 9326 2625  
Commentline 13 16 08





# Is my child eligible for Transport Assistance?

## Before applying for Student Transport Assistance, we need to determine your eligibility.

SBS will assess your application against the appropriate criteria to determine eligibility for travel on a school bus or a Conveyance Allowance.

### Mainstream Schools.

Please answer YES or NO to each of the following questions:

- Is your child enrolled at their Nearest Appropriate School?
- Is your child aged between three years and six months and 18 years of age?
- Will your child use the school bus for at least six trips per week?
- Do you reside more than 4.5 km from your child's school?
- Do you reside outside of a designated Public Transport Area? For information on Public Transport Areas, please visit [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)

If you have answered YES to all of these questions, you may be eligible for Transport Assistance. Please read the 'Applying Online' section in this brochure.

If you answered NO to any of these questions, you can still request access to SBS services by applying to be considered a Complimentary Passenger. For information regarding complimentary travel, please visit the 'Parents' page on [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)

### Education Support Facilities and Language Development Centres.

Please answer YES or NO to each of the following questions:

- Is your child enrolled at the closest Government or Non-Government Education Support Facility or Language Development Centre?
- Is your child under 19 years of age?

- Will your child use the school bus for at least six trips per week?
- Is your child incapable of making their own way to school safely?

If you have answered YES to all of these questions, you may be eligible for Transport Assistance. Please read the 'Applying Online' section in this brochure.

If you answered NO to any of these questions, you can still request bus access by applying to be considered a Complimentary Passenger. For information regarding complimentary travel, please visit the 'Parents' page on the SBS website at [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)

## Medical conditions

If your child has a medical condition you will need to complete an 'Integrated Care Plan' form. This is available at [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)

If your child is approved to travel on a school bus, the completed 'Integrated Care Plan' form should be provided to the bus contractor of the service allocated.

## Conveyance Allowance

In some areas, where it is neither practical nor cost effective to provide a dedicated school bus service, SBS may offer an Eligible Student's family a Conveyance Allowance.

A Conveyance Allowance is an amount paid on a per kilometre basis to a parent/carer to help meet the cost of transporting a student to and from school. This allowance is intended to assist with the running cost of a vehicle.



## Change of details

If you are already registered with SBS and need to modify your details, you can do so via [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au). The online 'Change of Details' form used to modify the following information:

- Contact telephone number(s) or email address
- Alternative/emergency contact details
- Bank account details

You are required to complete a new Application for Transport Assistance if you are changing details relating to:

- Residential Address
- School (including when your child is moving from Primary School to High School)
- Custodial issues/shared custody arrangements
- Medical conditions

SBS will assess the application to determine if the change in circumstances has altered your entitlement, and what affect this may have on your travel assistance.

## Applying online

To apply for Student Transport Assistance follow the steps below:

Go to [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)

1. Click on the 'Parents' section
2. Select the 'How to Apply' section

### What do I do if I don't have access to the Internet?

If you don't have access to the Internet at home you may be able to access resources at any of the following places:

- Your local Tele-Centre
- Your local library

You may also seek assistance from your child's School.

