



Parent Information Booklet





Review Date: 2014

Revised: 15/11/2012

Welcome

May I take this opportunity to welcome you and your family to our school. We hope that this will be the beginning of a long and lasting association with St Michael's School. We are here to support you as the first educators of your children. We trust that you will always feel welcome. As we work together for the education of our children, let us hope that the time will be spent in cooperation and mutual support.

Each child and parent wishing to enrol in this school must strive to uphold the values of this school, must participate in the religious education program and must agree to becoming part of a community of learners. The core values which form the heart of St Michael's School Community include: Faith, Trust, Respect, Learning and Community.

The seven defining features of Catholic Schools in the Diocese of Cairns are the guide for our school community.

1. Be a place of authentic evangelisation where faith and life are one.
2. Celebrate God's abundant and abiding presence in all Creation.
3. Be a community nourished by life giving relationships.
4. Be welcoming to all who seek to share in our life.
5. Be a centre of vital, holistic learning.
6. Be a place of self-renewal and sower of change.
7. Build constructive covenants with all partners.

I look forward to your support and participation in all of our educational endeavours at St Michael's School.

Yours sincerely,

Lea Martin

(Principal)

Mission Statement

Our life, at St Michael's is lived in the Catholic faith. Strengthened by worship and prayer, supported by a committed community and challenged to become whole persons, we minister to one another in service and love.

While aiming at the highest standards, our school is a listening place where each child feels recognised, valued and challenged, being drawn to achieve according to his or her ability. Our hope is that parents will also feel listened to and involved in the life of the School.

We look to the building of the Kingdom of Jesus through community, and through education of the whole person.

By community we understand the involvement of parents, children, priests, teachers and our friends in the parish, in the mutual building of Christian relationships within the School. These relationships are based upon a sense of belonging, and a spirit of co-operation and reconciliation.

By education of the whole person we endeavor to teach:

- That life's meaning is based upon the following of Jesus Christ;
- That every person has a right to respect, freedom and care;
- That striving to realize one's own potential leads to fulfillment in, life;
- That the development of the social, emotional, physical, intellectual and spiritual in each person is essential to complete education;
- That self-discipline and a responsible attitude are necessary for an individual to become the best possible person.

St Michael's School Vision

As a Catholic school community with faith in God and respect and trust for one another, we strive for a quality education making learning fun and challenging.

Brief History of St Michael's School

When the School was opened and blessed in 1923, it was placed under the patronage of St. Alphonsus, and was known by this name during its years of service. The original School was located in Muir Street and has now been converted into a Parish Hall. The present St Michael's School was opened in December 1959. The School was run by the Sisters of Mercy from 1923 – 1990, and the community owes a great deal to these women who worked in our Parish. The School today caters for approximately 200 students in Prep to Year Seven, and is now staffed by dedicated lay people.

St Michael's Logo and Motto

The Motto and the Logo for St Michael's were chosen as a result of a project undertaken by many of our school families in 1986. Much thought and planning led to us having a new symbol of which we can be very proud.

The Motto came from the Fay Family, and the Skene family created the Logo.

The mountain, of course, represents our own Pyramid but it is so meaningful in so many ways. In the Bible we read "We will go in prayer to the mountain of the Lord." The mountain also represents for us, ascent in life, reaching our potential.

The symbol of the Holy Spirit, who strengthens and energizes our Faith, rises towards the heights and reminds us of life beyond and the wonderful possibility of Eternal Life with God.

The Cross is the Christian Symbol, and it is also the Mercy Cross – reminding us that St Michael's School was founded and established by the Sisters of Mercy.

The open book represents the book of life and learning – so much is opening up to us – we look to the future.

Our Motto "WE LIFT OUR EYES TO THE MOUNTAIN" comes straight from Psalm 121 in the Bible and expresses so well all that our Logo means.

General Information

Parish Priest:

Father Jude Ronayne-Forde ofm PP
4 Muir Street
Gordonvale Qld 4865
Telephone: (07) 4056 1187

Principal:

Mrs Lea Martin

Office Hours:

8.15am – 3.30pm

Address:

58 Mill Street
Gordonvale Qld 4865

Postal Address:

PO Box 64
Gordonvale Qld 4865

Telephone: (07) 4056 1614

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E-mail: secretary.gordonvale@ceo.cairns.catholic.edu.au

Director of Catholic Education Services:

Br Paul Hough
130 Lake Street
Cairns Qld 4870

Postal Address:
PO Box 5296
Cairns Qld 4870

Telephone: (07) 4050 9700

Understanding the Relationship of School, Parish and Church

The school is a part of the parish as a limb is part of a tree. A healthy school can only grow out of a healthy parish. The Catholic school exists to assist the Church in its Mission to bring forth the Kingdom.

In reality, the parish should not be regarded as an inanimate institution but the people who live in and support the Church and the many activities for which it is responsible, as well as the school within the parish boundaries. The early parishioners built the original school supported it in the years since, and value it as an important part of the parish community.

What is an Enrolment?

The Enrolment Application and Support Procedures set out in this document are to be applied when application for enrolment is made on behalf of a student and it is considered likely that special provisions will need to be made to support the student's initial and continuing enrolment in the school.

Enrolment: For the purpose of these Enrolment Support Procedures, enrolment refers to the formal agreement by the Principal on behalf of the school community to place a student's name on the school's enrolment register, thereby conferring on that student and his/her family all the rights and responsibilities that normally pertain to any enrolment. Enrolment, as an unqualified term, refers to a full enrolment, not subject to special conditions.

An application for enrolment must be understood by all parties as simply that. It is not the first step in a process that will inevitably lead to an enrolment. Experience indicates that acceptance by the school of an application is understood by some parents as significant that an offer of enrolment will follow.

Where a student has been enrolled, as defined above, any consideration of enrolment cancellation is subject to the considerations and regulations applying to suspension and expulsion as per Catholic Education Services.

Partial Enrolment: A partial enrolment, i.e., for less than the normal hours of attendance of a full enrolment, may be considered where it is a part of a shared enrolment with another registered educational facility or where the student's circumstances are such that sharing is not practicable. The same rights, obligations and conditions apply to a full enrolment except that the student is required to attend only at the times agreed to by the parties in writing. The number of hours of attendance may be changed by agreement of the school and parents/guardians of the student, eg. where allocated levels of support to the school are changed.

Enrolment of Students With Special Educational Needs: The Queensland Anti-Discrimination Act 1991 prohibits any discrimination by non-state school authorities on the basis of impairment, to deny a person's application for admission as a student in any variation of the terms of a student's enrolment, except where:-

- the person would require special services or facilities;
- the supply of special services or facilities would impose unjustifiable hardship on educational authority.
- The Commonwealth Disability Discrimination Act 1992 determines the unjustifiable hardship in terms of the relevant circumstances of the case, ie:-
- benefits accruing or detriment suffered by the persons concerned
- the effect of the disability
- financial circumstances and expenditure to be incurred
- the action plan to provide the service.

It is necessary that applications for enrolment of students with special needs be regarded as applications for full enrolment, not subject to special conditions. The enrolment application and support procedures, therefore, require most careful attention in order that schools will be fully aware of each applicant's special needs and that, where the enrolment may appear to result in justifiable hardship for the school or education authority, sufficient information-gathering and consultation has taken place to enable a wise judgment and fair decision to be made.

School Organisation

School Year:

The school year consists of 2 Semesters (4 Terms) and is organised in the following manner:

- Semester 1:** Term 1 Up to and including the Easter Vacation
Term 2 From Easter Vacation up to and including the Winter Vacation
- Semester 2:** Term 3 From Winter Vacation up to and including the Spring Vacation
Term 4 From Spring Vacation up to and including the Summer Vacation

School Hours: Prep – 7

8.35 am	1st bell – play ceases. Children get organised for school day.
10.35 am	Supervised Eating
10.45 am	Lunch Break
11.15 am	Classes recommence
1.15 pm	Afternoon Tea
1.35 pm	Classes recommence
2.55 pm	Classes cease for the day

Date Claimers:

A list of important term dates is forwarded with the Newsletter which is distributed each week.

Assembly:

An Assembly is held each Monday and Friday from 8.35am. Parents are most welcome to attend.

1. Prayers
2. Honouring Flag/ National Anthem/ Acknowledgement of Country
3. Noting Individual/ School/ Sporting/ Cultural Achievements
4. Birthdays
5. Administration

School Uniforms:

Children Prep – 7 are expected to wear full school uniforms. School uniforms are worn each day Monday – Friday. Sports uniform is worn on the day which the class has physical education. Sandals may be worn during the wet weather and sandshoes (joggers) may be worn on Sports day. School hat must be worn in order to play. Prep wear blue hats and Years 1-7 wear maroon. As we are a Sunsmart School, our policy is no hat, no play and we encourage parental support with this.

Religious Education

Our school is a Catholic school, and therefore all students participate in all aspects of Religious Education.

Class Masses:

A roster is developed as per the Newsletter. Parents are invited and are welcome to celebrate the Eucharist with the students.

Reconciliation:

Organised on a regular, rotational basis.

School Masses:

Special school celebrations, Holy Days of Obligation and Feast Days – as per the Newsletter / Church Bulletin. Parents and parishioners are welcome to celebrate with the school community.

First Eucharist / First Reconciliation:

Students (Baptised Catholics) in Year 4 will be prepared for Sacraments through a Parish Based Program. Students (Baptised Catholics) in Years 5 – 7 who have not received these Sacraments will be prepared for these Sacraments at an appropriate time after discussion between the Parish Priest, Parish Sacramental Program Co-ordinator, Parents, APRE and Class Teacher.

Confirmation:

Year 4 students (Baptised Catholics) will be prepared for this Sacrament at an appropriate time during the year.

Prayer Celebrations:

Celebrations occur for church seasons, feast days, special occasions and themes being studied by the students. Parents are encouraged to attend.

Hymn Practice:

Held on a regular basis to prepare students for various Masses/Celebrations and to learn new hymns.

Altar Servers:

Boys in Year 4 – 7 are able to participate.

Thanksgiving Mass:

In the last week of the School year, Year 7 students, teachers leaving the School and families celebrate the Eucharist accompanied by a small presentation and supper. This is a full community celebration and all members of the school community are encouraged to attend.

School Uniform

Boys Prep-Seven

Everyday	Sport
<p>Shirt: Unisex tuck-in poly/cotton check. Maroon trim on collar and cuffs (3.8cm) Button through. Simplicity Pattern Number 7208.</p> <p>Shorts: Maroon drill Ruggers. Style # 37 mid length or Style # 57 long leg.</p> <p>Shoes: Black lace-up shoe or plain black joggers</p> <p>Socks: White socks to cover the ankles.</p> <p>Hat: Prep: Blue slouch style with crest. Years 1-7: Maroon slouch style with crest.</p>	<p>Shirt: Maroon shirt with sky blue panels. Printed crest and collar</p> <p>Shorts: Maroon drill Ruggers. Style #37 mid length or Style #57 long leg. Or maroon basketball shorts</p> <p>Shoes: Plain black or plain white joggers.</p> <p>Socks: White short anklet socks.</p> <p>Hat: Prep: Blue slouch style with crest. Years 1-7: Maroon slouch style with crest.</p>

Girls Prep-Seven

Everyday	Sport
<p>Shirt: Unisex tuck-in poly/cotton check. Maroon trim on collar and cuffs (3.8cm) Button through. Simplicity Pattern Number 7208.</p> <p>Dress: Poly/cotton check. Button front with plain maroon trim on collar and cuffs (3.8cm).</p> <p>OR</p> <p>Skorts: Maroon plain</p> <p>OR</p> <p>Shorts: Maroon drill Ruggers. Style # 37 mid length or Style # 57 long leg.</p> <p>Shoes: Black lace-up shoe or plain black joggers</p> <p>Socks: White short anklet socks.</p> <p>Hat: Prep: Blue slouch style with crest. Years 1-7: Maroon slouch style with crest.</p>	<p>Shirt: Maroon shirt with sky blue panels. Printed crest and collar</p> <p>Skorts: Maroon plain</p> <p>OR</p> <p>Shorts: Maroon drill Ruggers. Style # 37 mid length or Style # 57 long leg. Or maroon basketball shorts</p> <p>Shoes: Plain black or plain white joggers.</p> <p>Socks: White short anklet socks.</p> <p>Hat: Prep: Blue slouch style with crest. Years 1-7: Maroon slouch style with crest.</p>

Winter wear:

Plain long sleeve maroon poly/ cotton fleecy zip jacket OR maroon sweat shirt.

Athletic Sports Day - Boys and Girls (notified in Term 1):

"Bonds" T-shirt

Ice Blue = Barron Olive Green = Mulgrave Gold Yellow = Russell

Availability:

Helen Booij – St Michael's School – 4056 1614

Sports Shirt – Geckos Printing, Gordonvale – 4056 2173

Patterns:

The Girl's Dress Pattern is available through the school and is the only pattern to be used.

Clothing Pool:

Second Hand Uniforms are available through the school clothing pool. We encourage parents to donate second hand uniforms once students have outgrown or no longer need them.

Naming of Property:

All items of clothing that are easily lost should be clearly named.

Modern Trends in Dress/Adornments/Hairstyles:

The excesses of modern trends of the pop/movie/television world are NOT acceptable extras to the school uniform/dress standards. What is deemed, as excesses will rest with the administration of the school. Some, but not all, suggested guidelines:

- **Earrings** – one stud/sleeper per ear
- **Necklaces** – only if cross/religious medal - boys/girls
- **Hair** – Any student with hair longer than shoulder length, will be required to tie it up appropriately for safety purposes. Hair accessories must be in school colours

Casual Days:

These are held as a fundraising or celebratory activity. Students and families are notified via the school newsletter of these days. As we are a sunsmart school, no singlets/thongs are permitted on these days.

Staffing

Registration:

All teachers are registered with the Queensland College of Teachers.

Professional Development – Inservice:

All teachers are involved in School-based/CES/State/National Inservice in all curriculum areas on a regular basis. At the school level, Staff Inservice/Meetings are held regularly on Wednesdays (3.15pm-4.30pm approx.) Teachers are not available on these afternoons for interviews or telephone calls.

Pupil – Free Days:

As part of their continual upgrading of their skills, Teachers are involved in Inservice on the first day of each term or as directed by Catholic Education Services.

Prayer Meetings:

The staff meets weekly (usually Wednesday morning) to pray together as part of the school community. Teachers are conscious of the fact that they are here to serve the school community and to help bring this community closer to God. During the year the staff are involved in faith development and other spiritual development appropriate to their needs.

Playground Duty:

Teachers are rostered to supervise various areas of the playground during recess time, before school from 8.15 am and after school until 3.15 pm for bus duty.

Replacement Teachers:

If Teachers are ill or at an Inservice, replacement teachers are usually available. These teachers teach from planned lessons left for them or lessons organised by themselves. These Teachers are not to be seen as 'child minders' for the day.

If no replacement teacher is available, either the Principal will take the class or the class will be sent to other teachers where they will be involved in class lessons.

Curriculum

School Curriculum Vision

As a learning community:

We believe that

- Learning should be fun and challenging.
- Learners need to learn via their own pace and style to reach their full potential. (intellectually, spiritually, socially, emotionally and physically)
- We believe a valued learner will reach this through encouragement and understanding.
- Similarities and differences are respected in all individuals. Needs are catered for and each learner is unique and brings strengths and talents to the learning process as they strive to realize their own potential.
- We need to empower learners to be lifelong learners, to be confident, critical, reflective, adaptable, open and informed thinkers that are proud of their achievements, take initiative and cope with change.
- Classrooms and learning areas are learning environments and as such need to be conducive to learning.
- Learners need respect from other learners.

Learning Areas:

Students study the following Key Learning Areas and all students are expected to participate. Exemptions may be granted (usually on medical grounds and usually on production of a doctor's certificate), only after discussion between the principal and parents. Key Learning Areas are often correlated and integrated.

- Religious Education
- English
- Mathematics
- Study of Society & Environment
- Science
- Arts
- Health & Physical Education
- Technology
- Languages Other Than English (Years P-7)
- Music (Prep – 3) specialist teacher

Curriculum/Syllabus Guidelines:

Guidelines produced by the School, Diocesan Education Office, State and Federal Department of Education are available in all Key Learning Areas.

Homework:

This is an area that requires co-operation between parents and Teachers. Homework is not to extend longer than the following approximate times:

Year 1	15 – 20 minutes
Year 2 & 3	15 – 30 minutes
Year 4 & 5	30 – 45 minutes

Year 6 & 7 45 – 60 minutes

Parents may be asked to sign a homework sheet. Teachers will give each parent information ie. the type of homework which will be regularly set each Monday to Thursday inclusive. Some classes may have assignments or contracts, which will require homework on the weekends.

Evaluation / Individual Assessment:

Evaluation is an on-going process and is meant to improve not to prove the learning process of each individual student. A written report is given to the parents with an interview organised towards the end of Semester 1. At the end of Semester 2 either parents or teachers can request an interview when discussing the written report. Parents wishing to discuss their child's progress, other than at official parent /teachers interview dates, are invited to and are most welcome to make appointments with class teachers. It is most desirable to discuss problems before they become too serious.

Inter-House Sports:

Students are allotted teams – Barron(blue), Mulgrave (green), Russell (yellow) for an Inter-House Athletics Carnival. All students from the one family are allotted the same team and remain in that team whilst enrolled at St Michael's.

Junior Sport:

A wide variety of Sport is catered for by junior sporting organisations in the district. These are regularly advertised in our Newsletter.

Excursions:

Excursions are conducted only as part of a unit of work being studied by the students. (Exceptional circumstances may apply.) A note explaining why, where, when and the cost of the excursion will be forwarded to parents. All students are expected to participate in excursions and incursions (activities brought into the school) as they form part of the school curriculum.

Cultural Experience:

To help focus on areas of learning which may best help achieve the development of knowledge, skills, attitudes, appreciation and values about the cultural and aesthetic world in which we live, students may attend one cultural performance per term – either at the school or at some other venue.

Instrumental Music Programme:

Tuition is available through the School's Instrumental Program. Information can be obtained through the School office.

School Activities:

During any year the school undertakes many and varied activities. The following is a list of those activities in which we hope to have parents and children involved:

- Class Masses
- Sacramental Programs
- Parent/Teacher Meetings
- Social Gatherings
- Working Bees
- Tuckshop
- Curriculum Nights
- Sporting Carnivals
- Activity Days
- Parents and Friends Association (P & F)
- P & F Functions
- Fete
- Fundraising Activities
- Social Emotional Learning / "You Can Do It!" Parent Education

Communication

Newsletter:

The Newsletter is forwarded every Tuesday with the eldest child of each family. This Newsletter contains information i.e. dates, rosters, functions, educational views etc, that we consider are of importance to the whole School community. From time to time we require information from you to help with planning during the school year.

Your assistance in promptly returning any forms attached to the Newsletter would be greatly appreciated.

Enrolments:

Enrolments: A copy of the Birth Certificate needs to be provided. All enrolments will be preceded by an interview with the Principal and the Parish Priest. Copies of the Baptismal Certificate (for Catholics) and immunisation records are also required.

Absences - Courtesy Notes/Telephones Calls:

If a child is away from school, a telephone call or note is required. This will be passed on and the class roll marked accordingly. Holidays should not to be extended without a note being sent to school. Unexplained absences will be followed up.

Late to School:

Punctuality and regular attendance are good habits which we encourage at St Michael's. Children who arrive at school after 8.35am must report to the office to sign in.

Correspondence:

If you write to us here at school and don't get a reply in a reasonable time – please telephone us – maybe the note was 'lost' in the bottom of a school bag.

Return of Money/Notes:

Money/notes to be returned to the class teachers should be forwarded in a sealed envelope clearly marked with the child/family name and what the payment is for.

Transfers:

Ample notice of intention to transfer children to other schools should be given so that teachers can make an up-to-date report on progress for presentation at the next school. A "Certificate of Transfer" form may also be obtained from the School. Notification is required in writing to the school principal.

Parent / Teacher Interviews:

Parents wishing to discuss any areas of concern they/their children are having are invited to make an appointment with the class teachers. Also teachers may need to ask parents to come in for an interview to discuss concerns in any area that they may have regarding their child's progress.

Accidents / Sick Children:

If a child is seriously injured while at school the ambulance is immediately called and parents are notified as soon as possible. If your child takes ill during the day, you will be advised as soon as possible so that the child can be taken home. Until then, the child will be cared for either in sick bay or the classroom.

Administration of Medication during School Hours:

Should your son or daughter be prescribed by their medical practitioner to take medication while at school, the guidelines state that:

1. The parent or guardian must in the first instance make a written request (official forms are to be collected from the school office) to the Principal of the school.

2. The student's medication, with the pharmacist's written instruction on the container must be lodged with the school for security purposes.
3. An adult staff member will administer the medication.
4. Non-prescribed medications should not be brought to school and cannot be

administered by school staff eg: paracetamol, unless they have a pharmacist label with the child's name and administration instructions.

Parent Nights:

Class teachers conduct parent nights in February to indicate areas of study and their expectations from students for the year. Parent nights regarding various curriculum areas may be conducted throughout the year to help parents gain a greater understanding of changes in education.

Conduct / Discipline:

Parents and teachers expect a high standard of politeness and behaviour at all times. This is true not only during school hours but also in moving between home and school and vice-versa by either private or public transport. Students in school uniform not only represent themselves, but also their family, their school and their Church. It is the responsibility of parents to ensure that their child's behaviour is not detrimental to the learning process of other students. Total parental support in the matter of a child's conduct at this school is necessary and essential. We are always striving to develop self-discipline in the children. This means that they will be told what is acceptable behaviour, they will know the school rules and the purpose of having rules. St Michael's School has developed a Positive Relationships Policy which outlines our school values and the types of positive behaviours which we expect to see from our students. These are explicitly taught to students and we ask parental support in promoting these positive behaviours.

Detention:

Under exceptional circumstances students may be detained during the lunch break after they have had their lunch. A child may be detained for a reasonable period after school but only after discussion between the parents and the teacher.

Participation of Parents and Students:

While the students live the life of a student, they are expected to show loyalty and pride in their school, by participation in its many activities, especially those designed for their class or for the school as a whole. This school aims at developing the whole person, mentally, academically, emotionally, socially, spiritually and physically. This school also embraces the development of teachers and parents in the education process – the total school community is to be involved integrally in the education process. Thus it is to be hoped that all parents would want to become fully involved in these activities where possible:

Class Masses, Sacramental Programs, Parent / Teacher Meetings, Social Gatherings, Working Bees, Tuckshop, Sporting Carnivals, Activity Days, Parents & Friends Functions, Fundraising Activities, Curriculum Nights, Helping with Classroom Activities, etc.

Sign In/Check In at Office:

All visitors, including parents, are required to sign in and wear a visitor badge whenever they are on school grounds. (This does not include dropping off or collecting your child/children.)

Road Safety:

Parental cooperation is sought in ensuring their children obey the rules of the road if they walk or ride bicycles to and from school.

Parents are asked to be mindful of the correct use of the stop, drop and go zone.

Process for parents with concerns:

St Michael's School wants what is best for your child, and wants to sort out any issues or concerns quickly. You can usually do this by speaking to your child's class teacher. However, some issues are not sorted out easily

and we have developed this process to assist us better communicate with you. It is important that all parties maintain a sense of goodwill and the school respects that parents need to be listened to and supported.

Depending on the concern that a parent may have, the following process should be used as a guide.

Classroom Concern

1. Classroom teacher
2. Principal
3. School Development Officer

RE/Faith Concern

1. Classroom teacher
2. APRE
3. Principal
4. Parish Priest
5. School Development Officer
6. Diocesan Faith and Religious Education Coordinator

Curriculum Concern

1. Classroom teacher
2. Curriculum Coordinator
3. Principal
4. School Development Officer

Learning Support Concerns

1. Classroom teacher
2. Learning Support Teacher
3. Principal

School Issues and Concerns

1. Individual
2. Principal
3. School Development Officer.

Tuckshop Concerns

1. Tuckshop Convenor
2. Principal

Where there is concern from parents at St Michael's in relation to their child, we use a series of steps to ensure that all involved achieve a satisfactory understanding or resolution.

1. If possible see the person who can most directly address your concerns first and describe and clarify the problem. (Generally make an appointment outside of school hours).
2. Follow the steps above which clarify who can help you in a variety of situations.
3. It is important that if parents have concerns with another child in the school that they do not directly approach the child. Please ensure concerns are addressed through the classroom teacher or principal.

This series of steps can successfully facilitate full discussion of all sides of an issue and quickly lead to satisfactory outcomes for all involved.

We are committed to positive, open and caring relationships which are important to our school community. When anyone in this community has a cause for concern, we are committed to dealing positively with concerns quickly, fairly and as harmoniously as possible.

Parents & Friends Association:

Members – All parents / guardians are members.

- Meetings:

Second Wednesday of each month at 7.00p.m, provided the School is not on vacation. (Dates are advertised in the newsletter)

- Objectives:

As per Constitution. Can be obtained from the Secretary of the Parents and Friends.

- Support/Participation:

The Parents & Friends ask for your support of the various fundraising activities it undertakes. It also asks for your participation in various working bees.

- Diocesan/State Parents & Friends Associations:

Our Parents & Friends are also affiliated with both the above associations who lobby on behalf of Catholic Education at State and Federal Government levels.

School Policies and Procedures

These are available for parent review from the library or by request to the principal.

- Code of Conduct for Parents attending school camp
- Collectibles and Toys Policy
- Curriculum Policy
- Custody Policy
- Cyclone Policy
- Discrimination and Harassment Policy (Staff)
- Emergency Management Policy
- Enrolment Policy
- Excursions and Camps
- Fee Concession Procedure (Appendix to Enrolment)
- Fire Evacuation Drill (Appendix 1 to Emergency Management)
- Fund Raising Policy
- Homework Procedure (Appendix to Curriculum Policy)
- Information & Communication Technology Policy
- Health and Safety Policy
- Incident Report (Appendix 1)
- Library and Resource Policy
- Liturgy - Appendix to Religious Education
- Lockdown Procedure (Appendix 2 to Emergency Management)
- Lost Property Policy
- Medication Procedures (Appendix 2 to Health and Safety)
- Mission Statement
- Mobile Phone Policy (Appendix to ICT Policy)
- Newsletter Policy
- Parents/Guardians and Visitors to the School Policy
- Pastoral Care Policy
- Playground Procedures
- Positive Relationships Policy (Behaviour Management)
- Privacy Policy
- Procedure for Dealing with Behavioural issues on the playground

- Procedure for students leaving the grounds before the end of day
- Procedures for Before and After School
- Professional Development Policy
- Process for parents with concerns
- Purchasing Procedure
- Religious Education Policy
- Risk Management for Student Protection
- School Curriculum Vision
- School Fees Procedure (Appendix to Enrolment)
- Sign In Policy
- Staff Induction Policy
- Staff Prayer - Appendix to Religious Education
- Student Health and Well-Being Policy
- Student Leadership Policy
- Sunsmart Policy
- Toileting/Emergency Issues Policy
- Uniform Policy

Facilities / Services

Tuckshop:

Our tuckshop operates once a week (Friday) for all school families. It provides a variety of lunches at reasonable prices. Lunch orders are to be placed on THURSDAY morning before school. Lunch orders should be written on a brown paper bag, showing your child's NAME, YEAR LEVEL, the ITEMS REQUIRED with the correct money enclosed (if possible). A price list and helper's roster is sent home at the beginning of each term. Please help out if you can as the tuckshop is a fundraising activity for our Parents and Friends Association.

Lost Property:

All articles of clothing and other property should be clearly marked with the student's name. At the end of term, unclaimed items will be put in a St Vincent de Paul clothing bin or placed in the School's clothing pool. The lost property is located in the sports press in the covered area.

Valuables:

Students should not bring expensive property or large sums of money to school. The school will take no responsibility if valuables are lost.

Telephone:

Teachers or Students will not be called to the telephone during class time except in an emergency. A message may be left or callers will be advised of recess times.

State Government Services:

- (a) Dental Service - available to all families
- (b) Transport Allowance - details from Transport Department

Emergency Evacuation Drill:

Fire and Lockdown Drills are held on a regular basis with the involvement of the local services, e.g. Fire Brigade, Police, SES.

Head Lice:

Head Lice are a real problem in schools. Your child's hair should be checked on a regular basis (once per week). You will be notified of any serious outbreaks of the problem via the Newsletter or a letter sent home.

Asthma:

If your child suffers from asthma it is strongly recommended that an inhaler be kept at school. Parents must complete an Asthma Management Plan.

Infection Diseases:

In the case of some infectious diseases, a child must be excluded from school.

- German Measles – until fully recovered or at least 4 days from onset of rash until a medical certificate of recovery is produced
- Scabies – treatment plus medical certificate
- Impetigo (school sores) – sores must be covered and treated
- Measles – should be excluded for at least 4 days from the appearance of rash or until medical certificate of recovery is produced
- Whooping Cough – should be excluded for 5 days after starting antibiotic treatment
- Chicken Pox – should be excluded for at least 5 days after the eruption first appears
- Mumps – should be excluded for at least 9 days after the onset of symptoms

- Conjunctivitis – exclude until discharge from eyes has ceased
- Hepatitis A – exclude until receipt of a medical certificate is obtained
- Hepatitis B&C – exclusion is not necessary

Fees and Payments

Accounts are forwarded at the beginning of each term and are payable at the School Office. Payments may be made via Direct Debit or direct deposit into the School's bank account via internet banking. Please contact the School Office to make the necessary arrangements.

Anyone experiencing difficulties in paying these fees should contact the Principal as soon as possible.

School fees are set at a minimum and presuppose supplementary assistance in the school from fundraising activities and voluntary work by parents if a school is to operate above the minimum efficiency. Parents are expected to fully contribute in this regard, and they in turn can expect when all are doing this to the extent of their ability, that the school will operate at its maximum level of efficiency.

One of the essential values that the Catholic School endeavours to inculcate is a generous involvement in the society in which we live. It is essentially expected then, that parents will lead the way by the example they set in this regard within the school community.

Rules

- **Safety First**
- **Right Place Right Time**
- **Speak Respectfully**
- **Do as the teacher says straight away**
- **Care for the environment and property**
- **Hands and feet to yourself**

Social and Emotional Learning

St Michael's School has developed a Positive Relationships Policy which aims to assist all students to develop positive ways of behaving and interacting with other members of our school community. The five core values of St Michael's underpin this policy. These values are:

Community

Together

Everyone

Achieves

More

- Be welcoming and friendly to others
- Share with others
- Getting along
- Play fairly and by the rules
- Participation in school activities
- Keep our school environment tidy and clean
- Help others
- Listen to others
- Support each other through good and bad times
- Encourage others and give compliments
- Share and follow through with ideas

Faith

What would Jesus do?

- Pray together
- Be respectful of the Catholic Faith Tradition
- Celebrate Eucharist
- Care and support for each other
- Acceptance of each other's differences
- Believe in yourself and the gifts God has given you
- Believe in others and encourage others
- Make every day count

Learning

Expanding horizons

- Always having a go – be willing to take a risk

- Try your best in everything
- Be focused and ready to learn
- Ask questions and search for answers
- Explore together and individually
- Be organized with appropriate equipment
- Follow instructions instantly and cheerfully
- Listen attentively
- Concentrate on set task
- Have a positive and optimistic work attitude
- Learn from your mistakes
- Have fun and enjoy learning
- Help others to understand

Respect

Pride in ourselves, our Catholic Faith and school

- Hands and feet to self
- Use respectful words
- Listen to others and they may listen to you
- Take responsibility for your actions and words
- Use good manners
- Wait your turn
- Accept individual differences
- Care for our environment and property
- Wear school uniform appropriately and with pride
- Give without expecting anything in return
- Forgive and forget
- Act in a safe manner
- Treat others the way you want to be treated

Trust

Building honest relationships

- Empathy for the feelings of others
- Be honest with yourself and others
- Give others a fair go
- Give a meaningful apology
- Show that others can rely on you
- Accept that you can rely on others
- Make our school a safe place to be
- Avoid gossip and back stabbing
- Take responsibility for your actions
- Be true to yourself and others

Bullying and Anti-Social Behaviour

St Michael's School actively seeks to encourage students to behave in positive ways, to take responsibility for their actions and promotes a positive approach to behaviour management within the school. The school aims to provide a safe, supportive learning environment that is free from all forms of intimidation and harassment. Our school affirms each person's worth and dignity through our promotion of the value of respect. Bullying strikes at the very basis of this value and thus bullying in all its forms will not be accepted within the school community.

Bullying is a repeated and wilful misuse of power by an individual or group to oppress, hurt, intimidate, embarrass or put another person under stress. There are three main types of bullying:

- Physical – hitting, kicking, punching, taking or damaging belongings, pinching, pushing, violent physical attack
- Verbal – name calling, insulting, racist remarks, obscenities, telephone harassment, sexual harassment
- Emotional – spreading rumours and nasty stories, exclusion, threat of harm, threatening gestures or isolation

Consequences

- St Michael's School Community will aim to eliminate bullying through whole school supportive practices, community involvement, awareness and education.
- The school community will create an environment of trust and understanding where:
 1. the victims of bullying feel empowered to seek help to deal with the situation
 2. the bully is assisted in changing behaviour; and
 3. the opportunity for reconciliation is provided.
- A clear set of procedures will be put into place as a guide for staff, parents and students to manage bullying situations.

Some Helpful Information

- Whatever the cause, bullying is usually a signal that the bully needs some help. Early intervention is important for the bully and early recognition may help stop bullying at an early stage. It is important for the bully to receive appropriate help such as mentoring, counselling, etc.
- Victims of bullying need to take some steps which include reporting any incidents to a teacher or member of the school administration, using assertive words such as 'No', talking to friends or support people about the situation, and avoiding 'risk' situations where possible.
- If someone else is being bullied it is important for bystanders to report the incident to a teacher or member of the school administration, show the bully that you and your friends strongly disapprove of their actions, seek help and give sympathy and support to students who are bullied.
- Staff need to ensure that they remain vigilant at all times and ensure that all incidents are taken seriously. It is important that staff are seen to act on any incident brought to their attention. If necessary report the incident to a member of the school administration.

You Can Do It Education

You Can Do It is one of the tools St Michael's School uses as part of its SEL program.

YCDI Education's main purpose is to provide all children with the Foundations for Achievement and Social Emotional Wellbeing in school, work and the world of tomorrow.

- Our core value is the development of the potential of all children through instilling in children the Five Foundations – Confidence, Persistence, Organisation, Getting Along and Emotional Resiliency.
- Central to the development of these Five Foundations in the explicit instruction in Eleven Habits of the Mind.

Program Achieve – a YCDI program, is taught weekly to children.

Student Well Being

The staff at St Michael's School work as a team to address the needs of our children. Children need security and a sense of belonging.

The Student Health and Well Being Policy places a major emphasis on ensuring that all our children have the right to feel safe and secure at school. We stress the need for children to fulfil their responsibilities to work, play and school life. Our policy aims to develop an atmosphere of mutual respect for the rights and feelings of self and others, and to foster cooperation.

Prep Information

As your child begins school at St Michael's School he/she commences a new phase of his/her life. Some of you will have encountered this experience with previous children, for other it will be a new step.

Preps have a staggered start to the school year to prepare them for this new experience.

From the second week of the school year they observe the normal school hours of 8.35am-2.55pm, Monday to Friday.

Parents are encouraged to come to the classroom to pick up Prep children, however if catching the bus, students are buddied with an older student.

Parents are asked to be punctual when collecting their children from school.

Please notify the class teacher if any arrangement changes.

Getting Ready for School:

- Speak to your child positively about starting school.
- Make contact with the other parents – this will help both you and your child to get to know what is expected at school.
- Take your child for walks to school.
- Teach road safety and correct methods of crossing the road.
- Help your child to recognize their own name and clothing.
- Adjustments to school life are much easier if your child can:-
 - Wash hands and face
 - Attend to the toilet
 - Eat a cut lunch
 - Be responsible for his/her clothing
 - Practice tying up laces
 - Pack up and put away toys/equipment/sports gear, etc
 - Recognize his/her printed name

Checklist for Parents

1. **Enrolment Form**
 - Please complete all sections, each parent / guardian to sign on the back page
2. **Please present with completed enrolment form:**
 - Baptism Certificate (if applicable)
 - Birth Certificate
 - Immunisation Records
 - Latest School Report (if transferring from another school)
3. **Parish Form (please complete)**