St Michael’s Primary School
Kaleen ACT

Information Booklet
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CONTACT DETAILS

School Address: St Michael’s Primary School
Tyrrell Crt
KALEEN ACT 2617

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KALEEN ACT 2617

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Parish Administrator: Fr Loi Viovicente
Loi.viovicente@cam.org.au
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Pastoral Assistant: Sr. Kate McMahon
kaleen@cg.org.au
Telephone No.: (02) 6241 3364

Principal: Mrs Judy Walsh
Assistant Principal: Mrs Breen Fox (Acting)

Religious Education Co-ordinator: Ms Kylie-anne Swan (Acting)
Co-ordinator: Mrs Mary de Smet

2017 TERM DATES

Term 1: Monday 30 January to Friday 7 April
(Easter Break Friday 14 April-Monday 17 April)
Term 2: Monday 24 April to Friday 30 June
Term 3: Monday 17 July to Friday 22 September
Term 4: Monday 9 October to Friday 15 December
MESSAGE FROM THE PRINCIPAL

Dear Parents,

You are very welcome at St Michael's Primary School, a Catholic Systemic School. Currently we have classes from Kindergarten to Year 6, catering for 200 students and their families. Our eight classes have an average class size of just over 25.

At St Michael’s, the staff, students and parish strive to provide an integrated approach to education. The community integrates their faith with contemporary life, and Gospel values are reflected in our policies, structures and relationships.

We acknowledge parents as the prime educators in their child’s education. It is certainly our privilege to accept your invitation and join you in a partnership, to share the responsibilities involved in educating your child in preparation for the future. It is when parents and teachers work together that education becomes meaningful and successful.

St Michael’s School Motto is ‘Live in Harmony’. It symbolises our desire to live in harmony with God, self, others and our environment. Each member of the St Michael’s community, including the Parish Priest and parishioners are encouraged to live in harmony by becoming directly involved in school activities and programs and sharing their unique gifts with the community. Harmony happens when people make a commitment to help one another and to work towards a common purpose.

Teaching and learning are the core business of our school. We acknowledge each individual’s learning style, challenge each person to reach his or her potential, and appreciate that learning takes place in a myriad of ways, happens all the time, and is life-long. Our community designs, supports and nurtures a flexible, durable and effective learning environment, which will define a progressive future for our children.

The following pages contain some practical details to inform you about St Michael’s School. Should you have any queries or wish to discuss matters concerning your child, please do not hesitate to contact me.

I look forward to meeting you in the near future and welcoming you to our community.

Yours sincerely,

Mrs Judy Walsh
Principal
Dear Parents,

I thank you for considering a Catholic Education for your child. St Michael is the patron Saint of our Parish and School. The school has been very successful, and constantly committed, in providing good foundations for your child's learning, not only in academics but also in faith values.

St Michael's School is not just concerned in developing your child's individual skills, capacity and potential. It also moulds your child's ability to understand, grow and believe the 'sense of community and belonging', wherein the virtue of 'Harmony' and appreciation of individual and cultural differences are very much respected and acknowledged. That is, diversity as the foundation of St Michael's School Community, in learning and growing together through prayer, study and action guided by Catholic values and knowledge of God. The school also provides venues for children to develop a personal relationship with God through prayers, Holy Eucharist Masses and Sacramental programs.

We hope that as they grow physically, mentally and spiritually, they may be able to enact within their own family and community, the virtues they learn, the good attitudes they develop and also share their personal relationship and understanding of God's love to others.

I can assure you that St Michael's teachers and staff are dedicated to the well-being and education of your children. God bless you all.

Fr. Luis 'Loi' Viovicente
Parish Administrator
St. Michael's Parish
INTRODUCING ST MICHAEL’S

St Michael's opened at the commencement of the 1982 school year with an enrolment of 250 pupils. It was the last of the Non Government Schools in the Australian Capital Territory funded under the Capital Grant Scheme. It was officially opened on 4th June, 1983, by the Minister for Education and Youth Affairs, Senator Susan Ryan.

The school commenced under the administration of the Ursuline Order, hence the Ursuline spirit permeates its educational philosophy. The Ursulines have a long tradition in education dating back to St Angela Merici who founded the Order in Brescia, Italy in 1535. She had one strong conviction – ‘In all your difficulties, no matter how great, go first to Jesus and learn from Him what you should do’.

Our motto is inspired by St Paul, who in his letter to the early Christians in Rome exhorted them ‘to live in harmony with one another’. Rom. 12

The ‘logo’ symbolises our desire to live in harmony with God, with self, with others and with the environment. With God – the rainbow joins heaven and earth, a symbol of the covenant between God and His people. In a sense, Jesus is a rainbow, the bridge between God and us – as He is the source of creative power – for He is love. Through the Cross, which is placed at the centre of our logo, Jesus displayed the greatest sign of love by giving his life so that we may have life and live it in Harmony. The children, hand-in-hand, represent all of us – of all cultures and races, walking together as one with Christ to the Father. Within the circle, the curved line through the centre contrasts the harmony/disharmony of life – which is the reality with which we live. The circle symbolises the unity, which is the goal of all our strivings – ultimately eternal happiness – at oneness with God.
ST MICHAEL’S VISION

At St Michael’s Catholic Primary School we strive to foster hearts of compassion, kindness and forgiveness inspired by the life and teachings of Jesus.

The rainbow and the cross are symbols that remind us to live in harmony with all of God’s creation.
OUR MISSION

In the coming years, we will give expression to our mission by;

- Being a people of **harmony** in a place of challenge inspired by the Gospels
- Nurturing caring **relationships** that value the dignity of each person
- Providing an authentic **education** for all students that is supportive and empowering
- Taking **stewardship** of God’s creation to ensure its preservation
St Michael’s School Prayer

I am a child of God.

Today I will walk proudly because I am loved.
I will use my eyes to see the challenges before me.
I will use my words to build caring relationships.
I will use my ears to hear your message.

Jesus, today I invite you into my heart
So that I may live in harmony with those around me
And have the courage to face the things I find difficult.

Amen.
School Song
That’s Harmony

**CHORUS:** We are children of the rainbow,
we are children of new hope.
Children of a harmony of which Jesus spoke.
We are children of the living world,
trying harder as we grow.
Giving colours of the rainbow to everyone we know.

1. Seek and you will find He said, Ask and you’ll receive.
Give a little something to someone who’s in need,
Share a smile – receive one back and that’s harmony. . .

**CHORUS**

2. Care about your friends He said,
help them when you can.
Help them if they’re upset, lend a helping hand.
I’ll help you and you’ll help me and that’s harmony. . .

**CHORUS**

3. Praise God for the world He said,
praise God for the sea.
Praise God for the creatures, He made for you and me.
Praise God for everything and that’s harmony. . .
CURRICULUM

St Michael’s Primary School has followed the ACT curriculum framework, *Every Chance to Learn*, to identify the essential content that should be taught to our students. The implementation of the new *Australian Curriculum* began in 2011 at St Michael’s. This curriculum enhances and supports the provision of a comprehensive and balanced curriculum for all ACT students from preschool to year 10. The curriculum areas of Science, English, Mathematics, History and Geography are fully implemented; with all other curriculum areas following the draft guidelines.

*The Australian Curriculum describes a learning entitlement for each Australian student that provides a foundation for successful, lifelong learning and participation in the Australian community. It acknowledges that the needs and interests of students will vary, and that schools and teachers will plan from the curriculum in ways that respond to those needs and interests. The Australian Curriculum acknowledges the changing ways in which young people will learn and the challenges that will continue to shape their learning in the future. The Australian Curriculum sets out what all young people should be taught through the specification of curriculum content and the learning expected at points in their schooling through the specification of achievement standards.*

(www.australiancurriculum.edu.au)

St Michael’s staff uses the guidelines provided by the relevant authorities to make decisions about curriculum for our students. Organisationally we aim to maximise opportunities for each student to access learning, which will provide the skills and knowledge needed for success.

RELIGIOUS EDUCATION

At St Michael’s we endeavor to:

- develop a loving relationship with God revealed through Jesus and the wonders of God’s creation.
- develop a sense of belonging to a Catholic community with knowledge of the life, faith, tradition and mission of the Catholic Church.
- promote principles and skills to reflect, discern, critically think and decide how to actively live as a committed Christian in the wider community.
- nurture a realisation and appreciation for the diversity and value of each individual and a respect for different cultural traditions and religions.
- develop a capacity to support the faith of the individual, families and community with a sense of peace, harmony and compassion.

Religious Education is an essential and valued area of learning which develops students’ religious literacy in the light of the Catholic tradition, so that they develop as people, learners, community members and contributors to society.
ENGLISH

Reading, Writing, Listening and Speaking are components of English, taught within a holistic approach. We believe that each aspect is dependent upon the others. Literacy and numeracy are integral to effective learning across the curriculum.

Literacy is the ability to read, write and use written language appropriately in a range of contexts, for different purposes and to communicate with a variety of audiences. Reading and writing, when integrated with speaking, listening, viewing and critical cultural knowledge, enables a speaker, writer or reader to recognise and use language appropriate to different social purposes and situations.

We endeavour to provide a rich language environment with children listening and talking, reading, writing and viewing from the first weeks at school. The students learn to read by reading and to write by writing. From Kindergarten to Year 6 the students participate in a Literacy Block for the first 2 hours of each day, which forms a base for the development of reading and writing.

MATHEMATICS

St Michael’s has a ‘hands on’ approach to Mathematics where the students are involved in mathematics based on life-skills and with participation in programs such as ‘Count Me In Too.’

Mathematics involves observing, representing and investigating patterns and relationships in social and physical phenomena and between mathematical objects themselves. The beliefs, values and assumptions about Mathematics and about students’ learning in Mathematics which underpin the curriculum are:

- Mathematics is versatile;
- Mathematics is responsive to change;
- students should be actively involved in their Mathematics learning;
- Mathematics learning should be valued and build upon what students know;
- Mathematics learning should be accessible to every student
- students’ perspective of Mathematics arises from their real-world experiences and interests;
- learning in Mathematics may be achieved through a variety of learning styles; and
- students need to talk and write about Mathematics.
At St Michael’s we also have a dedicated Numeracy Block, which is a one hour block wholly devoted to improve and challenge students’ numeracy skills. Through the structure of the Numeracy Block, students are provided with the opportunity to work as a whole class and in small groups with similar needs; as they are challenged to apply and discuss numeracy strategies. In the Numeracy Block explicit teaching and learning practices are in place; along with opportunities for enquiry and application.

SCIENCE

At St Michael’s School, Science is seen as an integral part of the modern world. For personal, social, environmental and economic reasons, young people must be well equipped to be active participants in our changing and evolving scientific and technological society.

Science learning experiences assist students to:
- Understand and apply scientific knowledge; and
- Act for an environmentally sustainable future.

The implementation of the Science strand of the Australian Curriculum included the adoption of the Primary Connections units of work as a major resource. These units are integrated with Literacy skills, streamlining the application of the content to the real world. Scientific knowledge is generated by particular methods of inquiry to pose questions, collect evidence, develop and test ideas, and refine or refute them in the light of new evidence. When students have opportunities to generate and explore scientific concepts and theories through a genuine inquiry process, they develop deeper understandings, as well as practical skills in applying that knowledge to new learning situations and problems.

Science is therefore an essential and valued area of learning which involves both scientific and technological content and processes.
HEALTH AND PHYSICAL EDUCATION

Children are involved in a variety of sports, which aim to improve their physical fitness and co-ordination. Our emphasis is on enjoyment, skill development and willing participation.

In the younger classes the emphasis is on the development of motor skills, co-ordination and team participation. All students in the Junior classes participate in an intensive Gross Motor Program.

The Health and Physical Education curriculum focuses on students:

- Taking action to promote health;
- Being physically skilled and active; and
- Managing self and relationships.

Specialist skill development officers from a variety of sporting organisations conduct sporting clinics for children from Kindergarten to Year 6. Regular exercise and fitness are an integral component of the curriculum.

Children have the opportunity to represent the school in a wide variety of sports at school, district, state and national level.
HUMANITIES and SOCIAL SCIENCES

The humanities and social sciences are the study of human behaviour and interaction in social, cultural, environmental, economic and political contexts. The humanities and social sciences have a historical and contemporary focus, from personal to global contexts, and consider challenges for the future.

This learning area at St Michael's focuses on the need to live in peace and harmony in our independent and interconnected world of natural and social systems.

Through studying Humanities and Social Sciences, students will develop the ability to question, think critically, solve problems, communicate effectively, make decisions and adapt to change. Thinking about and responding to issues requires an understanding of the key historical, geographical, political, economic and societal factors involved, and how these different factors interrelate.

LANGUAGES

At St Michael's School we offer educational experiences in Indonesian language and culture. The school has a specialist Indonesian language teacher and has developed an Indonesian language and culture classroom.

Social and economic factors provide a strong rationale for a greater understanding of and open communication with our Asian neighbours. Indonesia is one of Australia’s closest neighbours and an understanding of its culture, history and language and informed communication with Indonesia, is vital for Australia’s national interests.
THE ARTS

The Arts are symbols and communication systems or languages. This area focuses on developing students’ capacity to create, present and appreciate a range of art forms, including dance, drama, music, visual arts and media. The Arts bring together students, parents and the wider community.

A specialist music teacher conducts music classes from Kindergarten to Year 4. The school also provides opportunities for private tuition in guitar, piano, drama and group dance.

St Michael’s Primary School curriculum includes opportunities for students to participate in drama/ musical presentations. This may take the form of a school produced musical / dramatic performance, participation in Wakakirri Story Dance and/ or focused presentations for specific events such as Easter or Christmas. Along with classroom experiences, these opportunities engage students in learning experiences in visual arts, music, drama and dance as part of their natural growth and development.
INFORMATION COMMUNICATION TECHNOLOGY

Capability in this area of learning is a vital 21st century skill for all our students. A key aim of ICT at St Michael’s is to ensure the children are competent and confident in using technology to support and enhance their learning. Interactive Whiteboards continue to be utilised in all classrooms in numerous applications.

ICT has been integrated into all aspects of the curriculum through the use of desktops, laptops and iPads in the Library Resource centre, the shared breakout spaces and the classrooms. The increased access to iPads across the school, precedes the introduction of a BYOD program (Bring your own device) for the senior students, to support their independent learning.
BEGINNING SCHOOL

It is a big change for a five year old to pass from the intimacy of the family circle to school, even if he/she has attended pre-school. Here are some practical ways in which you can help this transition.

Ensure that all articles brought to school (shoes, hat, jumper, bag, books, lunch box etc) are marked clearly in a prominent place with the child’s first name and surname.

Teach your child to:

- Tie shoelaces, do up buttons, put on and take off outer clothing without help.
- Recognise his/her name among other names.
- Repeat his/her name and address.
- Use his/her handkerchief/tissue and put it away/dispose of it appropriately.
- Put away toys, books etc after use.
- Be fully toilet trained; use the toilet unassisted.
- Wash his/her hands and flush the toilet unassisted. Know how he/she goes home after school.
- Open and close his/her school bag and lunch box.
- Listen to stories, look at pictures and talk about them.
- Greet teachers and companions by title and name.

In addition to the above, your child’s greatest asset is the development of a measure of independence. While we endeavour to provide a happy, safe and nurturing environment please remember that the school does not replace the home, but complements it.

We look forward to working in partnership with you in the education of your child.
LEARNING SUPPORT AND GIFTED AND TALENTED PROGRAMME

Learning Support at St Michael’s Primary School has its primary focus in supporting students in accessing the mainstream classroom curriculum. The target areas are Early Intervention, Remediation and Extension/Enrichment. St Michael’s has a Learning Support Teacher and Learning Support Assistants, who work in an inclusive model in the classrooms with the students needing support or extension.

At the commencement of each year, students’ needs within the school are determined and prioritised in order to plan intervention for those students. This assistance may be individual, in small groups, in class or in special circumstances on a withdrawal basis.

St Michael’s offers a range of opportunities for students to extend and challenge themselves, through independent learning. The programs on offer change from year to year, dependent on the interests and needs of the students. Some of the programs include Habits of Mind, Nerdsville, G.A.T.E.Ways, Robotics, Imaginarium, Tournament of Minds, ICAS (International Competitions and Assessments for Schools) and Mathematics competitions such as Maths Olympiad, Computational & Algorithmic Thinking and the Australian Mathematics Competition.

HOMEWORK

The purpose of homework given at this school is to allow children the opportunity to practise and receive affirmation for skills already presented in the classroom. At no time should homework be regarded as punishment; or a time of anxiety or family disharmony; or be the type of work which required teacher assistance. In no way should homework deprive the child of the chance to take part fully in family living - talking, listening, playing and sharing interests, including work on the interesting things done at school.

The type of homework given may vary according to the needs of the child and class program. Homework assignments may include gathering information on material for use in class, work on projects, hobbies, critically watching a television program, reading or spelling activities, or providing an individual response to an area of inquiry. Children in Year 6 will be given some form of written homework so as to prepare them for Secondary School requirements. At the commencement of each school year, each class teacher will send home specific details for their class.

Flexibility regarding homework is considered essential. Homework timing has been structured to also encourage the development of time management skills. Whilst the equivalent of four nights of homework content will be expected, a full week will be allocated to allow for flexibility in each family. This gives parents the capacity to take into account the sporting, extra curricula and their own commitments across the week, when organising a homework schedule. If conditions at home prevent a child completing homework a brief note to the teacher is sufficient.

Each term one week is designated as Family Week. In this week no homework is set and meetings are avoided to allow families some additional time together.
PARENTAL INVOLVEMENT

ST MICHAEL’S SCHOOL COMMUNITY COUNCIL

The Council provides the opportunity for members of the school, parish and Archdiocesan communities to support the mission of Catholic education in the school. Working with the Principal, Parish Priest and staff, the members of the Council and its committees provide leadership to the wider school community.

The Council has a decision making role in certain policy areas and an advisory role in others. The policies of the school are always set within the mission of Catholic education. In the areas where it has responsibility for the development and monitoring of school policy, the Council operates within the policies and procedures determined by the Catholic Education Commission and Catholic Education Office.

Council members are elected by the community as required.

KIDS MATTER INITIATIVE & SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT

The Kids Matter initiative provides a framework for a whole school approach to children’s mental health and well-being. There is a focus on building a positive school community; providing social and emotional learning for students; working cooperatively with parents and carers; and helping children with mental health difficulties. This initiative is supported in the school on a daily basis through the School Wide Positive Behaviour program.

School Wide Positive Behaviour Support (SWPBS) is also a whole-school approach which strives to create a positive learning environment, achieved through our proactive systems to define, teach, and support appropriate student behaviours. At St Michael’s this whole school approach to developing consistent expectations and development of positive social skills and attitudes is reflected in our four core school rules:

*BE SAFE  *BE RESPECTFUL  *BE RESPONSIBLE  *BE A LEARNER

Students who are using appropriate behaviours and exhibiting our school rules are given positive feedback through receiving a ‘gotcha card’ to acknowledge their positive actions and choices. These cards are then exchanged for wristbands which students are permitted to wear to school.

10 Gotcha cards = a blue wrist band
4 blue bands + 10 Gotchas = 1 white wrist band
White wrist band = photo on honour board and a special celebration.
COMMUNICATING WITH PARENTS

REPORTING TO PARENTS

Formal communication between school and home begins when the teacher sends home an overview at the start of each term. Towards the end of Term One, parents will be requested to attend a three-way conference with their child and the child’s teacher, including an opportunity for parents to review the workbooks. This conference is designed to affirm the student in their efforts and support their plans for improvement. It takes the form of a child led discussion during which the child describes his or her learning, mentions things that he or she has learnt, describes the learning process, and perhaps mentions something he or she finds challenging. This is an opportune time for the child to reflect on their progress so far and set goals for further development. The parents and the teacher make an action plan for working with the child to reach these goals. The teacher keeps a record of the conference and a copy is forwarded to the parents.

Towards the end of Semester One, an ‘Open Classroom’ evening will be held to allow parents / families an opportunity to view both workbooks and other pieces of work displayed in the classroom. Semester One reports are sent home in the last week of Term Two. Early in Term Three, an optional interview will be available for parents should there be anything from the report they wish to discuss further. A second ‘Open Classroom’ evening will precede the Semester Two reports, which are sent home towards the end of Term Four. An opportunity for a meeting if required, will occur before the end of the year.

With the children’s progress as our focus, open communication between parents and teachers is strongly encouraged. Should there be a concern about a child’s academic progress, work habits, behaviour, health matters or social interaction, it is essential that contact with the classroom teacher is made as the need arises, rather than waiting for formal reporting or conferences.

If parents have any matters concerning their children that they wish to discuss with the Principal, they are encouraged to do so by making an appointment either by phoning or at the front office of the school.

NEWSLETTER/SKOOLBAG APP

The School Newsletter is currently the most important form of regular communication with parents and families. Parents are notified by email when it has been uploaded to the website on Thursday each week.

We also have the St Michael’s Skoolbag App, which is a smart phone mobile app through which the school can communicate directly with iPhone and Android devices. It effectively keeps our parent/student community updated with the latest alerts, information, events and Newsletters on their Smart Phone. We encourage all families to download the app and reduce the negative impact on the environment, through printed material.
SCHOOL FEES

The Catholic Education Commission, Archdiocese of Canberra and Goulburn sets a scale of tuition fees payable per child each school term. In addition to these fees, there is a fully tax deductible CEO Building Fund Donation per family per term. These contributions are collected for systemic schools, at the school attended by the eldest child in each family. These fees increase by a small amount each year.

Since 2012, there is an additional discount applicable to the eldest child in a Primary school, should they have older siblings attending a systemic secondary school. Where a child in a primary school has three or more older brothers or sisters attending Catholic Systemic Secondary or Primary Schools, there is no CEO tuition fee payable at the primary school.

St Michael’s Primary School Community Council in conjunction with the Principal, sets specific levies to cover the following costs -
- Operating Levy to contribute to the school running costs; such as electricity, gas, water, cleaning, general administration costs.
- Information Communication Technology (ICT) Levy to cover costs including hardware replacement, upgrades, new media and access costs
- Council Levy is set by the School Community Council in lieu of extensive fundraising, to support Curriculum requirements.
- Resource Levy to provide books, pencils, paper, Art/ Craft items and other classroom and administration resources

These levies are paid each term in addition to the CEO charges. It is a firm policy of the Catholic Education Commission and St Michael’s Parish Community that inability to pay school fees should never be a reason for exclusion from a Catholic school.

Current fees for 2016 are listed below as an example:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>CEO Tuition Fee</td>
<td>$326.00</td>
</tr>
<tr>
<td>first child</td>
<td></td>
</tr>
<tr>
<td>second child – 70% discount</td>
<td>$97.00</td>
</tr>
<tr>
<td>third child - 80% discount</td>
<td>$65.20</td>
</tr>
<tr>
<td>fourth &amp; fifth child</td>
<td>$0</td>
</tr>
<tr>
<td>CEO Building Fund</td>
<td>$158.00</td>
</tr>
<tr>
<td>per family per term (Voluntary / tax deductible)</td>
<td></td>
</tr>
<tr>
<td>Operating Levy</td>
<td>$215.00</td>
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<tr>
<td>per family per term</td>
<td></td>
</tr>
<tr>
<td>Council Levy</td>
<td>$30.00</td>
</tr>
<tr>
<td>per family per term</td>
<td></td>
</tr>
<tr>
<td>Year Book</td>
<td>$6.00</td>
</tr>
<tr>
<td>per family per term</td>
<td></td>
</tr>
<tr>
<td>ICT Levy</td>
<td>$30.00</td>
</tr>
<tr>
<td>per student per term</td>
<td></td>
</tr>
<tr>
<td>Resource Levy</td>
<td>$45.00</td>
</tr>
<tr>
<td>per student per term</td>
<td></td>
</tr>
<tr>
<td>Excursion levy</td>
<td>$26.00</td>
</tr>
<tr>
<td>per student per term</td>
<td></td>
</tr>
<tr>
<td><strong>Total fees per term for 1 child:</strong></td>
<td><strong>$836.00</strong></td>
</tr>
</tbody>
</table>

Accounts are sent out in the second week of each term with the due date of four weeks. Fees can be paid by cash, cheque, EFTPOS or credit card, BPAY or direct debit (encouraged method).

Enrolment

A $25.00 non-refundable enrolment application fee is payable on application.
GENERAL INFORMATION

SCHOOL HOURS

8.20 – Supervision begins
8.50 – Morning gathering then classes begin
10:50 – Morning recess - supervised eating time
11:00 – Children dismissed for play
11.30 - Classes resume
1.20 - Lunch – supervised eating time
1.30 - Children dismissed for play
2.00 - Classes resume
3.00 - Dismissal
3:15 - Supervision concludes

MEDICATION POLICY

Lisa Monro is our Office Manager operating our Front Office and Medical Room.

All medication, apart from puffers used for asthmatic conditions, are held in the medical room under the control of the office manager. Children requiring medication whilst attending school need to report to the medical room, where they will then be provided their medication. It is the parent’s responsibility to inform the school of any medication a child may require whilst at school and to provide the school with information in relation to dosage and timing for the medication. An authority to dispense medication form is held at the front office and is required to be completed.

Office Manager - Lisa Monro
ASSEMBLIES
Each class leads and participates in at least one assembly per year. Assemblies are held in the school hall at 12.50pm, and parents/carers are always welcome.

WHOLE SCHOOL PRAYER TIME (WSPT)
Whole school Prayer Time is when the whole school comes together in prayer. WSPT is usually held in the church at 12.50pm every second Friday. Each class has the opportunity to present and portray their prayers and message to the community. Parents/carers are welcome to attend.

PARENT REPRESENTATIVE NETWORK (PRN)
The Parent Representative Network is a group of volunteer parents from our school that form a link between the classroom and the parents of the class. The PRN is a sub-committee of the Council. The network provides a liaison to assist and support the teacher in conveying information about classroom activities to parents. The communication is forwarded through emails and the Skoolbag App. The Parent Representative Network provides a contact person for the parents of your child’s class. Each class will have their own ‘Rep’. The Parent Reps meet with the coordinator of the PRN and the Assistant Principal at the beginning of the school year and then as needed.

PARENT VOLUNTEERS AND HELPERS
All parents working as helpers or volunteers in the school are required by law to obtain registration for *Working with Vulnerable People*. The registration forms are available at Canberra Connect Shopfronts or online by searching “WWVP ACT”. It is free for volunteers to apply and the WWVP card is valid for 3 years. The school must hold a copy of the card once it is received.
**Canteen**

Our school canteen provides a service to the families in our community. It is currently outsourced operating each Friday. Parent volunteers are essential for the successful operation of the canteen. Volunteers are needed at the following times:

Friday: 9.00am – 11.30 am and/or 11.30am – 2.00pm.

Volunteers are able to select the time and frequency they wish to assist in the canteen. All assistance offered is appreciated. Volunteers are welcome to bring their younger children as we have a small playroom to keep them entertained.

The aims of a school canteen are to:
- provide food that is wholesome and nutritious;
- to support classroom programs relating to nutrition and dental health;
- assist students in understanding the need for a good quality, balanced healthy diet;
- to sell foods low in fat, salt and sugar.

Lunch orders can be ordered online through Flexischools or written on a paper bag.

**SCHOOL CAMPS / EXCURSIONS**

The Year 5 & 6 students attend a camp program each year, utilising facilities in Sydney or at Berridale on a rotational basis. The students develop their leadership skills, participate in team building and sporting activities, while enhancing the development of social skills and independence. These camps promote active and healthy lifestyles and introduce students to outdoor, environmental and historical education.

**AFTER SCHOOL CARE**

After School Care is provided at St Michael’s. The YMCA runs this service out of the school hall and is fully licensed and operated in accordance with the ACT Office of Child, Youth and Family Support. Activities include, but are not limited to; craft, games, movies, sport, cooking and much more. The children are provided with a healthy snack each day. This service is provided from 3pm to 6pm from Monday to Friday. Please refer to our website for further information.
UNIFORM POLICY

The school uniform is an integral part of the identity of St Michael’s. Children must wear the correct uniform, and parents must assist in the maintaining of standards in this matter. It is important for children to take pride in their appearance and in their school. This in turn ensures the students foster a sense of community within the school and in the wider Catholic school community, of which they are part. Savvy School and Formal Wear Mitchell and MacDonalds School Wear Macquarie are our uniform suppliers. Uniforms will be displayed at the Kindergarten Orientation Day with details of sizes and availability. Second hand uniform items are available at the Front Office for a gold coin donation.

<table>
<thead>
<tr>
<th>REGULAR SCHOOL UNIFORM</th>
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<tbody>
<tr>
<td>GIRLS</td>
</tr>
<tr>
<td><strong>SUMMER:</strong> Maroon and blue check dress or navy blue skirt and powder blue polo shirt with embroidered logo, navy St Michael’s polar fleece, white ankle socks (not tennis/anklet socks), black school shoes, navy blue school hat.</td>
</tr>
<tr>
<td><strong>WINTER:</strong> Navy blue tunic with pale blue long sleeved blouse with Peter Pan collar &amp; navy tights; or navy school trousers with powder blue school polo &amp; white ankle socks (not tennis/anklet socks) with black school shoes, navy blue St Michael’s polar fleece, navy blue school hat. (A pale blue skivvy can be worn under school shirt for warmth).</td>
</tr>
<tr>
<td>BOYS</td>
</tr>
<tr>
<td><strong>SUMMER:</strong> Navy shorts, powder blue polo shirt with embroidered logo, navy St Michael’s polar fleece, white ankle socks (not tennis/anklet socks), black school shoes, navy blue school hat.</td>
</tr>
<tr>
<td><strong>WINTER:</strong> Navy blue, tailored, regulation school trousers, long or short sleeve powder blue polo shirt with embroidered logo, white ankle socks (not tennis/anklet socks), black school shoes, navy blue St Michael’s polar fleece, navy blue school hat. (A pale blue skivvy can be worn under school shirt for warmth).</td>
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<tr>
<th>SPORTS UNIFORM</th>
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<tbody>
<tr>
<td>GIRLS</td>
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<tr>
<td><strong>SUMMER:</strong> Navy blue pleated sport skirt with blue sports briefs or navy blue St Michael’s sport shorts, blue and white short- sleeve polo shirt, St Michael’s blue /white tracksuit, white ankle socks (not tennis/ anklet socks), white sports shoes, navy blue school hat.</td>
</tr>
<tr>
<td><strong>WINTER:</strong> Navy blue/white St Michael’s school regulation track suit, blue and white short or long sleeved sport polo shirt, white ankle socks (not tennis/ anklet socks), navy blue school hat. White skivvy may be worn underneath for warmth.</td>
</tr>
<tr>
<td>BOYS</td>
</tr>
<tr>
<td><strong>SUMMER:</strong> Navy blue St Michael’s sport shorts, blue and white short-sleeve short polo shirt, St Michael’s blue /white tracksuit, white ankle socks (not tennis/anklet socks), white sports shoes, navy blue school hat.</td>
</tr>
<tr>
<td><strong>WINTER:</strong> Navy blue/white St Michael’s school regulation track suit, blue and white short or long sleeved sport polo shirt, white ankle socks (not tennis/anklet socks), navy blue school hat. White skivvy may be worn underneath for warmth.</td>
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<table>
<thead>
<tr>
<th>REQUIRED ACCESSORIES</th>
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<tbody>
<tr>
<td>Navy blue school bag with white logo</td>
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<table>
<thead>
<tr>
<th>OPTIONAL ACCESSORIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy blue outer jacket; plain navy blue winter beanies; plain navy blue scarf/gloves</td>
</tr>
</tbody>
</table>
TRANSPORT FOR CHILDREN TO SCHOOL

BUS TRANSPORT

School buses operate to and from the school in both Kaleen and Giralang. Timetables and routes are published in the Canberra Times at the commencement of the school year. Myway Travel Cards are available from ACTION and Government Shop Fronts. A Transborder bus service is available for students traveling from outside the ACT. Forms for Transborder are available from the Front Office.

CARS

Parents are asked to take extreme care when dropping or picking up children. Adequate provision is made for parking on the netball courts and parents are required to park the car and escort your child to the courtyard area. Cars should be moved from the netball courts during school hours. Entrance to this area is through the driveway closest to the church near the blue school sign. Full details, including a directional map, are available on our website.

BICYCLES / SCOOTERS

Bicycle racks should be used for bikes at all times. It is essential for bikes to be fitted with locks for safety during school hours. Scooters are to be stored in the designated secure area. Helmets must be worn when riding bicycles or scooters to and from school.
SUPPORT SERVICES

SCHOOL MEDICAL SERVICE

The School Medical Service visits the school each year. Kindergarten children receive a thorough medical screening. After consultation with parents any child with a specific need is referred to appropriate specialist services.

SCHOOL COUNSELLOR

CatholicCare and the Catholic Education Office provide the school with a Counsellor for one half-day each week. The role of the Counsellor is to be available to parents, students and teachers who seek advice or help with social or behavioural problems. Parents may request an interview with the Counsellor by contacting the Principal or Counsellor directly and completing a referral form. If teachers wish to refer a student to the Counsellor, parents are contacted and permission is sought beforehand via a written referral form.

SCHOOL BANKING

A parent volunteer conducts school banking each week. The banking service is provided through the Commonwealth Bank, Dickson. Bank books can be left at the Front Office for collection every Wednesday.
PRIMARY SCHOOL SPORTS ASSOCIATION (PSSA)

St Michael’s School has a strong and ongoing commitment to the ACT PSSA. Each year a staff member attends Belconnen Region district meetings and disseminates information to the staff. The coordinator arranges for the PSSA representation at school level.

Children are given the opportunity to represent their district in a wide range of sports and the school is represented at all Track and Field, Swimming and Cross Country carnivals. School representatives for these carnivals are selected from the annual school carnivals held a few weeks prior to the Belconnen Region PSSA carnivals.

St Michael’s School children who are selected from the PSSA carnivals to represent the ACT at national levels can be assisted by the School with a financial payment towards the cost of attending these events.