



# St Michael's Primary School

Truth and Trust

## 2021/2 Information Handbook



*'At the heart of all  
we do is Jesus Christ'*

# Vision Statement

*To live the joy of the Gospel and share it in the world*

St Michael's Primary School Nelson Bay is centred on the person and message of Jesus Christ.

St Michael's Catholic Primary School, steeped in the Mercy traditions, is a community of faith-filled learners working together under the motto of 'Truth and Trust'. Our Catholic identity is enriched by the teachings of Jesus to create a respectful, inclusive, safe and caring environment.

All are encouraged to be active disciples following the example of Jesus; to become informed citizens, leaders and successful lifelong learners.

*For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ (Corinthians 12:12)*

# Mission Statement

We the students, staff, parents, priest and parish work towards St Michael's being:

- ⇒ An inclusive community based on witnessing and living the joy of the Gospel where all are welcome.
- ⇒ A community where staff, parents, students and parish work together.
- ⇒ A community where the joy of the Gospel is lived and celebrated through prayer, liturgy and service.
- ⇒ An innovative learning community, which encourages each child to become an informed citizen.
- ⇒ A community which celebrates the gifts and abilities of all its members.
- ⇒ A community that encourages students to grow in resilience, self-confidence and independence.
- ⇒ A community which encourages all to be stewards of creation.



## Welcome to St Michael's Primary School, Nelson Bay

We trust that your association with our school will be a rewarding one and one where parents, teachers and students can work together to create an atmosphere "permeated with the gospel spirit of freedom and love".

It is this community aspect of the faith we share that sets the tone of a Catholic school. In the document "*The Catholic School*" (1977 – no 54) we are reminded that "*no Catholic school can adequately fulfil its educational role on its own. It must be continually fed and stimulated by its source of life, the saving word of Christ as it is expressed in Sacred Scripture, in Traditional, especially liturgical and sacramental tradition, and in the lives of people, past and present, who bear witness to that word*".

This booklet is designed to let you know about our school, our policies and our procedures. We hope that it will help you to understand our school routine and become familiar with the various aspects of school community.

### **St Michael's Primary School**

**STREET ADDRESS:** 12 Sproule Street, NELSON BAY NSW 2315

**MAILING ADDRESS:** PO Box 540, NELSON BAY NSW 2315

**Phone:** 4981 1111 or 4984 1705 (please add these to your phone contact list)

**Email:** [admin@nelsonbay.catholic.edu.au](mailto:admin@nelsonbay.catholic.edu.au)

**Compass:** we use this system to communicate to our parent body with notes, newsletters and alerts.

Your password and instructions will be issued when your child starts at our school.

**Parish Priest:** Fr Anthony Nguyen

**Parish Office:** 4981 1069

## A Message from the Principal, Helen Bourne

St Michael's Primary School is located in Nelson Bay on the Port Stephens Peninsula and is part of the Diocese of Maitland-Newcastle. The school was founded on the traditions and strong foundations of the Sisters of Mercy in 1962. On behalf of our school community, I extend a *very* warm welcome to our school.

*So what makes St Michael's Nelson Bay unique?*

First and foremost, St Michael's is a proud Catholic school with genuine care and concern for the welfare of its students and for their spiritual, academic, social, physical and emotional development.

Our school is an integral part of the St Michael's Parish community. Together we are committed to deepening each students' knowledge of the Catholic story and teachings, modelling Christian values and providing opportunities for prayer, liturgy and service to others. All members of our community are valued as people who are created in the image of Jesus. Our dedicated, hard-working and professional staff endeavour to provide the best environment for students to grow in all facets of their life, attending to their spiritual, social, emotional, cognitive and physical needs, establishing a solid and broad foundation for lifelong learning and wellbeing. We are a school that is forward looking and thinking, with attention given to those skills needed for students to be active and upstanding citizens for today and tomorrow.

St Michael's also prides itself on being a place of learning excellence by providing quality teaching and learning programs that challenge students and nurture creativity, critical thinking and innovation to develop each individual's full potential. We strive to provide a quality, inclusive Catholic education for the students in our care. Our professional, highly qualified and dedicated staff work together with energy and commitment to ensure the best outcomes for each student.

At St Michael's, we offer a broad curriculum with a range of opportunities and experiences to foster growth and development. All students are encouraged to work hard and achieve their personal best, whether it is in the classroom, on the sporting field or through the many opportunities provided for their personal and spiritual development and all-round growth. We aim to meet the needs of each student as an individual and provide a range of specialist programs and services to meet individual needs. Whilst protected and nurtured, students are also challenged in order to build their ability to reach their full potential.

At St Michael's, we provide quality support for students with additional needs in safe, supportive and inclusive environments. We believe all students are capable of learning successfully when motivated and given appropriate learning opportunities and the necessary support. As a Gifted Education Lead School, we are able to identify our gifted learners and provide opportunities for all students to be engaged, challenged and extended to meet their learning needs.

Our school offers a variety of extracurricular activities including choir, dance, chess club, public speaking, debating, gardening, Crafty Kids, Lego group and sport, expanding opportunities for students to pursue their various interests and talents.

Our Parents and Friends Association is an essential element of our school community, providing tremendous financial and moral support to our school. Through active fundraising, the P&F commit to supporting school improvement and the purchasing of resources. We are forever grateful to the enthusiastic and hard-working volunteers for their dedication to the St Michael's school community.

We look forward to building strong relationships with you and your family, knowing that together we are living our mission, vision and values.

If you would like further information about St Michael's, please do not hesitate to contact the school administration staff.



## **When you enrol your child at St Michael's Parish Primary School, Nelson Bay:**

St Michael's is a school built on co-operation, friendliness and integrity, where all concerned (students, staff, parents and the parish community) take an active part in the school and work together to provide the best possible education.

Parents who wish their child to be educated in this school, are asked to read the following:

1. This school is a Catholic School in which education in faith has a privileged place along with the pursuit of excellence in academic and general education. All students take part in Religious Education Programs. The school also provides other opportunities for its students to express and deepen their faith, at Masses, special celebrations, Parish Sacramental Programs, in prayer, in Christian service and witness, and in the entire school environment and atmosphere. Ideally, the work of the school in this regard is based upon home life and is supported by it.
2. Politeness and respect for others are a necessary part of our school life.
3. Regular attendance at school and at all lessons is a legal requirement.
4. Full school uniform is to be worn as designated.
5. The school is a non-profit organisation where all parents share expenses, and so all pay fees. Concessions can be arranged with the Principal, in particular, for difficult circumstances.

Parents are "the first and foremost educators" of their children. The Catholic School is called to assist in the evangelisation and education of the children of the Catholic community.

Parents are asked:

- ◆ To support the goals of the Catholic School – its Catholic beliefs, values and practices.
- ◆ To ensure that their child observes rules and regulations established by the school to enhance the development of their child spiritually, academically, culturally and physically.
- ◆ To observe various regulations that have been established for the common good within the school (eg notification of pupil absences, observance of quarantine periods for certain illnesses, signing in when volunteering).
- ◆ To demonstrate their belief that parents and teachers are partners by supporting the proper authority of the Principal and staff.

# St Michael's Primary School Staff



**Principal  
Helen Bourne**



**Assistant Principal  
Katie Fajks**



**Religious Education  
Co-ordinator & Classroom  
Teacher Sonia Cary**



**Primary Co-ordinator  
& Classroom Teacher  
Maddi Colquhoun**



**Lisa Henderson  
Classroom Teacher**



**Courtney Albert  
Classroom Teacher**



**Jess Nunan  
Classroom Teacher**



**Cate Anderson  
LST & Classroom Teacher**



**Mardi Harvey  
Classroom Teacher**



**Virginia Cashmere  
Classroom Teacher**



**Gemma Pilley  
Classroom Teacher**



**Trevor Ryan  
Classroom Teacher**



**Rowan Kmetyk**  
Classroom Teacher



**Debbie Black**  
Classroom Teacher



**Laura Hamer**  
Classroom Teacher



**Wendy Cant**  
Executive Release



**Susi Scarcella**  
Teacher Librarian



**Sally Lykouras**  
RFF & AB Ed Teacher



**Sharon Tutton**  
GEM Teacher



**Jillian Moriarty-Smith**  
ESL Teacher



**Jacki Haggett**  
Teachers' Aide



**Tracey Rooke**  
Teachers' Aide



**Martina Haddad**  
Teachers' Aide



**Jane Stuart**  
Library Assistant



**Kim Milgate**  
Admin



**Sarah Webster**  
Defence Mentor &  
Canteen Co-ordinator

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## ABSENCE FROM SCHOOL

All parents are required to log full day absences via the Compass App on the morning of any day their child will be absent. This is to ensure that the school knows the whereabouts of all children, and that no child has come to misadventure on their way to school. If you are arriving late or leaving early please DO NOT log this through your app. This needs to be done on the kiosk in the school foyer. For further information call the school on 4981 1111.

**It is a legal requirement that there be an explanation for all absences.**

If the absence is to be longer than 10 days you are required to fill in a form available from the school office and gain the principal's approval. Partial Absences of students must also be accounted for. If you need to take your child for any reason during school hours, it is a legal requirement that you **sign your child in and out of school at the front office. We discourage partial absences as it affects the students' routines and class management.**



## APPOINTMENTS WITH THE PRINCIPAL

If you need to discuss any matter with the Principal, please do not hesitate to phone for an appointment. Please remember the teacher is always the first "port of call".

## APPOINTMENTS WITH THE TEACHERS

If you wish to discuss anything about your child, please contact the teacher by either emailing or phoning admin and we will organise an appointment before or after school. Unfortunately, teachers cannot see parents 'at the door' or while on playground duty, as the teacher's first responsibility is the supervision of the children under their care. The teacher is always the first 'port of call'.

## ASSEMBLIES

Each morning the school assembles to pray the school prayer and to present birthday awards. Whole school assemblies are held during the term on various Friday afternoons at 2.15pm. At this assembly Principal, Student of the Week, Merit, Leaders and Citizenship awards are presented and classes showcase classroom learning. Parents are encouraged to attend. Classes take turns in showcasing work that is taking place in the classroom and creating a mini performance to share.

## ASSESSMENT POLICY

Assessment and Evaluation of student's progress is a continuous process. Assessment occurs regularly throughout the school year. There are two written reports sent home during the year at the end of Terms 2 & 4. Parents may request a follow-up interview after receiving their semester reports. If at any time teachers are concerned about the progress of a child, parents will be notified so that the matter can be discussed. Also if parents are at any time concerned about the progress of their child they are invited to make an appointment with their child's class teacher to discuss their concerns.

## BOOK CLUB

Scholastic Book Club operates within our school. This is all done online. You will be informed when this occurs. This club provides opportunities to buy books, which are reasonably priced and suitable to the age and interest of the children in each grade. All ordering is now done online which has helped to streamline the process.



## BUS BEHAVIOUR and TRANSPORT

**BUS PASSES:** All infants pupils (Kinder – Yr 2) are eligible for a free school bus pass. Primary pupils who reside greater than 1.6km radial distance from the school will also be eligible for free travel. You can apply for Opal Cards online at [transportnsw.info/school-students](https://transportnsw.info/school-students)

Once completed and lodged the school will be notified and asked to verify your details.

Once approved the Opal Card will be sent to the address you have provided on your application so please make sure you write the correct address. For bus route and/or timetable please contact Port Stephens Buses.

Children are expected to act responsibly and safely on buses. Children who cannot travel on the bus in a safe and responsible manner will have their Opal card confiscated and will have to find alternative means of getting to and from school. The school has a very close relationship with the bus companies.

## CANTEEN

The school canteen operates two days a week. Full canteen facilities operate Wednesday and Friday for lunch and afternoon tea.

Volunteers operate the canteen on a Monday, Tuesday and Thursday during lunch selling recess items ONLY. Together with parent volunteers an excellent canteen operates with the support of the principal.

If you are able to assist with canteen services please inform our canteen co-ordinator.

A canteen menu and price list is sent home at regular intervals. Lunch orders can be made in the following manner: *write the child's name, class and order on a brown paper bag and place money inside the bag.*

*The child then places the order in the lunch order basket FIRST THING IN THE MORNING.*



Parents are asked **not to give their children large sums of money** to bring to school. The maximum amount of money recommended for spending at the canteen is \$5.00.

The good health of students is a priority as it helps them to achieve their best at school and beyond. The school wishes to develop a lifelong appreciation of making healthy lifestyle choices.

## CHANGE IN ROUTINE

Any change in routine for a child, eg: going to another child's house after school, should be mentioned either in written or verbal form to the class teacher.

**Please do not email changes as they may not be received on time.**

## CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

Any changes in contact details must be lodged with Mrs Milgate in the school office ASAP as this is essential if the school needs to contact you in an emergency.

## CHILD PROTECTION

Catholic schools in the Diocese of Maitland-Newcastle are committed to providing safe environments for students. Whilst we have a legal obligation to protect children, this commitment is central to our Catholic beliefs. At St Michael's Primary School, we believe that all children have a right to a safe environment, which is free from any form of abuse or harm. Relationships between adults and children are governed by trust and Gospel values. All staff working at St Michael's are mandatory reporters if they believe a child is at risk of harm.

Part 3A Ombudsman Act 1974, defines Diocesan schools as a 'designated non-government agency' and as such we must have systems for preventing, reporting (to the Ombudsman) and investigating reportable conduct.

All staff and volunteers in Diocesan schools fall within the scope of Part 3A and may be investigated for alleged 'reportable conduct' which includes sexual offenses, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children.

Office of Safeguarding is the Diocese's specialist child protection service who works with the Ombudsman to ensure the Diocese meets its obligations under Part 3A.

### **The Child Protection (Working with Children) Act 2012**

Under this legislation people who work in a paid or volunteer capacity in the Diocese of Maitland-Newcastle are required by law to have a Working with Children Check Clearance. This 'Clearance' can be obtained from applying online at [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au).

As a parent, if we learn about a staff member or a volunteer working in the school without a Clearance, we should talk with the Principal or Assistant Principal as soon as possible. If we believe that nothing is being done about our concerns, we can contact Office of Safeguarding directly (Ph 4979 1390 Mon-Fri 08:30 to 5pm).

## Diocese of Maitland-Newcastle Reporting Policy

As a parent we can report any concerns we have for a student, or group of students, to our principal, assistant principal or directly to Office of Safeguarding (Ph. 4979 1390 Mon-Fri 08:30 to 5pm).

The Diocese's reporting policy and procedures are available to everyone on the Diocesan website:

[Diocese of Maitland-Newcastle Reporting Child Protection Concerns](#)

As parents we are entitled to contact Office of Safeguarding directly about any concerns we have about the safety, welfare or wellbeing of a child or if we are concerned that the school isn't addressing allegations of reportable conduct or abuse. (Ph 4979 1390 Mon-Fri, 08:30 to 5pm).

Schools in NSW are required to meet the statutory obligations of legislation relating to child protection. Schools in this diocese are required to uphold the policies and guidelines set out by the Catholic Schools Office. All volunteers MUST have a verified Working with Children Check prior to commencing as a volunteer. You can apply for this number at:

<https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>



# CATHOLIC DIMENSION

The school acknowledges that education in Faith aims at the development of a living and personal commitment to Christ and an active sharing in the life of the Church.

Our religious education program aims to:

1. Develop in the children a conscious loving relationship with:
  - God as a loving Father
  - Jesus the risen Christ, the centre of our faith community
  - The Holy Spirit, sent by Jesus Christ to those who believe
2. Build a school faith community where the students will live and love as witnesses of the Catholic faith through the efforts of:
  - Staff
  - Students
  - Parents
  - The parish
3. To help the students discover and celebrate their Catholic identity within the living experience of the Family of God, the Church in the World.
4. Help the students reach their full potential as individuals, spiritually, socially, physically and intellectually.



## **SACRAMENTAL PROGRAMS:**

All parents are encouraged to actively participate in the Sacramental Programs provided by the Parish i.e. The Sacraments of Reconciliation, Confirmation and Eucharist.

- **Reconciliation will be offered to students in Year 2 and upwards**
- **Confirmation to Year 3 and upwards**
- **Eucharist to Year 4 and upwards**

## **PARENTS AND THE RELIGIOUS EDUCATION PROGRAM:**

It is the family, more than the church or the school, who exerts the principle and deepest influence in the religious development of their children. Christian witness is the most important contribution that parents make to the religious education of their children.



## CLASSROOM REQUIREMENTS

Resource Fees and Information Technology Fee:

A Resource Fee of \$130 for the three billing periods is for school requirements for your child for the school year. The Resource fee covers the cost of exercise books, photocopying, art and craft supplies, classroom consumables, pens, pencils, a gymnastic program and Information Technology software and licenses, visiting artists and bus fares to sports carnivals. The fee this year was \$390 per child per year.

The following item is not supplied by the school and would be useful for your child:

- Library bag



## CLERICAL HOURS

Mrs Kim Milgate is available each day from 8.30am til 3.00pm in the office. In the event of an emergency an answering machine is available after hours or the school mobile number is 0408 409 737.

**Please do not email daily changes to travel arrangements for your child as emails are not always read in time and often not passed on.**

## COMMUNICATION and COMPASS

### Compass

Compass is the platform we use to contact and inform parents of events or activities happening at school. When your child begins school you will be sent login details to access this. You can lodge absentee notes, view school reports and give permission and pay for school events.

This is our primary form of communication. Teachers upload messages on their class page each Monday so parents know what their child will be focussing on during the week.

### St Michael's Message

The *Message* will be put on Compass every second week. *The Message* will keep you notified of school activities and any school information you may require. Notes sent home are also available on the school portal which is accessed via the above link.

### Communications between Home and School / School and Home

St Michael's acknowledges the need for close communication between school and each family.

We encourage all parents to contact us at any time when required. The school will notify home in the same way when appropriate. In case of a pastoral interview where discipline is the focus for discussion, parents will be notified so that procedural fairness is followed.

When an academic or social interview is required, the classroom teacher should be the first 'port of call' for parents.

### With Teachers

Class teachers are available before 8.50am, and after 3pm, on most weekdays if parents need to speak to them for general information, messages etc.

**We also have a Facebook page – <https://www.facebook.com/stmichaelsprimaryschoolnelsonbay>**



## CURRICULUM AND TEACHING PROGRAMS

At St Michael's School the curriculum encompasses Religious Education and the six Key Learning Areas.

1. RELIGIOUS EDUCATION
2. ENGLISH
3. MATHEMATICS
4. SCIENCE & TECHNOLOGY –
5. HUMAN SOCIETY AND ITS ENVIRONMENT
6. CREATIVE ARTS
7. PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION



## DISMISSAL PROCEDURE IN THE AFTERNOON

All students are dismissed in the afternoon near the hall in Wahgunyah Road. The same procedure applies in wet weather. Students catching buses will be dismissed first, then walkers and bikes followed by students being picked up by car.

## EXCURSIONS

At the beginning of every year, you will be asked to complete and return a medical and permission note for the students to attend local excursions from the school. Any school excursion should enhance student's development and be directly related to the curriculum. Parents are given several weeks notice of pending excursions outside the local area. If you have not filled in this note and returned it to your class teacher, your child will not be allowed to participate in planned activities. It is important that the information you write on these notes is accurate. The school office should be alerted at any stage during the year to any changes to medical conditions or medication needs.

## FEES 2021

Fees are billed ANNUALLY.

**School Tuition Fees** These are determined by the Bishop and Director of Catholic Schools. In 2021 this fee was \$1293 per child. The Diocese of Maitland-Newcastle is well aware of the financial challenges for Catholic school parents and has kept school fee increases to a minimum. However, in order to continue to provide quality educational outcomes and experiences for students, annual tuition fees need to increase slightly each year in Diocesan schools. If you have more than one child at a Diocesan school you will receive a discount off this fee. ***If you have a health care or pension card you may be eligible for a concession so please contact the school office for details.***

**Resource Fee:** A Resource fee of \$390 per child per year will appear on your account as outlined under classroom requirements.

The Resource Fee covers items such as: exercise books and writing implements, photocopies, computer hardware, software and licences, consumable text books (as required), Craft Materials, swimming and athletics carnivals, cleaning and consumables, incursions (visiting performances) gymnastics program and bus fares to sports carnivals

### **Building Levy**

The Diocesan Family School Building Levy (DFSBL) is a levy paid per family per year and is collected at the same interval as school fees. This fee is a *family* rate regardless of the number of enrolled students in the family or the number of systematic schools attended. In 2021 this figure was \$1344.

There is also a Diocesan Voluntary Fee of \$300 per family per year. This goes towards Diocesan programs in our area.

School fees (for one child in 2021 \$3027) can be paid weekly, fortnightly or by the term. We have bPay facilities which are available to all families, as well as EFTPOS and direct debit. School fees are sent out in the first two weeks of each term. We ask families to finalise these accounts before the end of Week 6 of each term.

## GRIEVANCE & COMPLAINTS

The resolution of conflict between schools and their communities is vital to the well-being and success of students. Situations of conflict arise in a school community – we are human. An effective complaints management system is an essential part of the provision of quality service and the promotion of fairness and justice.

First port of call is always with the class teacher or teacher involved. If the complaint is not resolved then it is referred to principal. If the parent is still not happy then it can be referred to the Parent Liaison Office or Assistant Director at the Catholic Schools Office. Brochures outlining this can be found in front office.

## ILLNESS AND INJURY TO STUDENTS AT SCHOOL

Should your child become ill while at school, and it is considered advisable that they be sent home, we will take the following actions:

1. *Contact you (the parents) by phone.*
2. *If we can't reach parents, the school will contact the nominated Emergency Contact Person/s.*

**In the case of serious accident, an ambulance will be called to attend to the child at school or take the child to the nearest hospital. In all cases, parents will be contacted immediately.**

**Ambulance costs are covered by the school's insurance.**



## INTERNET USE

All families are asked to take responsibility for their child/ children's appropriate use of Email and Internet services whilst at St Michael's School. All parents and children will be asked to sign an Internet and E-mail Permission Form. If students do not follow this agreement they will be excluded from using the internet.

## JEWELLERY

Watches and signet rings may be worn. Other forms of jewellery are not permitted. Students with pierced ears are to wear studs for safety reasons. Nail polish is not allowed.

# IMMUNISATION

The Department of Health recommends that all children should be immunised against: Measles, Mumps, Rubella, Poliomyelitis, Diphtheria, Pertussis and Tetanus, before entering school. Parents, with children starting school in the Kindergarten class from 1994, must present an Immunisation Certificate at the time of school enrolment or advise the school if a child is not immunised.

The following table is the Health Department's guide for diseases.

<b>Disease</b>	<b>How long to keep your child home so that she/he doesn't infect other children</b>	<b>Whether to keep contacts home. ('Contacts' are people who have been close to the patient for some time and could catch the disease)</b>
Chicken Pox	For at least five days after the first spots appear or when blisters have all crusted	It is not necessary to keep contacts home
Diarrhoea (Gastroenteritis)	Keep child at home until diarrhoea has stopped.	It is not necessary to keep contacts home
German Measles (Rubella)	Until child has fully recovered, or for at least 4 days after the rash appears	It is not necessary to keep contacts home
Glandular Fever (Infectious Mononucleosis)	It is not necessary to keep your child home, but some children with glandular fever are too sick to attend school or pre-school	It is not necessary to keep contacts home
Hepatitis A (Infectious Hepatitis)	Until child has recovered (usually 7 days from the first signs of jaundice)	It is not necessary to keep contacts home. Family contacts may need injections – see your family doctor
Hepatitis B	It is not necessary to keep your child home, but some children with hepatitis B are too sick to attend school or pre-school	See your family doctor for immunisation advice
HIV (Human Immune- Deficiency Virus)	It is not necessary to keep your child home, (unless she or he has a secondary infectious disease, such as TB)	HIV infection can only be transferred by contact with infected body fluids, such as blood, or from mothers to unborn or newborn babies. You cannot catch it from normal everyday social contact. Therefore, it is not necessary to keep contacts at home
Influenza	For 5 days after the appearance of the first symptoms	It is not necessary to keep contacts home
Measles	For at least 4 days after appearance of rash	Unimmunised contacts should be kept home for 14 days unless immunisation is given
Mumps	Until child has fully recovered, and for 9 days after the appearance of the swelling	It is not necessary to keep contacts home
TB (Tuberculosis)	Child should be seen by a doctor	Discuss with your family doctor or Public Health Unit
Whooping Cough (Pertussis)	Child should be kept home for 14 days from start of illness, or until 5 days from the start of a 14 day course of antibiotics	Unimmunised contacts in primary school do NOT need to stay home
Conjunctivitis	See family doctor. Keep child at home until discharge from eyes has stopped	It is not necessary to keep contacts home
Impetigo	See family doctor. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school	It is not necessary to keep contacts home

## LEARNING SUPPORT

St Michael's employs a Learning Support Teacher, an English as Second Language teacher, an Aboriginal Education Teacher, a Gifted Education Teacher and Learning Support Assistants. A Learning Support Team works collaboratively with teachers to identify individual student needs and develops educational plans to assist classroom learning.

The school provides Individualised Plans (IPs) for pupils who receive NCCD funding and others as deemed necessary. Support for students is provided in many ways including in class or withdrawal with a Learning Support Assistant or teacher as well as parent assistance.

All support programs are under the guidance of the classroom teacher and Learning Support Teacher in consultation with the principal.

## LIBRARY

Each class has a library lesson with the teacher librarian and book borrowing time once a week.

Students need a library bag for borrowing. A drawstring cloth bag is ideal. The library is open three days a week during lunch times.



## LOST PROPERTY

No responsibility is taken by the school for lost articles. Parents are most welcome to enquire at the school regarding lost belongings. We make every effort to return lost/found articles to the students. Unclaimed clothing will eventually be sold through the clothing pool or donated to St Vincent de Paul.

**PLEASE ENSURE THAT EVERY ITEM BELONGING TO YOUR CHILD IS IDENTIFIED WITH A NAME TAG**

## MESSAGES

If your child will be travelling home by a different method at any time, we ask that you send a written note for his/her class teacher, rather than make a phone call to the school. It can be difficult to identify a voice over the telephone, as being that of a child's parent or guardian, so ***for security reasons*** it is preferable to have notification in writing. In the case of emergency when it is necessary to phone and advise a change in travel arrangements, it would be appreciated if you would phone before the end of afternoon tea break (1:55pm) and not disrupt class times. Messages received after 2:50pm may not be delivered, as the children are packing up and moving to afternoon assembly at this time. The school takes no responsibility for messages after this time.

## MEDICATION

If your child requires medication at school there are three forms that we require you to fill in.

One of these forms ***MUST*** be completed and signed by the prescribing doctor.

***Without these forms we will not administer medication to your child.***

If they require regular medication it must be provided to the school in a blister pack (provided by a chemist).

The medication should be clearly labelled with the child's name and dose. If you know your child will require medication please contact the school office for the appropriate forms.



## MONEY AND NOTES

Permission notes and money for excursions, sporting events and incursions are all issued to parents through our Compass app. You will also be asked at the start of the year to complete emergency and medical permission forms on the app.

## MULTI-MEDIA DEVICES

Mobile phones, iPads or any devices that have videoing capacity are not allowed at school. If, for any reason your child needs one of these devices, they must go straight to the office and hand the device in. They can collect it at the end of the school day. If your child is caught with one of these devices that has not been handed in, the device will be confiscated. Parents are required to come and collect the device from the school.

## PARENT INVOLVEMENT

The staff recognises and endorses the fact that the parents are the prime educators of their children. We view the academic process of education to be a cooperative effort between school and home. Some parents may be able to assist the teachers in the educative process at the school. Whenever possible parents will be invited to assist with and participate in school activities such as:

- \* Reading Programs/Groups
- \* Writing Groups
- \* Art/Craft activities
- \* Sports carnivals and gala days
- \* Liturgical activities
- \* Library
- \* Canteen
- \* Debating/Public Speaking
- \* Enrichment Workshops
- \* Physical Education
- \* Excursions
- \* Celebrations such as Anzac Day
- \* Music
- \* Discussion groups
- \* Sacramental Programs

***NB: All volunteers must provide their current Working With Children Check to the office for verification before they can take part in any volunteer work. This can take up to five days for clearance.***

## PASTORAL CARE

Pastoral care is the integration of the spiritual, academic and social dimensions of a school's energy so that an **atmosphere of care** prevails within the school community. It is not a separate subject or Key Learning Area but is integral to the daily life of the school and touches children, staff and families alike. Pastoral care is a response to the life needs of children and adults in the school community.

The school's Positive Behaviour for learning plan is based on a pastoral care approach. Students who choose to follow or break school rules are rewarded or accept consequences respectively. The emphasis is on recognising, encouraging and rewarding children who choose to behave appropriately.

### ***Positive Behaviour For Learning (PBL) at St Michael's...***

PBL is an educational process that brings together the whole-school community to contribute to developing a positive, safe and supportive learning culture. It is a process that uses common language, clear expectations each week, constant referral to the Positive Behaviour flow chart and rewarding students demonstrating the weekly focus. Students collect tokens throughout the week and this contributes to their sports house reward system. At the end of every term, the house with the most tokens receives a special reward. Our focus is discussed at morning assembly, in classrooms with a PowerPoint that shows specific examples and the focus is also uploaded to our Facebook page.

As a Catholic School we see this responsibility in terms of the example of Jesus Christ – *Love God and Love One Another* – and the principles of the Catholic Church.

## PARENTS AND FRIENDS ASSOCIATION (P&F)

The P&F Association meets usually once a month. These meetings are open to all parents and friends of children at St Michael's. At these meetings, parents are able to raise issues relating to their children and the school community.

If you are unable to attend the meetings but would still like to make suggestions or comment on any issue, this can be done either by phoning the P&F Secretary or by sending your ideas along in a letter to the school marked "Attention: P&F Secretary". Parents are also kept informed of P&F activities and decisions via *The Message*. A copy of the minutes from each meeting will be posted on Compass along with an agenda for the next meeting.

In addition to promoting the general school aims, the P&F is involved in our school in practical ways:

- Social events are arranged to include all families
- Fundraising (to help provide up-to-date resources and technology)
- Friendraising
- Decisions on allocation of funds (in consultation with the Principal and staff)
- Maintenance and improvements (e.g. turfing the field)
- 

Your involvement in the P&F (along with that of the Parish and school staff) ensures that the school remains well equipped to benefit your children's education.



## PERSONAL ITEMS

Students are not to bring personal items including toys to school as we cannot ensure they will be kept safe. All personal items are to remain at home.

## PUPILS LEAVING THE SCHOOL GROUNDS

Students do not leave the school grounds for any reason without permission. Parents wishing to take children early must also seek permission. The late arrivals/early departures must be logged on the Compass console located in the front office.

## SAFEGUARDING IN DIOCESAN SCHOOLS

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safeguarding of children. In 2019, as a part of that commitment, our bishop, Bill Wright, articulated his expectations of all those who work for the Diocese, “I expect you to place the safety, welfare and wellbeing of every child and vulnerable adult at the centre of everything you do in the name of our church.”

Bishop Wright established the Office of Safeguarding, whose director answers to the Bishop’s Office and is charged to oversee the whole of the Diocese’s safeguarding of children, including the students in our system of schools.

As a parent sending your child to a Diocesan school, you are expected to be an active participant in safeguarding your child’s wellbeing. To do so, it’s important that you have the best information available to you. The [Office of Safeguarding website](#) offers comprehensive details of the Diocese’s approach to safeguarding children. You are also encouraged to be an active participant in the life of your school.

As a parent of a diocesan school student, if you are concerned for:

- the safety, welfare or wellbeing of one or more children in the school
- the conduct of a member of staff, a volunteer, contractor or other adult associated with the school

... you are able to:

- discuss your concerns with a teacher, Assistant Principal or Principal
- talk to an investigator at the Office of Safeguarding (Ph. **4979 1390**, during office hours)
- report your concerns to the Department of Communities and Justice’s (DCJ) Child Protection Helpline (Ph. **132 111**, 24 hrs/7 days) if your concerns constitute a risk of significant harm
- report to NSW Police if you believe a crime has been committed.

## SCHOOL TIMES for 2021

8:25am	Teachers begin playground duty
8:55am	Lessons commence
11:00am	LUNCH
11.50pm	Lessons resume
1:30pm	AFTERNOON TEA
1.55pm	Lessons resume
2:55pm	Dismissal





## TERM DATES

The school year is divided into four terms. Below are the dates for 2022:

TERM	COMMENCEMENT DATE		FINISHING DATE
<b>One</b>	Monday, February 3	Years 1 to 6	Friday, April 8
	Kinder, February 4	Kindergarten	
<b>Two</b>	Tuesday, April 26		Friday, July 1
<b>Three</b>	Monday, July 18		Friday, September 23
<b>Four</b>	Monday, October 10		Friday, December 16

## UNIFORMS

The full school uniform is available from Lowes @ Salamander Shopping Centre.

ALL students are to wear black, polishable shoes – NO COLOURS. See pictures below. You can purchase your shoes from several stores throughout Nelson Bay.

**If for any legitimate reason your child is unable to wear correct school uniform (outlined above) a note detailing reasons is required by the class teacher.**

**Our full uniform is included in the following pages.**

***RIGHT: Acceptable shoes for school. No other variations will be permitted.***

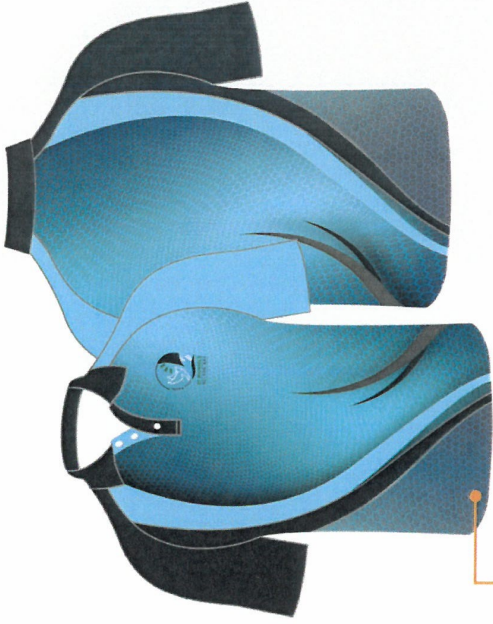




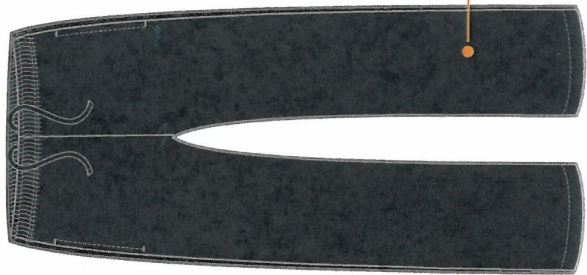
**ST MICHAEL'S**  
NELSON BAY



**TRACK JACKET**  
MICRO FIBRE  
ELASTIC CUFFS & HEM  
W/ ZIP POCKET  
W/ EMB



**SUBLIMATED POLO**



**TRACKPANT**  
MICRO FIBRE  
NAVY BODY  
W/ SCHOOL BLUE  
'SMNB' EMB



**SPORT SHORTS**  
MICRO FIBRE  
NAVY BODY  
W/ SCHOOL BLUE  
'SMNB' EMB

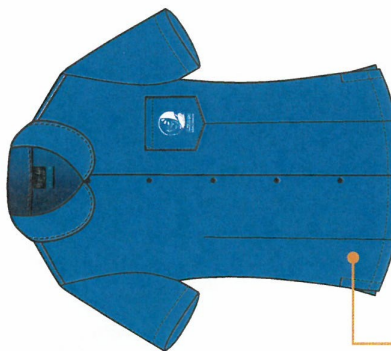


**SOCKS**  
NAVY

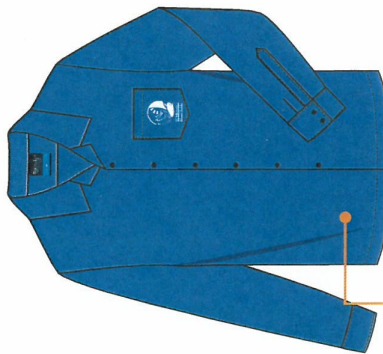




**ST MICHAEL'S**  
NELSON BAY



**GIRLS BLOUSE**  
SCHOOL BLUE BODY  
W/ SIDE SPLITS  
W/ WHITE EMB



**UNISEX L/S SHIRT**  
SCHOOL BLUE BODY  
W/ SIDE SPLITS  
W/ WHITE EMB

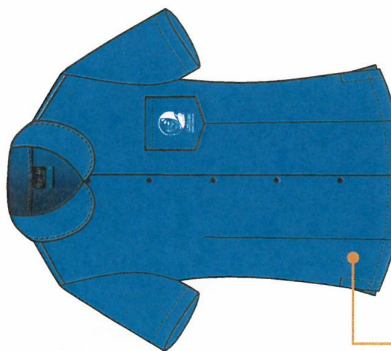


**SKIRT**  
• 2 PLEATS FRONT  
• ELASTIC WAIST BAND  
AT THE BACK  
• RIGHT HAND ZIP  
POCKET

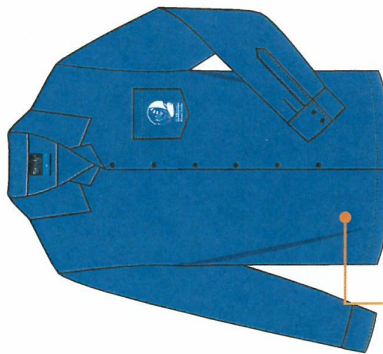


**SKIRT**

- 2 PLEATS FRONT
- ELASTIC WAIST BAND AT THE BACK
- RIGHT HAND ZIP POCKET



**GIRLS BLOUSE**  
SCHOOL BLUE BODY  
W/ SIDE SPLITS  
W/ WHITE EMB



**UNISEX L/S SHIRT**  
SCHOOL BLUE BODY  
W/ SIDE SPLITS  
W/ WHITE EMB



**SKIRT**  
• 2 PLEATS FRONT  
• ELASTIC WAIST BAND  
AT THE BACK  
• RIGHT HAND ZIP  
POCKET



**SKIRT**

- 2 PLEATS FRONT
- ELASTIC WAIST BAND AT THE BACK
- RIGHT HAND ZIP POCKET



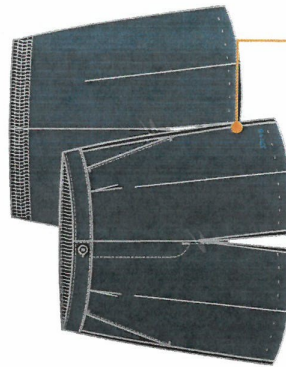
**GIRLS STOCKINGS NAVY**



**GIRLS PANTS**  
NAVY BODY  
ELASTIC BACK  
W/ SCHOOL BLUE 'SMNB' EMB



**GIRLS SHORTS #1**  
NAVY BODY  
W/ SCHOOL BLUE  
'SMNB' EMB



**GIRLS SHORTS #2**  
NAVY BODY  
W/ SCHOOL BLUE  
'SMNB' EMB





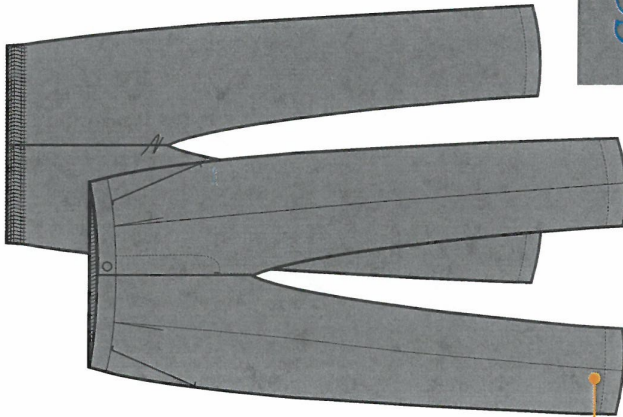
**ST MICHAEL'S**  
NELSON BAY



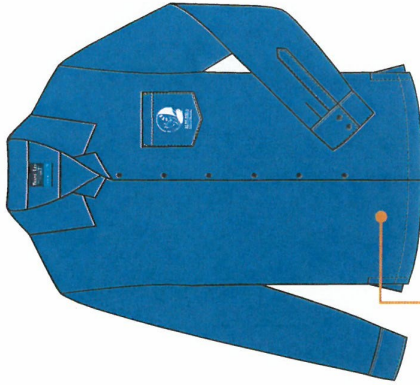
**UNISEX PULLOVER**  
WOOLLEN KNIT  
NAVY BODY  
W/ SCHOOL WHITE EMB



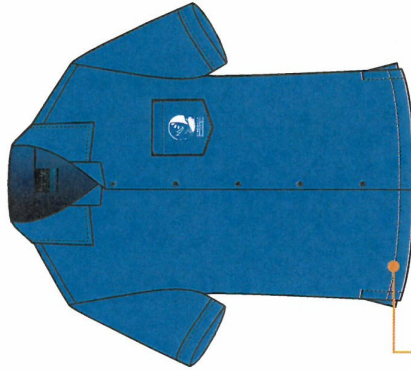
**BUCKET HAT**  
NAVY MICRO FIBRE FABRIC  
W/ SCHOOL WHITE EMB



**BOY TROUSERS**  
NAVY BODY  
ELASTIC BACK  
W/ SCHOOL BLUE 'SMNB' EMB



**UNISEX L/S SHIRT**  
SCHOOL BLUE BODY  
W/ SIDE SPLITS  
W/ WHITE EMB



**BOY SHIRT**  
SCHOOL BLUE BODY  
W/ SIDE SPLITS  
W/ WHITE EMB



**BOY CLASSIC SHORTS**  
GREY BODY  
ELASTIC BACK  
W/ SCHOOL BLUE 'SMNB' EMB



## VISITORS

All visitors and volunteers who enter the school are legally required to sign in and sign out on the console at the front office where they will be provided with a visitor's badge.

If you are volunteering you must have supplied your Working With Children Check number with us for validation beforehand. New laws mean you can not volunteer unless this WWC number has been verified.

This can take up to five days so if you are wanting to help out please have this paperwork filled in and lodged at the start of the year.

