The boat represents our journey through life. The Holy Spirit is overshadowing us so that through us, God’s love can flow on to the people of Port Stephens. The sun, partly covered by a cloud, represents good times and bad times, joy and sorrows, through which God works. Bars of the Mercy Shield are a reminder of the school’s origins and a challenge to live up to the standards set by Mother Catherine McAuley.

We must show the truth of God’s love in our actions. We trust in His love at all times and show this trust in the way we honour Him.
VISION STATEMENT

St Michael’s Catholic School community gathers in the spirit of Jesus. In that spirit parents, staff, students and parishioners reach out to support each other spiritually, academically and socially. Together we journey towards building God’s kingdom among us.

MISSION STATEMENT

We the parents, priest, staff and students see St Michael’s Catholic School as:

- A community based on Gospel values that is welcoming and caring with a sense of belonging.
- A community where staff, parents and students work in peace and harmony as part of the Parish Family.
- A community where each person will grow in their knowledge, understanding and love of the Faith and its celebration in prayer and liturgy.
- A learning community, which encourages each child to achieve their full potential in all fields of education, and which celebrates each student’s gifts and abilities.
- A community that encourages children to grow in self-confidence and to take responsibility within the school and wider community.
- An inclusive community where there is respect, understanding and tolerance.
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 pupils 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 policy 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
12 Sproule Street
NELSON BAY   NSW   2315

Phone: 4981 1111 or 4984 1705
Fax: 4981 2440
Email: admin@nelsonbay.catholic.edu.au
Website: http://nelsonbay.catholic.edu.au
Intranet: http://intra.nelsonbay.catholic.edu.au (for bulletins)

Parish Administrator: Fr Brian Mascord
Parish Office: 4981 1069
**Staff 2013**

Principal – Ms Helen Bourne

*Executive:*
Assistant Principal – Mr Michael Punch  
Acting Religious Education Co-ordinator – Miss Kelly McDuff  
Primary Co-ordinator – Mrs Catherine Anderson

There are 12 classes at St Michael’s in 2013.

*Other Staff*

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Secretary</td>
<td>Mrs Kim Milgate</td>
</tr>
<tr>
<td>Executive Release Teacher</td>
<td>Mrs Wendy Cant</td>
</tr>
<tr>
<td>LS Teacher</td>
<td>Mrs Gemma Pilley</td>
</tr>
<tr>
<td>ESL Teacher</td>
<td>Mrs Marilynne Sharp</td>
</tr>
<tr>
<td>Teacher/Librarian</td>
<td>Mrs Susie Scarcella</td>
</tr>
<tr>
<td>Library Assistant</td>
<td>Mrs Jane Stuart</td>
</tr>
<tr>
<td>School Assistants</td>
<td>Mrs Martina Haddad, Mrs Jacqueline Haggett, Mrs Tracey Rooke</td>
</tr>
<tr>
<td>School Canteen Co-ordinator</td>
<td>Mrs Sue Shaw</td>
</tr>
<tr>
<td>Pastoral Care Worker</td>
<td>Mrs Martina Haddad</td>
</tr>
</tbody>
</table>

*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 government regulation.
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, difficult circumstances.

Parents are “the first and principal 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.
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ABSENCE FROM SCHOOL

All parents are required to notify the school by phone 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. An answering service is available after hours on 4981 1111.

It is a legal requirement that children bring a note of 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.

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.

APPOINTMENTS WITH THE TEACHERS

If you wish to discuss anything about your child, please inform the teacher by a note or phone call and they will be most willing to make an appointment before or after school. Unfortunately, they cannot see parents ‘at the door’ or while on playground duty, as the teacher’s first responsibility is for 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 every second Friday. At this assembly awards are presented, announcements made and sometimes stages take this time as an opportunity to showcase classroom learning. The senior students are the masters of ceremonies and parents are welcome to attend. The school has a Gotcha Assembly, every alternative Friday to reward students for upholding the school rules of Being a Learner, Being Respectful and Being Safe. This is part of St Michael’s Positive Behaviour Support Program that is incorporated into the School Relationship Policy.
ASSESSMENT POLICY

Assessment and Evaluation of pupil’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.

BAND

Children from Years 3 to 6 have the opportunity to learn a musical instrument and be part of the school band. Lessons are held each Monday, during school time. Children have the opportunity to learn a variety of instruments. There is a cost per lesson plus leasing or purchase fee for the instrument. Mr Darren Ward is the band teacher. For further information call 4967 6000.

BANKING

Children may choose to open and maintain a savings account at school through The Catholic Development Fund – a banking service provided by the Diocese of Maitland/Newcastle. Applications for new accounts can be obtained from the school office. Banking books need to be in by Monday each week and banking will be completed by Friday.

BOOK CLUB

Scholastic Book Club operates within our school. Order forms are sent home at regular intervals. This club provides opportunities to buy books, which are reasonably priced and suitable to the age and interest of the children in each grade.

BUS BEHAVIOUR

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 bus passes confiscated and will have to find alternative means of getting to and from school. In July 2006 the NSW Ministry of Transport issued guidelines for managing school students’ behaviour on buses. This code of conduct for students and procedures for bus drivers, operators, school principals and parents/carers will be published for your information in the “Link”.

**CANTEEN**

The school canteen operates five days a week. Full canteen facilities operate Monday, Wednesday and Friday for lunch and afternoon tea. Volunteers man the canteen on a Tuesday and Thursday for one hour during lunch selling recess items ONLY. Sue Shaw is the School Canteen Co-ordinator. Together with parent volunteers an excellent canteen operates with the support of the principal and the P&F Association. 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.

**CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

Please let both the teacher and Mrs Milgate know if your contact details change 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.

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 are required to complete a Working with Children Declaration form prior to commencing as a volunteer. Declarations are available from the administration office. Volunteers must fill in the Declaration at the office and present 100 points of identification at the time of signing the form.
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 children will live and love as witnesses of the Catholic faith through the efforts of:
   - Staff
   - Children
   - Parents
   - The parish

3. To help the children discover and celebrate their Catholic identity within the living experience of the Family of God, the Church in the World.

4. Help the children 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. These Sacraments will be offered to students each year from grades two, three and four and beyond.

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

This may vary depending upon the Sacramental starting age of some individual students.

**PARENTS AND THE RELIGIOUS EDUCATION PROGRAM:**
It is the family, more than the church or the school, which exerts the principle and deepest influence in the religious development of your children. Christian witness is the most important contribution that parents make to the religious education of their children. This comprises their attitudes and behaviour, the love, courage and trust in God that they express in the home and in responding to the world, their mood at home and in church when they pray with their family, their capacity for wonder, praise and thanksgiving. All this penetrates young children and shapes their faith.
CLASSE8ROOM REQUIREMENTS

Resource Fees and Information Technology Fee:
- A Resource Fee of $120.00 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, infant’s pencils, classroom consumables, Sport for Life and Information Technology software. The fee is $360.00 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 available after hours or the school mobile number is 0418 610 480. Please do not email daily changes to travel arrangements for your child as emails are not always read in time.

COMMUNICATION

All parents will be asked to attend a Parent Information Night early in Term One. This is to acquaint you with the teachers and to hear of their plans and expectations for the year.

St Michael's Primary School Link http://intra.nelsonbay.catholic.edu.au
Site to be retired in 2014

The Newsletter will be emailed to the eldest child in each family every second week. As we are working towards a paperless school, all parents who do not have an email address can view the Link online (see address above). If you would like to receive the link via email please ensure you have left your email address with the school office. The Link will keep you notified of school activities and any school information you may require.

Communications between Home and School / School and Home

St Michael’s acknowledges the need for close communication between the 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 usually available between 8.30 and 8.50am, and after 3pm, on most weekdays if parents need to speak to them for general information, messages etc.
CURRICULUM AND TEACHING PROGRAMS

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

1. **RELIGIOUS EDUCATION** – Jesus and Scripture, Celebrations and Prayer, Justice and Morality, History and Beliefs. Religious Education also encompasses Human Development and Christian Values and Protective Behaviours.

2. **ENGLISH** – Reading, Writing, Talking, Listening, Spelling, Grammar, Handwriting and Library.

3. **MATHEMATICS** – Space and Geometry, Measurement, Number, Patterns and Algebra and Data.


5. **HUMAN SOCIETY AND ITS ENVIRONMENT** – Change and Continuity, Cultures, Environments, Social Systems and Structures.


A new National Curriculum will be implemented from 2014.

DISMISSAL PROCEDURE IN THE AFTERNOON

All children are dismissed from the hall in the bottom playground of an afternoon. The same procedure applies in wet weather. Children who are being picked up by parents will remain near the hall until their parents have walked over the collect them. Teachers are on bus duty to walk children through the bottom gate to their buses.

ENROLMENT

As a Parish School of the Diocese of Maitland-Newcastle, we follow the Guidelines for Enrolment to School, which were formulated by the Diocesan Directorate of Catholic Education in consultation with the Diocesan Catholic Education Council.
EXCURSIONS

At the beginning of every year, you will be asked to complete and return a medical and permission note for the children attending local excursions from the school.

Notice and information will be given before each of these excursions, and if for any reason you’d prefer your child not to attend or if medical conditions change, you will need to inform the school.

Any school excursion should enhance children’s development and be directly related to the curriculum. Parents are given several weeks’ notice of pending excursions.

At the beginning of the year a general medical and permission note will be sent home with parents. This note will be used for all excursions and incursions organised throughout the year.

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 medications needs.

FEES

Fees are billed in Terms 1, 2 and 3. There are three fees:

**School Tuition Fees** for 2013 will be determined by the Bishop of the Maitland/Newcastle Diocese, in conjunction with the Catholic Schools Office.

*If you have a health care card you may be eligible for a concession so please contact the school office for details.*

**Tuition fees are set by the Catholic Schools Office...** 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.

**Resource Fee:** A Resource fee of $360.00 per child per year will appear on your account as outlined under classroom requirements.

The Resource Fee covers items such as:

- Exercise books
- Computer hardware, software and licences
- Consumable text books (as required)
- Craft Materials
- Swimming and athletics carnivals
- Cleaning and consumables
- Incursions (visiting performances)
**Building Levy**
The 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 2012 this figure was $547.00.

School fees 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 Week 2 of each term. We ask that families finalise these accounts before the end of Week 7.

**HOMEWORK**

Homework will generally be allocated on Monday to be returned by Friday or as required by the class teacher.

This allows for other important family after-school commitments which contribute to the overall development of the child. It is the responsibility of the student to ensure that homework is taken home and completed on time. Homework is reported on in the school reports. Parents and guardians may assist their children with homework and are encouraged to seek assistance from the teacher if difficulties arise.

**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. *Require the services of the nominated Emergency Contact Person.*

*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.*
The Department of Health recommends that all children should be immunised against: Measles, Mumps, Rubella, Poliomyelitis, Diphtheria, Pertussis and Tetanus, before entering school. Therefore, the need to exclude case contacts should not arise. Parents, with children starting school in the Kindergarten class from 1994, must present an Immunisation Certificate at the time of school enrolment.

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

JEWELLERY

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

LEARNING SUPPORT

St Michel’s employs a Learning Support Teacher, an ESL 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 Students With Disabilities (SWD) 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. Children need a library bag for borrowing. A drawstring cloth bag is ideal.

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 children. 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.

MOBILE PHONES, iPods etc

Any student who needs to bring one of these items to school must place it in the class note tub each morning. It will be locked in the office during the day and then be returned to the student at the end of the day. We do discourage these coming to school but realise that it is a necessity for some.

MONEY AND NOTES

Please return any school notes and money in a sealed envelope clearly marked with the child’s name, class and reason eg: excursion, swimming carnival etc. Notes and money are collected each morning by the class teacher, then placed in a basket and sent to the office.

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
- Swimming and Athletics carnivals
- Liturgical activities
- Library
- Canteen
- Debating/Public Speaking
- Enrichment Workshops
- Physical Education
- Excursions
- Celebrations such as Anzac Day
- Maintenance
- Music
- Sacramental Programs
- Competitions
- Discussion groups

NB: All volunteers must fill in a child protection Working with Children declaration form available only from the school office.
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 discipline plan is based on a pastoral care approach. Children 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.

Mrs Martina Haddad is our Pastoral Care Worker who works to support families and students. 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 on the SECOND Tuesday of each 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 newsletter.

A copy of the minutes from each meeting is sent home with all notetakers 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)
- Decisions on allocation of funds (in consultation with the Principal and staff)
- Maintenance and improvements (e.g. curtains, carpets)

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. You will find that meetings are enjoyable, informal and a great way of meeting other parents. We hope to see you there!
PUPILS LEAVING THE SCHOOL GROUNDS

Children 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 departure book is located at the office. Parents are asked to complete the entry in this book when children arrive late for school or leave school early.

SCHOOL TIMES

8:25am  Teachers begin playground duty
8:55am  Lessons commence
11:10am LUNCH
12.00pm Lessons resume
1:30pm  AFTERNOON TEA
1.55pm  Lessons resume
2:55pm  Dismissal

TRANSPORT TO SCHOOL

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 attended will also be eligible for free travel. Bus forms are available from the school office.

TERM DATES

The school year is divided into four terms. Below are the dates for 2013.

<table>
<thead>
<tr>
<th>TERM</th>
<th>COMMENCEMENT DATE</th>
<th>FINISHING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Wednesday, January 30th - Yrs 1 to 6 Tuesday, February 5th - Kindergarten</td>
<td>Friday, April 12th, 2013</td>
</tr>
<tr>
<td>Two</td>
<td>Monday, April 29th</td>
<td>Friday, June 28th</td>
</tr>
<tr>
<td>Three</td>
<td>Monday, July 15th</td>
<td>Friday, September 20th</td>
</tr>
<tr>
<td>Four</td>
<td>Tuesday, October 8th</td>
<td>Friday, December 20th</td>
</tr>
</tbody>
</table>
UNIFORMS

The full school uniform is available from Bunyip Young Fashions in Magnus Street, Nelson Bay.

**Sports Uniform:** Children wear their sports uniform on the following days;
- Infants (Kindergarten, Year 1 and Year 2) TUESDAY
- Middle Primary (Year 3 and Year 4) WEDNESDAY
- Upper Primary (Year 5 and Year 6) THURSDAY

**GIRLS SCHOOL UNIFORM**

**Summer**
- Green check, princess line dress with Peter Pan collar, fabric tab and slightly puffed sleeves
- White ankle socks (not sockettes)
- Black leather lace up shoes
- Dark green school hat*

**Winter**
- Tartan drop-waisted tunic (can be ordered with extra length on no-deposit lay-by).
- Optional girls green slacks
- Light green shirt
- Dark green knee high socks or dark green (as in bottle green) tights.
- Bottle green woollen school jumper with school logo embroidered on it
- Black leather lace up school shoes
- Plain dark green school tie (optional for Kindergarten)
- School badge (available from the school)
- Windcheater in bottle green for cold weather days*

**GIRL’S SPORTS UNIFORM**

**Summer**
- White polo shirt with school logo*
- Bottle green pleated netball skirt or unisex green sports shorts
- White ankle socks (not sockettes)
- White sport shoes

**Winter**
- Bottle green fleecy jumper with round neck and school logo*
- Bottle tracksuit pants
- White polo shirt with school logo*
- White ankle socks
- White sport shoes

**BOY’S SCHOOL UNIFORM**
Summer
- Light green shirt – short sleeve with open neck
- Grey shorts (no cargo style or designer labels)
- Grey socks with two dark green bands and one white band
- Black leather lace up school shoes (not black joggers)
- Dark green school hat*

Winter
- Long sleeved light green shirt
- Long grey trousers (no cargo style or designer labels)
- Plain dark green tie (optional for Kindergarten)
- School badge
- Grey socks (as for summer uniform)
- Black leather lace up school shoes
- Bottle green woollen school jumper with logo embroidered on it*
- Dark green school hat*
- Windcheater in bottle green for cold weather days*

BOY’S SPORTS UNIFORM

Summer
- White polo shirt with school logo*
- Plain dark green shorts
- White ankle socks
- White sport shoes

Winter
- Bottle green fleecy jumper with round neck and school logo*
- Bottle tracksuit pants
- Plain dark green shorts
- White polo shirt with school logo*
- White ankle socks
- White sport shoes

* with school logo ONLY

ALL CHILDREN ARE EXPECTED TO WEAR THE PRESCRIBED UNIFORM AND SHOULD TAKE PRIDE IN DOING SO.

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.
VISITORS

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