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 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
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)
Skoolbag: Go to your app or android store and download our app: St Michael’s Primary School Nelson Bay. All notes sent home with students are also logged on skoolbag.

Parish Priest: Fr Kevin Corrigan
Parish Office: 4981 1069
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, 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.
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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 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 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 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. Every Tuesday morning Student of the Week and Merit Awards are presented. Whole school assemblies are held every second Friday. At this assembly Principal and Citizenship awards are presented and classes showcase classroom learning. Parents are encouraged 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.
**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. Bank 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 and TRANSPORT**

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. The school has a very close relationship with the bus companies.

**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. Bus forms are available from the school office.
**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 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. 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.

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.
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 $120 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, Term 1 gymnastic program and Information Technology software and licences. The fee is $360 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’s 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.**

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 Message** [http://intra.nelsonbay.catholic.edu.au](http://intra.nelsonbay.catholic.edu.au)

The Newsletter will be emailed to the 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 Message via email please ensure you have left your email address with the school office. 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 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**
2. **ENGLISH**
3. **MATHEMATICS**
4. SCIENCE & TECHNOLOGY –
5. HUMAN SOCIETY AND ITS ENVIRONMENT
6. CREATIVE ARTS
7. PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION
8.

DISMISSAL PROCEDURE IN THE AFTERNOON

All students are dismissed in the afternoon near the hall in the bottom playground in Wahgunyah Road. The same procedure applies in wet weather. Students catching buses will be dismissed first, then walkers 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. 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 student’s development and be directly related to the curriculum. Parents are given several weeks’ notice of pending excursions. 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

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

School Tuition Fees These are determined by the Bishop and Director of Catholic Schools. In 2015 they will be $1117 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 a health care card you may be eligible for a concession so please contact the school office for details.

Resource Fee: A Resource fee of $360 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 (Term 1)

**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 2015 this figure was $639.00.

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 the first two weeks of each term. We ask families to finalise these accounts before the end of Week 6 of each term.

**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. 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.

<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. (<em>Contacts</em> are people who have been close to the patient for some time and could catch the disease)</th>
</tr>
</thead>
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<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>
LEARNING SUPPORT

St Micael’s employs a Learning Support Teacher, an English as Second Language 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. 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

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.

MULTI-MEDIA DEVICES

Mobile phones, iPods or any device that has videoing capacity is not allowed at school. If, for any reason your child needs one of these devices, they must have a letter each day from you stating the reason as to why your child has one at school. As soon as the student enters the school grounds 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 with a note, 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
* Liturgical activities
* Library
* Canteen
* Debating/Public Speaking
* Enrichment Workshops
* Physical Education
* Excursions
* Celebrations such as Anzac Day
* Maintenance
* Discussion groups
* Music
* Chess groups
* Sacramental Programs
* Competitions

**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. 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. 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 Message.

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. 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. 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

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 departure forms are located at the office. Parents are asked to complete these forms when students arrive late for school or leave school early.

SCHOOL TIMES for 2015

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:25am</td>
<td>Teachers begin playground duty</td>
</tr>
<tr>
<td>8:55am</td>
<td>Lessons commence</td>
</tr>
<tr>
<td>11:00am</td>
<td>LUNCH</td>
</tr>
<tr>
<td>11:50pm</td>
<td>Lessons resume</td>
</tr>
<tr>
<td>1:30pm</td>
<td>AFTERNOON TEA</td>
</tr>
<tr>
<td>1:55pm</td>
<td>Lessons resume</td>
</tr>
<tr>
<td>2:55pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

TERM DATES

The school year is divided into four terms. Below are the dates for 2015:

TERM | COMMENCEMENT DATE | FINISHING DATE
--- | ----------------- | ---------------
One  | Wednesday, January 28th - Yrs 1 to 6 Kindergarten: Thursday, January 29th | Friday, April 2nd, 2015
Two  | Monday, April 20th | Friday, June 26th
Three | Monday, July 13th | Friday, September 18th
Four | Tuesday, October 6th | Friday, December 18th
UNIFORMS

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

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)
- Black leather joggers

Winter
- Bottle green fleecy jumper with round neck and school logo
- Bottle tracksuit pants
- White polo shirt with school logo
- White ankle socks (not sockettes)
- Black leather joggers

BOY’S SPORTS UNIFORM

Summer
- White polo shirt with school logo
- Plain dark green shorts
- White ankle socks
- Black leather joggers

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
- Black leather joggers

GIRL’S 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 polishable joggers or shoes
- Dark green school bucket hat with logo ONLY

Winter
- Tartan drop-waisted tunic (can be ordered with extra length on no-deposit lay-by).
- Optional girls green slacks
- Long sleeved 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 polishable joggers or shoes
- Plain dark green school tie (optional for Kindergarten)
- Windcheater in bottle green for cold weather days

**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 polishable joggers/shoes
- Dark green school bucket hat with school logo ONLY

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

**ALL STUDENTS 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.