

ST. MICHAEL'S PRIMARY SCHOOL



2024 PARENT INFORMATION HANDBOOK

Visit our website for further information

www.stmheyfield.catholic.edu.au

CONTENTS

| | |
|--|---|
| DIRECTORY | Page 3 |
| VISION STATEMENT AND STRATEGIC INTENT | Page 4 |
| ABOUT OUR SCHOOL | Page 4 |
| WELCOME FROM THE PRINCIPAL | Page 5 |
| LEARNING AND TEACHING | Page 6 |
| CURRICULUM PROGRAMS | Page 7 |
| RELIGIOUS EDUCATION | Page 8 |
| ASSESSMENT AND REPORTING | Page 9 |
| STUDENT WELLBEING | Page 10 |
| WE ARE AN INCLUSIVE SCHOOL | Page 11 |
| SCHOOL COMMUNITY | Page 11 |
| PARENTS AND FRIENDS / SCHOOL ADVISORY COMMITTEE | Page 12 |
| ENROLMENT INFORMATION | Page 13 |
| TRANSITION | Page 13 |
| a) Prep Transition | |
| b) Secondary Transition | |
| GENERAL INFORMATION (A-Z) | Page 14 |
| - Absences | - Notices and Money |
| - Assemblies | - Office Hours |
| - Breakfast Club | - Parent/Teacher Consultation |
| - Camps, Sports and Excursion Fund | - Playground Supervision |
| - Classroom Organisation | - Road Safety |
| - Communication | - School Fees |
| - Conveyance Allowance | - School Hours |
| - Emergency Contact Information | - Staff Meetings |
| - Entering and Exiting the School | - Stationery and Book Supplies |
| - Excursions | - Student Lateness or Early Withdrawal of Children |
| - Health Information | - Teacher Professional Learning |
| - Homework | - Uniforms |
| - Lost Property | - Wet day/Hot day Timetables |
| - Lunch Orders | |

DIRECTORY

Parish Priest

Father Edwin Ogbuka

School Principal

Mr Shane Fyfe

Address: Davis Street, Heyfield, 3858

Phone: (03) 5148 2514

Email: principal@stmheyfield.catholic.edu.au



School Administration Officers

Mrs Jennie Missen / Mrs Tania Sawers

Address: Davis Street, Heyfield, 3858

Phone: (03) 5148 2514

Email: reception@stmheyfield.catholic.edu.au



School Email: principal@stmheyfield.catholic.edu.au or

reception@stmheyfield.catholic.edu.au

St Michael's School App: Download free from app store

School Website: www.stmheyfield.catholic.edu.au



VISION

As a founding school of the Josephite sisters, we are challenged and inspired to live by the example of Mary MacKillop. We see students, teachers, parents and caregivers as partners in learning, where the worth and dignity of each person is acknowledged, respected and celebrated. This is the foundation from which we will nurture and develop self-reliant and ethical individuals who will make a difference in the world.

STRATEGIC INTENT

We are committed to creating an inclusive learning community that engages students so that they are motivated, creative and collaborative learners, who are challenged to aim high and are given opportunities to grow in all areas of their lives. This includes developing critical thinkers.

Through the inspiration of the person of Jesus, Scripture and Mary MacKillop, we want to build a vibrant Catholic identity that connects with, and has meaning for, our students, parents, caregivers and staff.

ABOUT OUR SCHOOL

We are a small, friendly and supportive learning community. This ensures your child gets the guidance they require to succeed and grow as they become independent learners.

Our school is built around key relationships with families, the local parish, the local community and the wider world. We are committed to providing a comprehensive and innovative curriculum and we encourage all students to achieve their personal best in all facets of their school life.

St. Michael's Primary School is located in the township of Heyfield, a small rural community about half an hour's drive from Traralgon or Sale. The school currently has an enrolment of 70 students and belongs to the Parishes in Partnership of Maffra, Heyfield and Cowwarr.

The school was founded by the Sisters of St Joseph in 1954 and we proudly carry on their example of faith and Christian Service.

WELCOME FROM THE PRINCIPAL

Dear Parents, Carers and Families,

A very warm welcome to St. Michael's Primary School Heyfield for you and your child.

We hope that you enjoy your time as a member of our school community and we look forward to working in partnership with you to build a solid foundation of learning for your child or children. We want to build our students' capacity to be great communicators, creative thinkers and positive collaborators, who manage themselves effectively and are invested in their learning. It is important that we do this together.



Our teachers strive for best teaching practice, offering high quality and differentiated learning programs for all students to experience academic, spiritual and emotional growth and success. Based on the Victorian Curriculum, learning and teaching programs are personalised to meet each student's learning needs. Emphasis on acquiring fundamental skills in reading, writing, and numeracy is a strength of our school. Daily Reading, Writing and Mathematics blocks provide opportunities for whole class and small group explicit instruction as well as independent and collaborative group tasks. When needed, special programs are implemented for children with additional needs and outside agencies are involved to support these programs where appropriate.

We believe that being a small school gives our students an advantage. As well as being a strong and inclusive P-6 community, we are able to provide students with very personalised learning. Our class structure supports this as we have four classes and we try to keep the class size small so that no child can 'fly under the radar'. Each class is also allocated education support time with an aide. This enables the classroom teacher to teach each child based on their individual needs and tailor a learning program that provides for optimal student growth.

We are a Catholic faith community that welcomes your child and celebrates the unique gifts and personality with which God has blessed them. We strive to help them develop an understanding of Christian values and an appreciation of God in their life, in other people and the world.

Children commencing school for the first time, or moving from another school, come with a range of talents and skills which parents and other educational communities have nurtured and developed. We endeavour to build on these skills so your child will develop a love of learning and the self – discipline to fulfill their potential. We look forward to working with you to provide challenging and valuable learning experiences for your child or children that foster success, achievement and positive self-esteem. Along with Truth, our motto is 'Believe, Achieve, Succeed'. We believe in your children and we want them to believe in themselves. This is the foundation for great achievement and for students to be successful learners.

Welcome to our learning community.

Yours sincerely,

Shane Fyfe

Principal

LEARNING AND TEACHING

In today's climate it is important that we equip students with the knowledge, skills and behaviours to prosper in our modern and ever-changing world. In the setting of a Catholic School the challenge is also to instil in children the skills and confidence to use their talents gifted to them by God, to make a difference in their world.

At St. Michael's Primary School we aim to make our school a challenging and motivating environment where students value learning and want to do their best. We assist students in developing the skills and understandings that they will need for the future, with our focus being on empowering students so that they have the confidence to use what they know in a broad range of situations. Our students are expected to take ownership of achieving their learning goals and accept new challenges.

We have a highly professional staff that is committed to providing the best education for your child. We continually reflect on best practice teaching, engage in professional learning and work at providing a stimulating and challenging learning environment.

OUR BELIEFS ABOUT LEARNING AND TEACHING

Curriculum programs at our school are founded on the following principles -:

- the learning environment should be supportive and productive.
- the learning environment should promote independence, interdependence and self-motivation.
- students' needs, backgrounds, perspectives and interests should be reflected in the learning program.
- students should be challenged and supported to develop deep levels of thinking and application
- assessment practices are an integral part of teaching and learning
- learning needs to connect strongly with communities and practice beyond the classroom

(PoLT © State of Victoria (Dept of Education and Early Childhood Development), 2007)

Underpinning all curriculum delivery is the premise that every student has the right to access his or her learning in an inclusive environment, one that is free from bias, stereotyping and other forms of discrimination, where students can feel safe and supported in their learning.



CURRICULUM PROGRAMS

At St. Michael's Primary School we aim to provide a curriculum that builds on students' knowledge and understandings of themselves and the world around them. In keeping with the Catholic ethos, our curriculum aims to develop the whole child and not just promote his or her academic potential.

The curriculum programs at our school reflect current educational trends and research in line with the Victorian Department of Education and Training's requirements and the requirements of the Diocese of Sale Catholic Education Limited office. Our curriculum programs are based on the Victorian Curriculum.

Our dedicated staff are committed to best practice and embrace the opportunity for reflection and new learning so that the classroom programs are the best they can be. Where possible, the key learning areas are integrated to enhance student learning.

Some features of our curriculum programs:

Religious Education

- Preparation for Eucharist, Reconciliation and Confirmation
- Faith celebrations
- Connecting Bible characters and stories, especially the Gospels, to real life
- Prayer and reflection
- Christian Service & Social Justice - fundraising and helping in our local community and the broader community

English

- InitialLit is a comprehensive reading and spelling program for students in Prep to Year 2. This program is an explicit and systematic synthetic phonic program.
- Whole school literacy assessment
- Literacy support through specialised programs
- Scheduled library classes
- Book week celebrations each year
- Daily targeted small group and individual learning

Mathematics

- Whole school maths assessment (MAI)
- Essential Assessment pre and post testing
- Maths intervention and assistance
- Daily targeted small group learning
- Linking maths and technology

Integrated Studies

- Two year cycle for integrated studies, based on Victorian Curriculum
- Inquiry focused
- Participation in community events
- Excursions linked to curriculum programs
- Camps in middle and senior grades
- Big Day Out for P-2



The Arts

(Music, Drama, Art)

- Specialist Art Teacher
- Specialist Music Teacher for Semester Two
- Bi-annual student art exhibition
- School choir
- Multi-age days

Technology

- Digital Technologies Specialist Teacher for Semester One
- Digital Technologies integrated into class program
- Computer lab
- One-to-one notebooks for years 3 – 6
- One-to-one iPads in years P -2
- Coding and robotics

Health and Physical Education

- Physical Education classes from P-6
- Whole school sports days and carnivals
- Swimming lessons
- Gymnastics Program
- Inter-school sport
- Whole school student wellbeing focuses
- 'You Can Do It' school

Languages Other Than English

- Italian classes from P-6
- Multi-age days
- Celebrating and respecting other cultures



RELIGIOUS EDUCATION

Catholic schools in the Diocese of Sale through their defining culture, their curriculum and their classroom-based Religious Education programs, play important formative roles in support of families in the Religious Education and general education of students.

At St Michael's School through our Religious Education Curriculum 'To Live in Christ Jesus', our key objective is to walk alongside students, listening to their challenges and aspirations, sharing their joy and pain, and helping to create a stillness and an openness in their hearts to the presence and action of God in their lives.

Throughout the year the school community participates in various Sacramental and liturgical practices including our celebrations of Reconciliation, Eucharist and Confirmation.



ASSESSMENT AND REPORTING

Assessment is an important part of the teaching and learning cycle. It helps us to:

- Find out what understandings and skills have been learned.
- Identify individual and group needs.
- Build up a profile of an individual or group's progress.
- Identify prior knowledge.
- Give students insight on the development of their learning.
- Inform our future planning.
- Reflect on and gain insights into our program content, organisation and delivery.
- Support evaluation which is ongoing.

Assessment is a continual part of classroom activity and forms the basis of reports to parents as well as informing teachers about their students' learning needs. At the beginning, middle and end of each school year students participate in formal data collection which is used to inform teachers, and the school, of student learning needs.

Teachers report to parents about their child's learning and achievement through:

- First term parent/teacher interviews.
- Student-led conferences in term 3
- Second and fourth term written student reports.
- Informal chats with parents.
- Impromptu appointments made by teacher or parent to discuss concerns or issues.

Saint Michael's Primary School

Heyfield



A Student
Year Level 4
June 2023
Teacher(s):
Principal:



STUDENT WELLBEING

We aspire to be a school where the whole person- body, mind and spirit- is developed, nurtured and celebrated.

At St. Michael's Primary we work hard at providing a happy, peaceful place of learning. For students to have a positive experience, social and emotional wellbeing is a priority.

We believe that it is the responsibility of parents and staff to work together in partnership, leading, guiding and encouraging children, so that the students are optimistic and resilient, and can work together to solve challenges as part of a team.

We have a Mental Health and Wellbeing Leader who works with groups of students to support them with identified needs. This teacher also provides staff with professional learning about student wellbeing and mental health. We also have access to a professional counsellor who visits the school two to three times per term.

To support student wellbeing we include the following programs and strategies:

- You Can Do It Program to encourage resilience
- Cyber safety
- Anti-Bullying focuses
- Buddy Activities
- Student Captains and Student Representative Council
- Multi-age days
- Participation in Social Justice activities (e.g. Caritas)
- Lunchtime Clubs (eg. Games & Hobbies, Gardening)
- Transition programs
- Whole school wellbeing focuses each term
- Religious Education program



Please ask us for the following policies or access them on our website:

Student Wellbeing policy

Student management policy and guidelines

Anti-bullying policy

The 3Rs of Respect

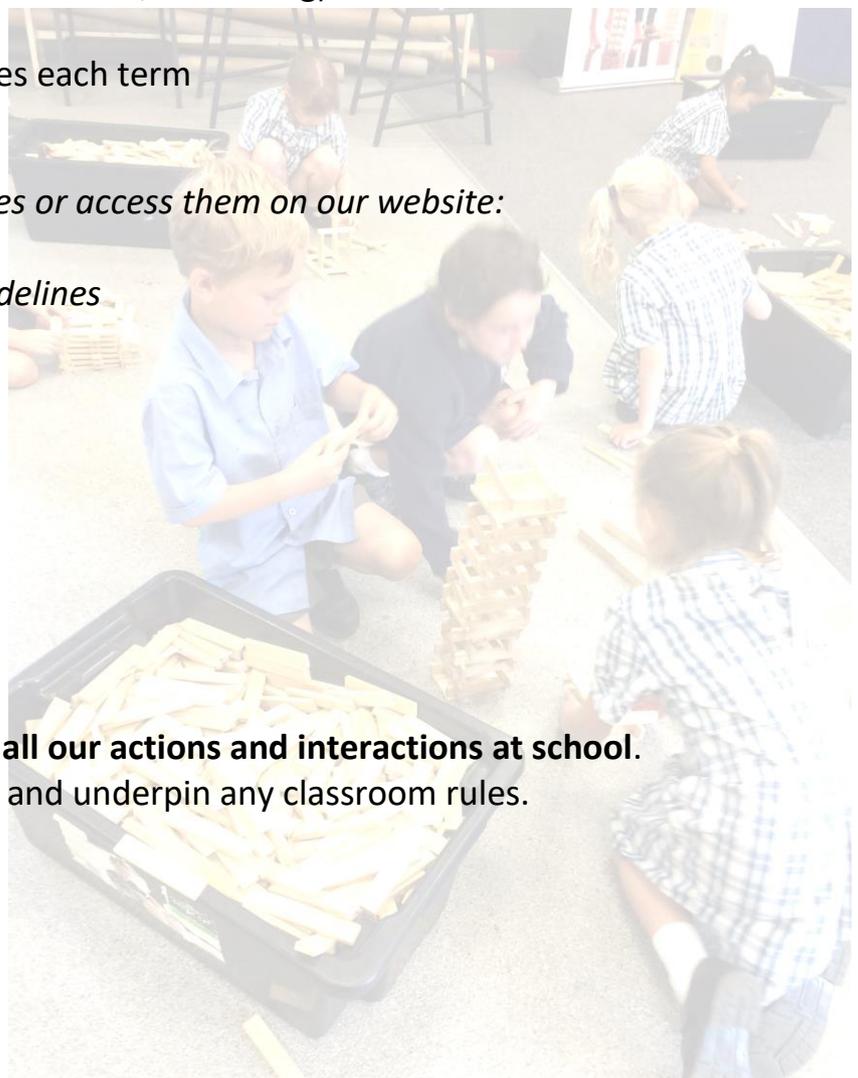
Respect for Ourselves

Respect for Others

Respect for our Environment

.....are the foundation stones for all our actions and interactions at school.

These guide our behaviour at school and underpin any classroom rules.



WE ARE AN INCLUSIVE SCHOOL

At St Michael's we aim to provide a warm, welcoming and inclusive learning environment for all students. The Principal & staff believe that the best outcomes for students are achieved through a strong partnership with parents and when diversity is respected and valued.

Our Learning Adjustment coordinator ensures that the right level of support is provided to meet the needs of each child. The school conducts screening assessments if teachers or parents have concerns about their child or may seek expert help if needed. Specialised assessments can be organised with external providers – this includes speech, educational and psychological assessments.

Regular meetings are held with parents and support staff to ensure the on-going development of students with diverse needs due to a disability.

When the time comes for students to move on to secondary school the staff from both schools work together to ensure a smooth transition from primary to secondary for the students.

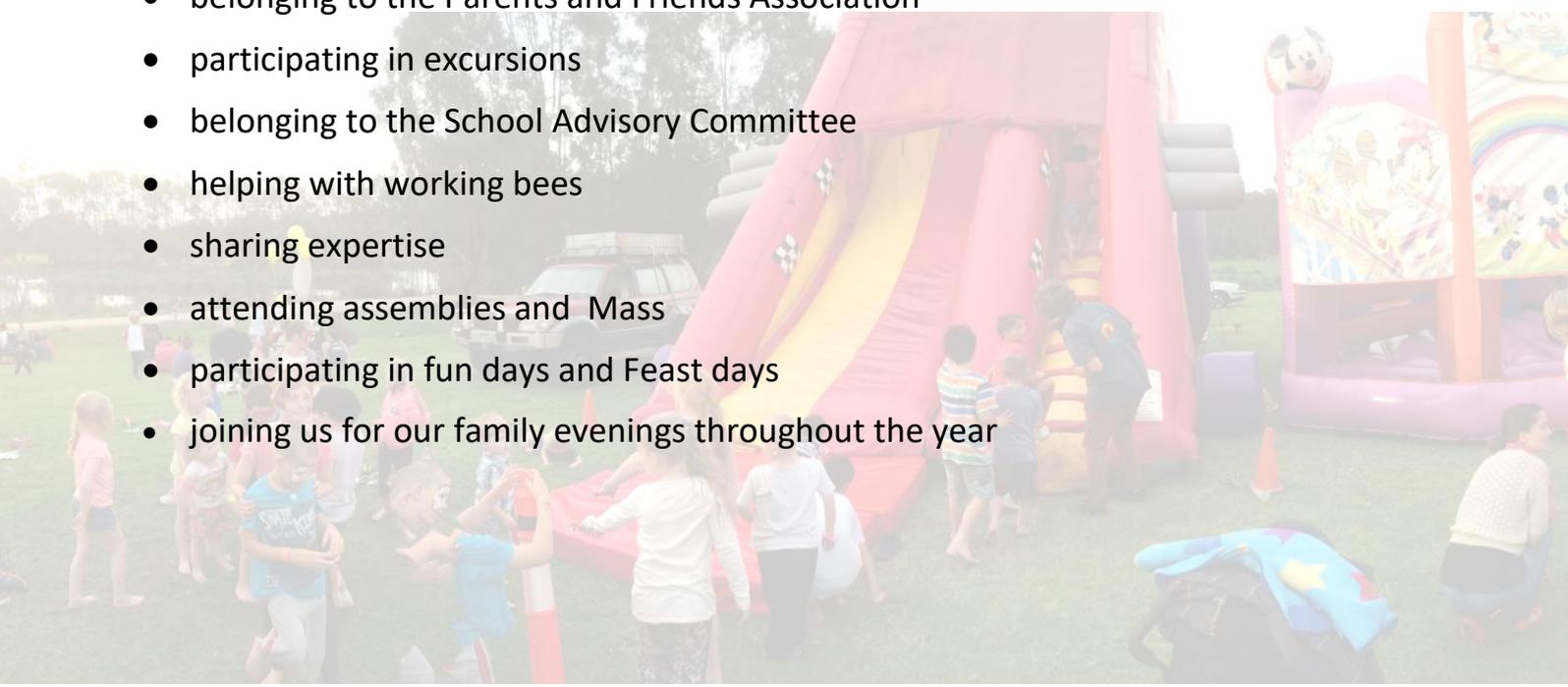
We provide additional literacy and numeracy support to our students through intervention programs at all levels. This includes provision of Literacy Intervention programs for students who need additional support with literacy development. We also have staff trained in using EMU strategies to support learning in numeracy, especially targeting small group learning.

Each class also shares with its companion class the support of a Education Support Officer (aide). This staff member assists with student access to the classroom program and their learning.

SCHOOL COMMUNITY

At St. Michael's we believe that the best learning environment is provided for our students when the whole school community has an opportunity to be involved. We welcome parent participation in our school and value the contributions made by our school life by:

- helping in the classrooms
- working on special projects
- belonging to the Parents and Friends Association
- participating in excursions
- belonging to the School Advisory Committee
- helping with working bees
- sharing expertise
- attending assemblies and Mass
- participating in fun days and Feast days
- joining us for our family evenings throughout the year



PARENTS AND FRIENDS ASSOCIATION

We are very proud of the Parent and Friends Association at our school. As a group, they are very committed and support our school both financially and through people power. They are a vital group within the school.

Belonging to Parents and Friends gives you the opportunity to be involved in our school community and to meet other parents and make new friends.

Parents and Friends usually meet regularly during the year. Meetings are often held after school. All parents are welcome to attend these meetings.

Although involved in many aspects of our school community, Parents and Friends is responsible for organising and coordinating our one major fundraiser for the year; this is the Duck Cup. This annual event is supported by our town community and has become a real social event within our school community.

SCHOOL ADVISORY COMMITTEE

The School Advisory Committee provides a formal forum for the Parish Priest, Principal and representatives of staff, parents and parish to work together to ensure we achieve our mission for all children in our school community.

The primary task of the School Advisory Committee is to advise, assist and support the Principal in the efficient management and development of the school as a Catholic School in accordance with the vision and educational goals of the school, parish and diocese. This collaborative process is very important as it provides an opportunity for the decision making to reflect the viewpoints of all stakeholders in our school community.

OUR SCHOOL ADVISORY COMMITTEE

Parish Priest: Father Edwin Ogbuka

Principal: Mr Shane Fyfe

Parent Representative: Mrs Beth McKinnon

Parent Representative: Mrs Jess Tatterson

Parent Representative: Ms Megan Underwood

P & F Representative: Mr Luke Mahony

Teacher Representative: Mrs Jade Wheeler

Community Representative: Mr Barry Donahoe

ENROLMENT INFORMATION

We welcome all enquiries about enrolment so please come in and have a chat

Enrolment procedures are in line with our Enrolment Policy, which is available on our website. Children must have turned five by the 30th April of their first year of school to be eligible for enrolment.

We are an inclusive school and do not discriminate based on religion or any other aspect of people's lives. The parents of students are required to give an understanding that they will respect the life, nature and Catholic identity of the school.

We also have a comprehensive transition program that eases children into the start of their school life. We want this time in your children's lives to be a positive and happy experience.

For enrolments, interviews and tours of the school, please contact the school office for an appointment with the Principal.

Principal: Mr Shane Fyfe

Address: Davis Street, Heyfield

Phone: (03) 5148 2514

Email: principal@stmheyfield.catholic.edu.au

TRANSITION

a) Prep Transition Program

The transition of a child from Kinder to school is seen as a positive experience for most children (and parents) today. Our school provides orientation sessions for kinder children. This gives them a chance to become familiar with their new surroundings. The kinder children attend four scheduled orientation sessions during Term 4.

b) Yr 6 Transition Program

Students in Year 6 at our school have the opportunity to participate in transition programs offered by Catholic College Sale and the surrounding Secondary Colleges. The orientation process commences in term 1 and 2 for schools when student and parents attend "Open Days" held at Secondary Schools. Our school fully supports these events and welcomes staff from all schools to come and visit our students. We will also organise additional contacts for students who require further support. Another way we cater for transition into secondary school is to arrange some visits to other local Catholic schools. This enables Year 5/6 students to develop friendships with other students their age prior to starting secondary school.

GENERAL INFORMATION

Absences:

By law the school must keep a record of:

- a) a child's absences
- b) the reason for the absences

Families are expected to complete a Parent Notified Absence via your online personal Parent Access Module (PAM) account. If required, you may prefer to speak with your child's classroom teacher to explain the absence or contact them via Class Dojo. If your child is going to be absent for a lengthy period of time, it is important to go and see your child's classroom teacher to notify them of the absence. Late arrivals and absences are recorded on student reports.

SMS or Phone calls will be made to parents from 9.15am for any unexplained student absences. This is a legal requirement.

Assemblies:

Every **Friday afternoon at 2.20pm** a whole school assembly is held in the Multi-purpose Room. The school leaders coordinate the assembly. Parents and friends are most welcome to attend.

Breakfast Club:

P & F run a Breakfast Club on a Wednesday morning from 8.20am. This is a social activity and all students are welcome to share some toast and catch up with their friends before school starts.

Camps, Sports and Excursions Fund (CSEF):

Every Victorian should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursion Fund will ensure that no student will miss out on the opportunity to join their classmates for important educational and fun activities. CSEF will be provided by the Victorian Government to assist eligible families to cover the cost of excursions, camps and sporting activities. **If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF.**

The allowance will be paid to the school to use towards expenses relating to camps, excursions or sporting activities to benefit your child.

The annual CSEF benefit per student will be: \$150 for primary school students. Contact the school office to obtain a CSEF application form or download from

www.education.vic.gov.au/csef For more information about the CSEF visit www.education.vic.gov.au/csef

Classroom Organisation:

At St. Michael's Primary School this year we have the following 4 classes: Prep, One/Two, Three/Four, and Five/Six.

All our class sizes are small which maximises learning opportunities for each child. This is an intentional organisational strategy as we feel that the best learning occurs when students receive individualised attention from their classroom teacher.

Most of our classes are multi-age groupings which have the following advantages:

- It caters for the varying learning rates of children
- Provides opportunities for peer teaching and learning
- Older children become good role models showing responsibility, understanding, awareness and respect for different levels of development.
- Students form friendships and mix with students of different ages

Communication - School/Parent:

Parent Access Module (PAM) account

At St. Michael's all parents set up a Parent Access Module or PAM account. PAM works in conjunction with our St Michael's administration system. Setting up PAM allows parents to access a range of features. At this stage at St. Michael's, the main features that you will have access to with PAM will be:

-Parent Notified Absences: This section will allow you to submit a Parent Notified Absence for your child(ren).

-Parent Teacher Interviews: This section will allow you to make Parent Teacher Interview bookings when an interview run is opened by the school. You will be notified when these bookings are opened.

-Student personal details- can be updated by you.

-Student medical details and profile- can be updated by you.

-Provide consent and permission for your child(ren) participating in excursions and camps- the medical details and profile will be attached with this, so you shouldn't need to fill out the same details for each permission note.

-There is an App available called, SIMON Everywhere, that can be downloaded free from the App Store or Google Play.

Newsletters: Newsletters will be emailed to parents each fortnight on a Friday. The Newsletter is also available on the school web page.

Class Dojo: Each classroom uses Class Dojo and this can be used to communicate directly with your child's teacher and to see what is happening in your child's classroom. Details of how to join will be sent to you at the beginning of the year from your child's classroom teacher. We also use the School Story to communicate whole school information and reminders.

Facebook: The P & F has a Facebook Group page for parents and reminders are often (but not always) posted. Search for 'St Michaels Primary School HEYFIELD' to find their page. Only parents of children enrolled in the current year will be accepted in the group. *Please be aware that this is not the school's official communication; it relates primarily to P & F events.*

Conveyance Allowance Program:

The conveyance allowance is a form of financial assistance to help families in rural and regional Victoria with the cost of transporting their children to their nearest appropriate school/campus. The conveyance allowance is available to eligible students travelling by public transport, private car and private bus. The conveyance allowance is also available to eligible students whose nearest school is not serviced by a free school bus.

To be eligible students must:

- attend their nearest government or non-government school/campus appropriate to their year level at which admission is permissible
- reside 4.8km or more by the shortest practicable route from that school/campus attended
- be of school age (5 to 18 years old at time of application) and reside in Victoria.

Emergency Contact Information:

When you enrol your child, you are asked to complete a form listing, among other details, phone numbers which the school could use to contact you in case of an emergency. So that school records can be kept up to date you will be asked periodically to complete a family information form. If your child is ill at school or accidentally injured or if we need to contact you without delay for any reason whatsoever we must have accurate & current phone numbers. These details also need to be updated on PAM.

If at any time you change your address, phone number, emergency person or doctor please notify the office immediately and update the details on PAM.

You are also expected to provide the name and phone number of an alternate emergency person. In the best interests of yourself and your child we urge you to cooperate with us in this important matter. It is your responsibility to keep us advised of such details. We should be supplied with name, address and phone number of your family doctor.

Entering and Exiting the School:

Children exiting from the church gate (George Street) need to wait for their parents inside the gate. If the parents park across the road the children are to notify Principal/teacher on gate duty and use the school crossing. Children exiting from the front of the school (Davis Street) must wait inside the gates for parents to collect them. Children exiting the back of the school (Temple Street) are to use the school crossing to cross the road and must wait inside the gate whilst waiting to be collected. The teacher supervising students needs to be

able to see the children while they are waiting to be picked up. We ask that parents come and collect their children from the covered area on wet days.

The school's George Street gate is located within the school grounds, near the cubby. School gates, except the front entry on Davis Street, will be locked between 9am and 3.00pm. Entry to the school between these times needs to be via reception.

At no time are students permitted to ride bikes, scooters or skateboards inside the school grounds. This is for safety reasons. Students are required to walk their bikes to the crossings in the interests of pedestrian safety.

Excursions:

Excursions are part of the learning program for the school. No child is permitted to attend an excursion without parent consent. Parents helping on excursions need to supply a current 'Working with Children Check' card– further information is available online at www.justice.vic.gov.au/workingwithchildren or Information Line: 1300 652 879 (8:30am – 5pm Monday – Friday).

Health Information:

Children are required to have all necessary immunisations before commencing school. Parents are also asked to notify the school of any medical problem or allergy that their child may have. All staff will be informed if necessary. **If special medication is to be given at school, a medication authority form needs to be completed.** This is available from the office. Medications will be locked securely in the First Aid cabinet.



Homework:

Homework is to be regarded as a positive extension or application of a child's work during the day. As such, it encourages the involvement of parents and their active interest in their child's progress. Homework is set by teachers and geared to the needs and circumstances of individual students. It should not take the form of new work or involve tasks dependent upon teacher guidance.

The school expects the support of parents in the area of homework. You can help by:

- Being interested and supportive
- Setting a regular time for homework
- Giving priority to homework each night (Grade 2 children and older) and ensuring that it is of an acceptable standard re. neatness
- We expect home reading to be a part of the homework routine.

Grade Prep:

Work will be of an informal nature designed to be fun and family oriented. It will generally take the form of take home books and word lists.

Grade One:

Work will be of an informal nature designed to be fun and family oriented. It will generally take the form of take home books and word lists.

Grade Two:

Up to 15 minutes a night. As set by the classroom teacher.

Grade Three:

Minimum of 15 minutes up to a maximum of 30 minutes a night. As set by the classroom teacher.

Grade Four:

Minimum of 15 minutes up to a maximum of 30 minutes a night. As set by the classroom teacher.

Grade Five:

Minimum 20-30 minutes per night. As set by the classroom teacher.

Grade Six:

Minimum 20-30 minutes per night. As set by the classroom teacher.

Lost Property:

To save time and expense, ***please*** label all property clearly. Please check the lost property box located at back entrance of school building. Unclaimed articles are eventually given to a charitable organisation.

Expensive toys and electronic equipment should not be brought to school. The school will not take responsibility for such items.

Lunch Orders:

Children are able to purchase their lunch from the ***Corner Store*** take away business, the ***Heyfield Bakery*** or the ***Heyfield Pizza & Take Away*** business **on Fridays only**. Parents are required to place orders for their children at the shops. Children are not permitted to have fizzy drinks or lollies. The P&F also has lunch order days to fundraise throughout the year.

Notices & Money:

Any money sent to school for any activity e.g. fundraising, fees etc. must be sent in an envelope with the child's name and class clearly marked and the reason for the money identified. Please try to send each child's money in separate envelopes.

All money and notes are to be handed in to your child's classroom teacher and they will send this on to the office once it is recorded. **Notes that need to be signed and returned to school will always be printed on yellow paper so that it is easy for you to identify.**

Office Hours:

The office is open:

Monday: 8:30am – 4:30pm

Tuesday: 8:30am – 4:30pm

Wednesday: 8:30am – 4:30pm

Thursday: 8:30am – 4:30pm

Friday: 8:30am – 4:30pm

School Phone: (03) 5148 2514

Parent/Teacher Consultation:

We welcome your visits to school. Parent/Teacher interviews during term 1 and term 3 will be arranged to allow you to meet with your child's teacher and discuss their needs and progress. You are most welcome to make an appointment to talk to your child's teacher at any time but we ask that you do not interrupt learning time. Parents are not to approach students (other than their own), to reprimand or to discuss issues regarding students. If you have any concerns, please contact your child's teacher or the Principal.

Playground Supervision:

Teachers and support staff are on duty in the playground during recess and lunchtime. Every effort is made to ensure close supervision of the children and to provide safe recreation for all.

Road Safety:

School Crossing: All children should be instructed in road safety before coming to school. Parents are asked to ensure children use the school crossings in George Street and Temple Street. For pedestrian safety, students are required to walk their bike or scooter to the crossing.

School Zone – Speeds: Speed Zones around the school – Temple, Davis and George Streets are 40km speed zones between 8:00am – 9:30am and 2:30pm – 4:00pm, please be conscientious and adhere to it.

Bus Zone: We ask that parents **do not** park in the bus parking area on Davis St. This is for safety reasons and to ensure that the bus driver has adequate parking space.

Bike travel: No child below Year 4 should be cycling to or from school on their own. If a student younger than Year 4 is required to cycle to and from school they should do so under adult supervision only. Bike riders are encouraged to travel together rather than individually. Helmets must be worn at all times.

It is the responsibility of the parent to ensure that their children have adequate skills and road awareness before allowing their children to ride to school. At no time are students permitted to ride bikes or scooters in the school yard.

School Fees:

St Michael's Catholic Primary School operates from funds received from Diocese of Sale Catholic Education Limited (DOSCEL), whose income is derived from Federal Government

and State Government Grants, school fees as approved by DOSCEL each year, annual levies per child which cover the use of stationery, photocopying, performances and extracurricular activities such as gymnastics. We recommend paying school fees by direct debit as this is easy to budget through the year. However, there are several payment options available, please speak to Jennie or Tania in the office.

If families are experiencing difficulty paying fees or other school expenses, please contact the Principal at your earliest convenience. We will work with you to make a plan that takes into account your individual circumstances. Plans are also available for eligible Health Care card and Pensioner Concession card holders and incorporate a significant reduction in fees.

Fees for 2024 are as follows:

Family Fee per year* (+ Levy Fees, please see table below).

- Family Fee \$1,310

Levy Fees are per child basis:

| | |
|--------------------------------|---|
| Curriculum Levy (P-6) | \$200 per child (includes Compulsory Stationery Purchases) |
| Book Levy | \$80 per child (stationery and book supplies) |
| Incursion/Excursion Levy (P-2) | \$140 per child (includes Swimming, Gymnastics and 'Big Day Out' excursion) |
| Incursion/Excursion Levy (3-6) | \$90 per child (includes Swimming, Gymnastics, Sport) |
| Camp Levy (3-4) | \$150 per child (overnight adventure camp) |
| Camp Levy (5-6) | \$360 per child |

*Please note that Fees and Levies increase slightly each year; these figures are for 2024.

School Hours:

Supervision of students begins at 8:25am. Bell times are as follows:

| | | |
|-----------|---------|----------------------|
| 8:40am - | 10.40am | Scheduled Class Time |
| 10:40am - | 11:10am | Morning Recess |
| 11:10am - | 1.10pm | Scheduled Class Time |
| 1:10pm – | 1:20pm | Lunch in Classroom |
| 1:20pm – | 2:00pm | Lunchtime |
| 2.00pm - | 3:00pm | Scheduled Class Time |
| 3.00pm | | School Finishes |

In the interests of your child's safety, he/she should not arrive at school before 8:25am. Children are required at school before 8:40am in order that classes may commence at 8.40am sharp.

Staff Meetings:

The staff have a staff meeting each week (Tuesday). If you need to see your child's classroom teacher, it would be appreciated if you could make an appointment on other days. However, we do understand that there are times when this is not possible.

Stationery and Book Supplies:

These items will be supplied by the school. Students may be asked to bring in their own pencil case and tissues by their classroom teacher.

Student Lateness or Early Withdrawal of Children During Class Time:

If your child arrives at school after the 8.40am commencement bell, or if you are withdrawing your child before the 3.00pm end of day bell, you are required to sign the In/Out register located at the office. This also applies to instances when your child is sick and needs picking up from school. The Principal or classroom teacher will request a parent interview for repeated instances of lateness. Late arrivals and absences are also recorded on student reports (if a student arrives 10 minutes or longer after school has commenced, this is formally recorded as a late arrival).

Teacher Professional Learning Days:

Teacher Professional Learning days are days when the whole school staff undertake training in an area of the curriculum either at school or at an alternate site. No students attend school on these days. Parents are notified of the dates in the school newsletter.

Uniforms:

A uniform can create a sense of pride and belonging among students and supports the development of school identity.

A school uniform avoids the need of children deciding what is appropriate or fashionable and helps to avoid comparisons between children. We have unisex options available for all our students. All students are required to wear the prescribed uniform correctly during school hours. All uniform should be clearly labelled.

Parents are asked to ensure that their children maintain the high standard of dress and appearance of our school. This can be done by ensuring that the correct uniform is worn on the appropriate days.

Sports uniform is to be worn for Physical Education lessons and other nominated days ie: Athletic Sports. Hats are worn in Terms 1 & 4 but we strongly encourage students to wear their hats all year round.

If your child is not in correct uniform, please contact the teacher of your child explaining why your child is not wearing correct uniform. We understand when there are times it is

not possible for your child to be wearing full uniform. The school Principal will follow up with parents who have children continually wearing incorrect uniform.

Please contact the principal if you have any concerns about uniform. Support can be given to purchase uniform and alternatives can be provided if items of uniform affect student health or wellbeing (eg. Eczema).

Uniform Description:

ST. MICHAEL'S SCHOOL UNIFORM (updated 2022)

| GIRLS SUMMER | GIRLS WINTER | BOYS SUMMER | BOYS WINTER |
|---|---|---|--|
| <p>Option 1</p> <p>Navy/Green/White check dress</p> <p>Navy woollen jumper with logo.</p> <p>White socks (anklet height or above)</p> <p>Navy bucket hat with logo</p> <p>Navy soft shell jacket with school logo (optional)</p> | <p>Option 1</p> <p>Tartan pinafore or pleated skirt</p> <p>White button up shirt (long sleeved)</p> <p>Navy knee high socks/navy tights</p> <p>Navy woollen jumper with logo.</p> <p>Navy soft shell jacket with school logo (optional)</p> | <p>Grey school shorts</p> <p>Short sleeved pale blue button up school shirt with logo.</p> <p>Grey school socks.</p> <p>Navy woollen jumper with logo.</p> <p>Navy bucket hat with logo</p> <p>Navy soft shell jacket with school logo (optional)</p> | <p>Long grey school pants</p> <p>Short sleeved pale blue button up school shirt with logo.</p> <p>Grey school socks.</p> <p>Navy woollen jumper with logo.</p> <p>Navy soft shell jacket with school logo (optional)</p> |
| <p>Option 2</p> <p>Navy drill culottes and short sleeved white button up shirt.</p> <p>Navy woollen jumper with logo.</p> <p>White socks (anklet height or above)</p> <p>Navy bucket hat with logo</p> <p>Navy soft shell jacket with school logo (optional)</p> | <p>Option 2</p> <p>Long navy dress pants with white button up school shirt.</p> <p>Navy socks.</p> <p>Navy woollen jumper with logo.</p> <p>Navy soft shell jacket with school logo (optional)</p> | | |
| <p>SPORTS UNIFORM</p> <ul style="list-style-type: none"> • School polo • Navy sports shorts or navy tracksuit pants • Long sleeved navy polar fleece with school logo • Navy bucket hat | <p>SHOES</p> <ul style="list-style-type: none"> • All shoes are to be black school shoes. • Sports shoes are acceptable providing they are completely black (this includes laces) and non-branded. • Children may wear non-school sports shoes on designated sports days. | | |

OTHER INFORMATION

- No thongs, sandals or open-toed shoes are allowed at any time, including uniform-free days.
- Singlet tops and other sleeveless tops are not permitted on uniform-free days. This is in line with our Sunsmart guidelines.
- Long sleeved t-shirts are not to be worn underneath the short sleeved school polo or pinafore and leggings are not to be worn underneath school skirts or pinafores.
- We recommend navy bike shorts be worn under dresses to allow for unrestricted play. These need to be above the hem line of the dress.

Uniform Suppliers:

Beleza School Uniforms Traralgon stock our school uniform. Their opening hours are from 9.30am – 5.00pm.

Beleza School Uniforms Traralgon

16A Seymour St, Traralgon VIC 3844

Ph: (03) 5176 5077

Beleza also offer an online ordering store at www.beleza.com.au - Click on the Primary School portal, on the left hand side click on ST then click on the St Michael's Heyfield logo.



Secondhand Uniform:

We have a secondhand uniform shop at school, which parents can access if they ask at the office. There are limited items but you may be fortunate to get the sizing and uniform your child needs. We welcome any donations of uniform in good condition for our shop from existing families.

Regarding Uniform:

- Please ensure each item has your child's name clearly marked on it
- New Preps – items of spare underclothing and socks should be added to bag in case of accidents

Wet Day/Hot Day Program:

On wet days and days of extreme heat or other hazardous environmental factors (eg smoke in the atmosphere) children will remain in their classroom and participate in suitable indoor classroom activities. All teachers share the supervision of the students on these days.

On wet days, at the end of the school day, we ask that parents come into the school grounds to pick up their children from the covered area.

All classrooms are air-conditioned to ensure classrooms are comfortable and suitable for learning.

