



ST MICHAEL'S
CATHOLIC PRIMARY SCHOOL



PARENT HANDBOOK

2024

2019

Together we
serve with joy

Our Vision



Together we welcome, inspire and strive for our best.

Our Mission



Inspired by God's mercy, we are a dynamic and faith filled catholic community that creates diverse learning opportunities which enable all to strive for their best.

Our Values



At St Michael's we are driven by our values of hospitality, courage, respect and compassion.

Term Dates 2024

Term 1: Tuesday 30 January - Friday 12 April
(*Easter Long Weekend Friday 29 March - Monday 1 April*)

Term 2: Tuesday 30 April - Thursday 4 July

Term 3: Tuesday 23 July - Friday 27 September

Term 4: Tuesday 15 October - Wednesday 18 December

School Hours

8:20am - Playground supervision commences

8:45am - School begins

10:45-11:30am - Lunch

1:30-2:00 - Afternoon Tea

3:00pm - School dismissed

Please note: Pets or smoking are prohibited on school grounds at all times.

School Office Hours

The school office hours are 7:30am-3:30pm Monday-Friday. To contact the office, email info@stmstanmore.catholic.edu.au. To contact a staff member please use this email address.

Before & After School Care

Before and after School Care operates Monday-Friday on the school premises from 7:00-8:20am and 3:00-6:00pm.

Children may attend on a full-time, regular or casual basis.

Please see [SCECS](#) for further information.

School Uniform

Please see the information below regarding school uniform expectations. Our school uniform supplier is Yeronga Uniforms.

| Girls - New Uniform | Girls - Old Uniform |
|---|---|
| Summer blouse Tab tie Skirt Navy school socks with stripes School scrunchie | Blue check dress Navy socks |
| Boys - New Uniform | Boys - Old Uniform |
| Summer shirt Navy school shorts Navy school socks with stripes | Blue summer shirt Navy school shorts Navy socks |
| Unisex | |
| Sports polo Sports shorts White sports socks School hat | |

Fees and Charges

All fees, school charges and the parish levy are billed over the first three terms of the year. There are no fees or charges billed in Term 4. Annual tuition fees for 2024 are as follows:

| | Average Fee per Student 2024 |
|--|---|
| Tuition Fees | \$1654 |
| Building Levy | \$835 |
| Amadeus Instrument Hire (Years 3-6) | \$220 |
| School Based Charge | \$1481 |
| Total Fee per Student | \$4190 |

Families with more than two children attending a systemic Sydney Catholic School are eligible for the sibling discounts.

For further information please refer to the [Sydney Catholic School Fee Collection Policy](#).

Partial Absences

Regular and punctual attendance at school is mandatory. All late arrivals must first go to the school office with a parent to receive a late pass. Medical or personal appointments should be made out of school hours.

Parents are required to notify the school office when another adult is collecting a student, including details of the time, name and relationship of the person collecting the child.

Parents are responsible for:

1. Enrolling their children of compulsory school age in a government or registered non-government school or registering them with NSW Education Standards Authority (NESA) for homeschooling.
2. Ensuring that their children attend school every day the school is open for their instruction.
3. Explaining the absences of their children from school promptly via phone or email within 7 days from the first day of any period of absence. Absences can also be entered into Compass. Early departures and late arrivals are entered by office staff.

Leave or Extended Leave

Principals may record absences of leave for students who have provided an explanation of the absence which has been accepted by the Principal. This may be due to:

1. Travel during the school term. If exceeding 5 days and less than 100 days, an application for leave and approval from the Principal is required. Contact the school office to request an application for leave form prior to the travel dates. These days will be recorded as absent from school attendance.
2. Misadventure event
3. Participation in special events not related to school
4. Domestic necessity
5. Attendance at funerals
6. Recognised religious or ceremonial occasions

Change of Address or Contact Information

All parental contact information must be kept updated and communicated to the school office. This includes changes in address or phone numbers and emergency contacts.

Mobile Phones

Parents are required to contact the school office if they need to communicate a message to their child during the day. Students who bring mobile phones to school must leave their phone in the office for the school day, this includes excursions and other events off site. Please refer to the [Sydney Catholic School policy](#).

Electronic Devices & Games

Any electronic equipment, games or toys are prohibited from being brought to school. The exception to this are students in Year 3-6 who are expected to adhere to Bring Your Own Device (BYOD) policy and procedures.

Assembly

Assemblies are held on Friday afternoons in Weeks 3, 6 and 9 of each term, commencing at 2:30pm and concluding at 3pm. A class leads the school community in prayer followed by student awards and other achievements. All parents and carers are invited to attend our assemblies.

Lunch Orders

Lunch orders can be submitted online for delivery on Fridays. Kassala Catering located at Southern Cross Vocational College, Burwood provides catering for lunch orders. Click [here](#) to order.

Excursions

Excursions are an opportunity to enhance the learning within curriculum areas. As a valuable part of your child's learning, it is expected that every student attends planned excursions and events. Notification of all excursions and events are communicated through Compass. All event information including date, location and consent details is given on Compass.

All students require parental consent to attend all school excursions and events.

Parents may be invited to join an excursion as a parent volunteer. Any parent assisting as a volunteer for excursions must have attended the annual Parent Volunteer Induction Session and have signed the Safe School Expectation document.

HEALTH AND SAFETY

Accidents/Sickness at School

In the event of a serious accident, head injury or illness at school, the following procedure will be followed:

- The school will contact the parents.
- If the parents are unable to be contacted, the parent nominated emergency contact will be notified.

In the case of a more serious injury an ambulance may be called.

Medication

Any medication required by a student is stored in the school office. Parents are required to complete the Medication Form (obtained through the school office) to consent to their child receiving medication during school hours. Details of medication type, dosage and timing must be given, and the child's name marked clearly on medication.

For students with asthma medication, parents are required to supply a copy of the Asthma Management Plan as specified by a GP. This medication is secured in the school office.

Anaphylaxis

Parents of students with Anaphylaxis must provide an Anaphylaxis Management Plan completed by a GP or Specialist and current Epipen. Parents will also be asked to sign off on an anaphylaxis Risk Assessment provided by the school.

Student Birthdays

Birthdays are acknowledged at assembly and in the classroom. The sharing of birthday cakes or cupcakes, lollies during the school day cannot be distributed due to allergies and sensitivity to various foods.

CURRICULUM

NSW Education Standards Authority (NESA) mandates that all students Kindergarten to Year 6 receive a comprehensive education based on the NSW Syllabus in the following subject areas:

- Religious Education
- Mathematics
- English
- Science and Technology
- Personal Development, Health & Physical Education
- History and Geography
- Creative and Practical Arts

Library

Students visit the school library weekly to browse and borrow books. All students require a school library bag to carry library books to and from school. Library bags are available for sale from Yeronga Uniforms.

Homework

Homework is prepared by classroom teachers and is an opportunity to practice developing the whole child. Reading is encouraged daily. The time allocated for homework will vary depending on each child's year level. Please refer to the termly curriculum overview for each class.

COMMUNICATION

School Newsletter

The School Newsletter is shared via Compass in Weeks 2, 6 and 10. It contains information regarding upcoming school activities, reminders and various items of interest. It is one of our main methods of regular communication with parents.

Curriculum Overviews

Each term parents will receive a curriculum overview of units of work, topics areas and class reminders. These overviews allow parents to be regularly informed about their child's learning.

Assessment and Reporting

Academic reports are provided at the end of Semester 1 (end of Term 2) and Semester 2 (end of Term 4). This informs parents about areas of achievement and areas for development for their child. Student learning goals are communicated with parents each term, including areas of development for their child and strategies that parents can use at home to assist their child in achieving their goals.

Parent Meetings

Parents can arrange a meeting with teachers through the school office at any time throughout the school year. Teachers may contact parents to meet about their child's learning and progression.

The Meet & Greet Afternoon is an opportunity for parents to visit their child's learning space and meet their child's teacher. Parent teacher interviews are conducted in Term 3 with the student involved in a three-way conference.

Parents and Friends Association (P&F)

The P&F organise functions and events, which provide social opportunities for families and also raise funds to support the purchase of resources that benefit all children in the school. While there is a P&F committee, all parents are invited to P&F meetings that are held each term. The dates and times for these are advertised through the school newsletter. All parents are encouraged to attend functions and volunteer assistance to their child's community.

Compass – Administration and Finance System

Compass is one of the main means of communication through the newsfeed. All parents are required to download the Compass application, as all communication is sent to the community on this platform. Please ensure notifications are turned on to be alerted to important information.

Parents will initially be able to view their child's attendance and provide reasons why their child is absent. You will be able to see any relevant news items, the school calendar, events and excursions. Parents are also now able to view school statements and pay school fees online.



Contact Information

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