St Michael's School Information Booklet

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ST MICHAEL'S SCHOOL PRAYER

Lord, we pray today in this very special way and ask you to watch over and bless all those here at St Michael's School. May we strive to 'let our light shine' on all those we meet and be loving, sharing and forgiving. Please guide us in becoming strong, courageous and trusting like

St Michael the Arch Angel.

May we grow each day, to be more like you as we journey through the school year, together.

Mary Help of Christians Pray For Us.

St Michael Pray For Us.

Amen

St Michael's Primary School Mission

We are a caring and compassionate Catholic Faith Community of Staff, Parish Priest, Students, Parents and Parish. We aim to create an atmosphere, in our daily lives, enlivened by, and witnessing to the Gospel values of love, justice and peace.

MISSION STATEMENT

As a learning community we are committed to:

- Celebrate our Catholic Identity
- Provide quality teaching in a stimulating and challenging environment and pursue excellence in all areas
- Create a nurturing environment where each person is valued and encouraged to aspire to reach his or her full potential through sound spiritual, intellectual, emotional, creative, physical, social and moral integrity
- Build and maintain a strong bond between Parish and School, and the wider community
- Support the role of parents in their responsibility as the first and foremost educators of their children
- Foster loyalty and school pride through religious, cultural, social and sporting activities
- Lead students to use and develop their talents and become lifelong learners who contribute to an inclusive and tolerant society

MOTTO

St. Michael's motto is ***"Let Your Light Shine"***.

This reflects the Staff's commitment to encouraging each member of the school community to be prepared to use their God-given abilities for the benefit of the Manilla community as a whole.

OUR SCHOOL HISTORY

St Michael's school, originally St Joseph's, celebrated its 100 years of Catholic Education with the Sisters of St Joseph in 2004. Father Bernie Melville is the longest serving Parish Priest having come to St Michael's in May 1975 and we are blessed to have his wealth of wisdom, guidance and care. He celebrated his Golden Jubilee in 2003. Mrs Karen Keys is the Principal at St Michael's. In July 2008, the School celebrated its Golden Anniversary and the Parish and the School were presented with a beautiful wooden Cross naming the eleven Priests since Rev Father Dean James O'Neill in 1899 and the twenty six principals since Sister Julian RSJ in 1904.

Parish Priests Since 1899 1899–1899 Rev. Father Patrick Dwyer Ryan; 1899–1912 Rev. Father Dean James O'Neill; 1912- 1928 Rev. Father John Gibbons (First Parish Priest St Michael's Manilla); 1926-1928 Rev. Father James Walsh; 1928–1935 Rev. Father John Collender; 1935–1938 Rev. Dean John Joseph English; 1936–1938 Rev. Father L Cosgrove (Assistant Priest); 1938–1944 Rev. Father L J O'Reilly; 1944–1967 Monsignor Stephen O'Brien; 1967-1975 Rt. Rev Monsignor Thomas Leahy; 1975-2018 Rev. Father Bernie Melville; 2018-Rev. Father John Curran.

St Michael's School Principals since 1904: 1904 Sr Julian RSJ; 1925-1928 Sr Laserian Boland RSJ; 1935-1938 Sr Winifred Tuttle RSJ; 1939-1939 Sr Emmanuel Forrest RSJ; 1940-1942 Sr Francesca Leis RSJ; 1943-1944 Sr Una Cosgrove; 1946-1946 Sr Edwardine Beaumont RSJ; 1947-1947 Sr Carthage Kelly RSJ; 1948-1949 Sr Pius Carney RSJ; 1950-1956 Sr Camillus Cullen RSJ; 1957-1962 Sr Stephanie Maunsell RSJ; 1963- 1963 Sr Rose Durkin RSJ; 1964-1969 Sr Philip Neri McPhillips RSJ; 1970-1975 Sr Elaine (John Evangelist) Ridgewell RSJ; 1976-1977 Sr Carmel Maher RSJ; 1978-1978 Sr Anne Maree Rosenburg RSJ; 1978-1978 Sr Joan Humphries RSJ; 1979-1979 Sr Judith Ellis RSJ; 1980-1981 Sr Kathleen McGettigan RSJ; 1982-1985 Miss Lois Sutton; 1986- 1992 Mr Tony Gillies; 1993-1995 Mr Noel Hurley; 1996-1999 Mr Paul McDonald; 2000 –2000 Mrs Giovanna McDougall; 2001-2005 Mr Stuart McKinnon; 2006-2010 Mrs Geraldine Chapman; Mrs Karen Keys 2011- .

OUR PATRON – St Michael the Archangel

Feast Day - September 29th

The name Michael signifies "Who is like to God?" and was the war cry of the good angels in the battle fought in heaven against Satan and his followers. Holy Scripture describes St. Michael as "one of the chief princes," and leader of the forces of heaven in their triumph over the powers of hell. He has been especially honoured and invoked as patron and protector by the Church from the time of the Apostles.

St. Michael is the patron of grocers, mariners, paratroopers, police and sickness

Principal: ***Mrs Karen Keys***
Parish Priest: ***Reverend Father John Curran***

Welcome from Mrs Karen Keys

Dear Parents,

Welcome to St Michael's Primary School. The school's staffs provide a school experience for all children who develop them both academically and socially.

We provide an authentic Catholic education where children are nurtured and loved as they grow and learn. Where individuals, relationships and community are valued and respected. St Michael's is a happy school that celebrates a love of life. We work in partnership with parents and families to help each child discover and develop their unique gifts and talents. We also work closely with the parish, especially with helping children prepare for and celebrate their sacramental milestones.

St Michael's is a friendly and welcoming school community where students, parents and staff all help new families to quickly feel that important sense of belonging.

At St Michael's Primary School our major focus is in the areas of Literacy and Numeracy associated with developing all children's characters, so they become leaders in our community. We encourage them to "Let their Light Shine" and we pride ourselves on making sure that all children achieve.

The additional Learning programs that we offer are backed by outstanding research and all programs help our children to reach the state benchmark.

Our facilities and learning Technologies are some of the best in the area.

We have high expectations on our students, parents and staff and we live this everyday as 'ALL CHILDREN WILL ACHIEVE' at St Michael's Primary School.

Please feel free to contact us if you would like our school tour.

Yours sincerely,

Karen Keys
Principal

Term Dates 2020

TERM 1:	Tuesday, 28th January – Thursday, 9th April
TERM 2:	Monday 27th April – Friday 3rd July
TERM 3:	Monday 20th July – Friday 25th September
TERM 4:	Monday 12th October – Wednesday, 16th December

THE SCHOOL DAY

8:30 am	Commencement of Playground Supervision by teachers
8:50 am	Bell for children to line up in the Assembly Area
10:00 am	Fruit Break
11:15 am	Lunch commences
12.00noon	Lunch concludes, students return to class
1:30 pm	Supervised recess
1:50 pm	Students return to class
3:10 pm	Children are dismissed and proceed to:

- □ COLA, designated Assembly Area for pick-up
- □ Parents are asked to wait under the COLA for their children
- □ Bus Lines assemble under the COLA to be accompanied to buses by teachers

Special arrangements will be made for authorised school activities outside these hours. In such cases parents will be notified.

School Hours and Supervision

Supervision by teachers is provided daily from 8:30am until 3:30pm. Note that children arriving any time prior to 8:30am are required to sit in the designated covered seating area located next to the morning assembly area. Teachers must be notified of this arrangement.

Office Hours

The school Office is open from 8.50am to 3.15pm School Days.

Security Management Procedure

As part of our ongoing commitment to child safety and school security all parents and visitors to the school are required through legislation to sign the visitors register at the school office when they arrive and leave the school.

All visitors are required to sign in at the Office. Parents are also required to fill in a green form at the office when children are late arriving or leaving the school early. This form is then passed on the child's teacher.

Sickness

In the event of sickness a child is taken to the school sick bay. If sickness persists, parents are contacted. Accidents vary in nature. Minor accidents are dealt with by the staff of St Michaels. For accidents of a more serious nature the ambulance is called and the parents are contacted. All staff at St Michael's has current First Aid qualifications and all children are covered by an accident insurance cover as well as liability cover.

Medication

Teachers at St Michael's have generously agreed to administer oral prescriptions because of their strong belief in the Duty of Care to students. The administration of medications by teachers does not normally occur in most schools. If your child needs to take medication at school please obtain the correct forms from the office or via the Skoolbag App. These forms must be completed before any medications can be administered. If the correct forms are not completed the medication will not be given.

Appointments

If you wish to speak to the principal or a Teacher at length on any matter, Please ring the office between the hours of 8.50am and 3.20pm or attend the office to make an appointment.

We ask that Teachers are not interrupted whilst on playground duty. It is imperative that while they are on duty their full attention is on the supervision of the children and this is impossible to do if parents interrupt them at this time.

Money Matters

When Sending or delivering money to the school for any reason (fees, excursions, sport, etc) please enclose it in an envelope and mark it clearly with the child's name, child's class, amount of money enclosed and the purpose for which the money is enclosed.

School Banking

The Armidale Diocesan Investment Group operates a child's banking service for our school called Rainbow Banking. The school received ten cents for every transaction that is made through St Michael's. Bankbooks may be sent in any time and banking is usually Wednesday.

Bus Travel

Please visit www.transportnsw.info/school-students or speak to the bus driver for information on bus travel. All applications are required to be completed online.

A subsidy is also available to parents who transport their children more than 1.6km by private vehicle to meet public transport. Please visit transportnsw.info/school-students for more information.

<u>Local Bus Companies</u>

Maurice & Kay Stephenson	(Wongo Creek)	02 6785 1337
Greg & Sharon Howlett	(Halls Creek) & (Rushes Creek)	0409 673 983
Joel & Julie Duff	(Barraba Road)	0498 511 088
Peter & Judy Dutton	(Namoi River)	02 6785 2048
Peter Bushby		02 6785 1589

School Uniform

At St Michael's we believe that the school uniform plays an important role in the development of a sense of belonging to our community. It enables all children to participate in school activities comfortably, safely and without the pressure and expense of current fashion trends. Details of the uniform requirements are listed later below.

SCHOOL UNIFORM REQUIREMENTS

SUMMER UNIFORM

Girls

Summer collared tunic
White **turn down ankle** socks
(NO socks below the ankle or other coloured socks)
Black school shoes (NO platforms)
Navy V-neck jumper
School Jacket
Navy/maroon/School material Scrunchy
Navy hair ribbons

Boys

Short sleeved '*School Blue Midford*' shirt
Navy mid-length shorts (NO Cargo pants)
Navy **turn down ankle** socks
(NO socks below the ankle or other coloured socks
Black school shoes
Navy V-neck jumper
School Jacket

WINTER UNIFORM

Girls

White long-sleeved school shirt
School tie
Navy winter tunic (No Long Pants)
Navy V-neck jumper
Navy stockings
School Jacket
Navy/maroon/School material Scrunchy
Navy hair ribbons

Boys

Long-sleeved '*School Blue Midford*' shirt (No open necked shirt)
School tie
Navy long pants (NO Cargo pants)
Navy V-necked jumper
School jacket
Navy **turn down ankle** socks (NO socks below the ankle or other coloured socks)

SPORTS UNIFORM

Girls & Boys

Sports t shirts with screened School emblem on pocket
Navy mid-thigh nylon shorts
White **turn down ankle** socks (NO socks below the ankle or other coloured socks)
Joggers
School jacket
Plain navy track suit pants (no stripes)
Navy/maroon/School material Scrunchy
Navy hair ribbons
(Coloured House colour ribbons may be worn to School Carnivals)

In extreme cold weather when layers of clothing are required over uniform, plain navy parkas/jackets/beanies/gloves are all acceptable clothing.

All children are expected to wear the prescribed uniform. A note is required from a parent or guardian when a child is not wearing the correct uniform. This would normally be only a short period of time.

Please ensure that all clothing is clearly labelled.

St Michael's School Uniform are available from Budden's Hardware and Clothing and St Michael's Clothing Pool.

St Michael's School Bags are available from the School through the P&F.

Clothing Pool

St Michaels operates a Clothing pool where second hand uniforms may be purchased. Parents are invited to donate uniforms to the Clothing pool.

Clothing Pool Price List:-

Shirts	*$2.00*	*Jumper/Shorts*	*$3.00*
Tunics/Pants and Jackets	*$5.00*		

Jewellery

To ensure an appropriate standard of safety is maintained at St Michael's regarding the wearing of jewellery, the following jewellery is optional:

One watch — One earring per ear – small sleeper or stud

Medi-Alert bracelet where applicable — School Badge

NO other jewellery is acceptable

Mufti Days

We have various occasions throughout the year when children are asked to wear "Mufti" and bring in a gold coin for the privilege. This may be a day for the Children's Mission, when the money collected is donated to the Diocese as part of the fundraising for underprivileged children or natural disasters such as floods, fires or cyclones. Mufti for other nominated days are: Tombola and Baskets for the Annual St Michael's Fete. "Mufti" means they wear casual clothes, **not party clothes or dress up** as for certain activities such as Book Week.

"NO HAT NO PLAY" RULE

In accordance with the NSW Government Sun Smart Policy, students at St Michael's must comply with the **"No Hat No Play"** Rule. For children's safety, a shaded area has been set-aside for recess and lunch times, for children who do not have a hat.

Pastoral Care

At St Michael's School we pride ourselves on having a warm and nurturing environment where children feel safe and both Staff and Students enjoy coming to School. Every teacher, parent and child has a shared role to play in the School Discipline Policy. Each year our staff reviews, updates and improves our Policy. We continually strive to encourage good behaviour, self-discipline and respect for others in a positive and consistent manner. We recognise that children have a right to develop as unique individuals and we encourage children to be responsible for their own behaviour. We also believe students have a right to learn in a safe and happy environment.

Communication between Home and School

At St Michael's School, our open door policy keeps the lines of communication open between home and school. Parents and teachers work together as a team. Teachers are encouraged to ring parents to let them know if a problem occurs at school and we ask that if something happens at home that may affect your child's behaviour, to please inform your child's class teacher.

School Rules, Class Rules and Consequences

Each classroom has a copy of the school rules displayed and teachers go through the rules and consequences of behaviour at the beginning of each term.
Each class also devises a list of classroom rules at the beginning of the school year and this is displayed in each room.

Social Skills: Three Step Strategy

Students right from Kindergarten are taught the 3 Step Strategy, which gives the children a procedure to follow in conflict situations. This strategy is part of the Social Skills we teach at St Michael's where the students are taught to value the rights and responsibilities of all the members of our school community.

Time Out

Time Out is used to ensure there is an immediate consequence for children who break school rules. We find the system to be successful. If however, a child is noticeably repeatedly on Time Out, we will call the parents in for an interview to discuss the issues.

Social Responsibility

At St Michael's our motto is **"Let Your Light Shine".** As such we see the need for children to develop self-discipline through clear boundaries, appropriate consequences and positive reinforcement. The expectations are clearly defined and students are encouraged to accept responsibility for their own actions. This approach guides students towards action in a socially responsible manner.

The implementation of a **Behaviour Reflection System** for monitoring and recording unacceptable behaviour patterns in students provides a clear pathway for effective action and communication between students, parents and staff.

School Assemblies

Every second Friday, we have a more formal assembly at 2.15pm. Time is given to distributing Awards for the Week and recognising other individual and school achievements. All parents are welcome to attend our Assemblies. Each class presents at one assembly per term. A Sports Assembly is held on Monday afternoons at 2.45pm to recognise sporting achievements.

Assembly Awards

Children also have the opportunity to receive Assembly Awards. "Student of the Week" and other class awards are given out each week for academic achievement, as well as citizenship and initiative.

Birthday Awards

In recognition of each person's birthday at St Michael's School, they are awarded a birthday sticker and birthday pencil. 'Happy Birthday' is sung and recognition of their number of years is celebrated in creative ways. This is presented at Monday Sports assemblies on their special day or as close to it as possible.

Pupil Free Days

One day each term is given to Staff Development and In-service (Pupil Free Day). Ample notification is given to parents about these dates via the School Newsletter, Skoolbag App, School Calendar or email.

Toys

We do not discourage children bringing toys to school but expensive toys are not to be brought to school. A reminder to parents it is your responsibility if a toy is lost or broken.

Mobile Phones

Students are not permitted to bring mobile phone to school.

School Leaders

School and Sport Captains are chosen by the votes of the children and teachers. These leaders represent the school at many functions, such as ANZAC Day.

School Newsletter

Our School Newsletter is the **St Michael's Herald** and is issued to all families each Monday. The newsletter contains relevant information pertaining to the life of our school. It is sent home with the eldest child of each family and all parents are encouraged to read it and discuss it as a family. The School Newsletter is also available via Skoolbag App and/or email.

School Fees

School fees per term for **2020** are:

- 1 Child $235.00 Tuition fees plus $15.00 Book levy = $250.00
- 2 Children $390.00 Tuition fees plus $30.00 book levy = $420.00
- 3 children $545.00 Tuition fees plus $45.00 book levy = $590.00
- 4 children $700.00 Tuition fees plus$60.00 book levy =$760.00

The fees are inclusive of a discount for the second, third and fourth child.

There is a $15.00 Book Levy per child, per term, which supplies all the classroom needs for each child. The Tuition Fee, Book Levy and the Maintenance Levy are set by the St Michael's School Board. The Catholic Schools Office sets a levy for each child at all schools in the Armidale Diocese. This levy is taken into consideration by the School Board when setting fees for St Michael's each year.

School fee accounts are issued each term and are sent home via the children.

Fees may be paid at the School office by Cash or Cheque. Direct deposits may also be made using the bank details printed on your account.

Electronic Direct Debit Payments

The Armidale Diocesan Investment Group has introduced the Electronic Direct Debit payment system where the parent authorises the school via the ADIG to electronically take a payment from the parents account (at no cost to the parent) with another financial institution (ie bank or credit union). If you would like to make payments this way forms are available from the school office.

School Counsellor

Centacare provides the school with the services of a Counsellor. The role of the Counsellor is to be available to parents, students and teachers who seek some sort of advice or assistance with academic, social or behavioural problems. Parents may request an interview with the Counsellor. If teachers wish to refer a student to the Counsellor, parents are contacted and permission sought, prior to the Counsellor seeing the student. Please contact the principal to make an appointment to speak with the Counsellor.

Confidentiality

Confidentiality concerning student progress is important. Information about individual students will only be released to the family concerned. If you work at the school as a volunteer helper you will also be expected to maintain confidentiality concerning the school and the progress of individual students.

THE SCHOOL CURRICULUM

Key Learning Areas

St Michael's Primary School, as with other Catholic schools in the NSW, develops a school-based curriculum which aims to develop in students the skills and knowledge to be active and contributing members of society. In seeking to develop the whole person at academic, social, emotional, physical and spiritual levels the school curriculum fosters skills such as reflection, critical thinking, problem solving, analysis and discernment.

At a practical level the teaching programs are founded upon the aims of Catholic schooling and are aligned with national and state curriculum documents. The following Key Learning Areas form the basis of the school curriculum.

Religious Education

This is based on the Armidale Diocesan Guidelines. Our Religious Education program is prepared to support you and the Church in the Faith Development of your child. When appropriate, these programs are discussed at meetings.

Kinder – Year 6 attend Mass every fortnight on a Friday at 9.30am. Father Curran will visit different classes to host a pray session every fortnight on a Thursday at 10.30. K-Year 6 also have their own Liturgical celebration once a term. Parents are encouraged to participate in both celebrations.

Sacramental Programs

Reconciliation is received in Year 2 to Year 4 undertaken odd years (eg 2019/2021).

Eucharist is received in Year 3 or 4 undertaken odd years (eg 2019/2021).

Confirmation is received when a child is in Year 5 and 6 undertaken even years (eg 2018/2020).

English

Our English Program is developed on the premise that *children learn to read by reading and learn to write by writing*. There is a comprehensive Guided Reading Program throughout the school while the underlying skills of phonics, spelling and grammar are taught across all Year Levels.

Mathematics

The NSW Mathematics Curriculum provides the framework for our Mathematics Program. The Curriculum is divided into strands:

Number, Patterns, Algebra and Data
Measurement, Space and Geometry, Working Mathematically
The Count Me In Too Mathematics Program (numeracy strand) is also used across the school.

Special Programs

There are a number of special programs operating at St Michael's. These programs support and enhance the activities of the classroom.

Computer Education

At St Michael's we aim to promote and develop ICT skills by integrating competencies across the curriculum through each Key Learning Area. Students have access to the Internet as a research tool and lessons are enhanced lessons through a variety of software and applications. Each class has an interactive whiteboard, laptops, Chromebooks and iPads.

Library

Our library is an integral part of our school. Its role is as a resource centre for all curriculum areas as well as encouraging the students to read for pleasure. Borrowing occurs during class times on Friday. Parents are invited to assist with many tasks associated with the efficient operation of the library.

Music

Our Music Program provides children with the opportunity to participate in many musical experiences including singing, moving and listening to a wide range of music. The NSW Creative Arts Curriculum document provides the framework for our outcomes-based Music Program. An understanding of the dynamics of music is referenced from the Music Classroom Program.

School Sports

The School Sport Houses are:
Penola – Green
MacKillop – Red

The names have been chosen to recall the Sisters of St. Joseph Congregation at Penola, in South Australia and in particular Saint Mary MacKillop.

Children from St. Michael's have the opportunity to take part in:
School Carnivals
Diocesan Carnivals
Polding Carnivals – Children from the age of 8 years at St. Michael's have the opportunity to represent the Armidale Diocese at Diocesan, Polding and State Carnivals in a wide range of Sports.

Prior to Sports Carnivals parents will receive a note requesting help for various activities on the carnival day, transport to Diocesan and other carnivals. Your assistance is always greatly appreciated.

Sports will include swimming, Summer trials (cricket), Winter Trials (Soccer, netball, rugby league, and hockey), touch football, cross country and athletics.

Weekend sports are organised through community/school based clubs:
Cricket, netball, basketball, miniball, soccer, t-ball, touch, oz tag, hockey, rugby league and rugby union. When children are unable to take part in the school's sporting program for some good reason they are expected to bring a note … or parents might prefer to discuss the matter with the class teacher.

Excursions

Excursions and fieldtrips are designed to enhance the children's experiences while working on a particular unit of work. Notification will be provided when your child is to be involved.

Kindergarten - Years Six participate in an annual excursion. Information on these activities are explained more fully to parents during the term of involvement. All children are expected to participate in these activities.

Kindergarten – Year Six participate in a Learn to Swim Program as part of the Physical Education Program in Term 4 each year.

Photos –
Above- Year 3/4 Excursion – Lake Keepit (Keepit Kommando)
Above Left - Chess
Left – Year 1/2 Excursion – Manilla Heritage Museum

Homework – Monday to Thursday

Stage One (K – Yr. 2): Reading, listening to stories and exposure to books are strongly encouraged wherever possible and forms part of a child's nightly routine. The Home Reading Program is implemented in the early years. This provides an opportunity for the children to share and practise their developing reading skills with their parents. Teachers use discretion in setting a small amount of written homework or other activities. In Year One, there is a gradual introduction to written work which may include other task-based activities. In Year Two, a homework sheet may be given to reinforce or practise skills taught in class.

The approximate time frame is as follows:

Kindergarten	10 minutes reading
Year One	10 minutes reading
Year Two	15 minutes reading

Stages Two and Three (Yrs. 3 – 6): Reading and listening to stories is encouraged as well as the completion of unfinished tasks.

An approximate, and generally maximum, timeframe is as follows:

Year Three & Four	15 minutes reading
Year Five & Six	15 minutes reading

Reporting to Parents

In each of the four terms of the school year opportunities will be made for parents to learn of their child's progress at school.

Term 1	Social & work habit report
Term 2	Written report/Three Way Conferences
Term 4	Written report/Three Way Conferences

Please do not hesitate to contact your child's teacher if there is something you wish to discuss about your child's progress.

Family Involvement

As noted in our Mission Statement, a great deal of what is being done in our school requires parental involvement. To help us provide the best possible education for our children, your involvement as parents at all levels is welcomed and encouraged and is seen as essential for your child to reach their potential. At St Michael's we see this as a great assistance to our students who at this age love to see Mum or Dad doing something with them and supporting them in some of their educational adventures.

Working Bees

Working bees will be held at various times during the year. All families are encouraged to be involved in some way. Your support would be greatly appreciated.

School Advisory Council

The School Advisory Council works closely with the Leadership Team in realising an effective and vibrant learning environment. The Council advises the Principal on a number of roles including –

- **Policy Direction**
- **Financial Management**
- **Planning**
- **Pastoral Care**
- **Evaluation**

Parents and Friends Association

The Parents and Friends Association is vital in the life of the school and exists to support the school in the following ways:

- □ Provide a meeting ground for parents and friends of St Michael's
- □ Provide an educational forum for parents and an opportunity for the Principal to report on school activities
- □ Organise social activities for the purpose of building community
- □ Organise and coordinate fundraising activities to support school initiatives
- □ Organise working bees

The P&F meets on the second Tuesday of each month at 6.30pm in the staff room at St Michael's School. All parents are welcome to attend meetings and become an active part of the Committee.

Canteen

The Canteen is open Monday, Wednesday and Friday. The children are able to order lunch and recess and purchase other items over the counter during recess and lunch. The menu is sent home and is also available on the Skoolbag app and/or email.

St Michael's Canteen Menu -Term 1- 2020

Open Wednesday, Thursday and Friday

- **Write order on paper bag or lunch order bag with name and class.**
- **If a paper bag is not provided, please include 10c to cover a paper bag.**
- **Lunch and Afternoon Tea orders available.**
- **Sauce .20c**

Sandwiches, Wraps and Salads Lunch/Afternoon Tea
Ham, Chicken, Tuna, Egg, Lettuce, Tomato, Cucumber, Beetroot, Carrot and Cheese

Vegemite, Jam, Honey, Peanut Butter	$1.50
1 Filling	$2.00
2 Fillings	$3.00
3 Fillings	$4.00
4 or more Fillings	$4.50
Roll	+.50c

Tender Wraps: (Salt & Vinegar, Sweet Chili or Plain)	$5.00
Chicken, Ham or Tuna and Salad Wrap or Bowl	$4.50
Chicken Caesar Wrap or Bowl	$5.50
Garden Salad Bowl	$4.00
Fruit Salad Bowl	$4.00

Hot Food: Lunch/Afternoon Tea

Nuggets, Fish Fingers, Mini Spring rolls	$.50each	Chicken Tenders (Salt & Vinegar, Sweet Chilli, Plain)	$1.00 each
beef Burger	$4.50	Chicken Burger	$4.50
Chicken & Gravy Roll	$4.50	Fried Rice	$4.00
Pie & Sauce	$3.00	Mac & Cheese	$4.00
Pizza(Hawaiian Cheese and Bacon)	$3.00	Lasagna	$4.00
Hotdog	$3.00	Noodle Cup Chicken/Beef	$2.00
Corn Cobbett	$2.00	Garlic Bread	$2.00

Wednesday Lunch Special
Quiches- Ham and Cheese or Spinach
$3.50
Add side Salad
+$1.50

Thursday Lunch Special
Pasta Bake
$3.00
Garlic Bread
+$1.50

Friday Lunch Special
Wedges - $3.00
Loaded Wedges (Bacon & Cheese)
$4.50
Sweet Chilli & Sour cream $.50

Afternoon Tea Only:

Muffin Melts (Cheese or Cheese and Vegemite)	$1.50	Fruit Cup (seasonal fruit)	$1.50
Pizza	$2.50		
Slice / Cake of the week	$2.00	Pikelet (With Jam)	$.50
Yogurt Cup (Strawberry or Vanilla)	$1.50	Carrot/Cucumber/Celery Sticks	$2
+ Muesli	+$.50	+Hummus / cream cheese	+$.50
Custard Cup	$1.50	Jelly Cups	$.60
Rice Crackers & Cheese	$2	Fairy Bread	$.50

Milk Popper (Strawberry or Chocolate)	$2.00	Juice Popper (Tropical, Apple, Orange)	$2.00
Water	$1.50	Juice Bombs	$2.50

Over Counter

Zopper Doopers $.50	Ice Monys $1.00	Ice Cream in Cone $1.50	Jelly Sticks $.30	Small Chips or Popcorn $.50	IT's $1.00
Yogurt Straps $.20	Sweet world pops $.20	Mixed Lollies bag $.50	Surfruit Lollies $.10	Yogurt Grubs $.10	Eucalyptus/Butter Menthol $1

Child Protection

St. Michael's School is a 'child-safe' school and as required by the Child Protection Act 2003, all persons who are in direct contact with children on a voluntary basic or in paid positions where that contact is not directly supervised must declare if they are or not a prohibited person. Our school requires all persons assisting in school activities e.g. - reading groups, tuck-shop, sports teams etc. to have a Working with Child Check (WCC) from the NSW Government Office of the Children's Guardian.

Enrolment and Information Forms

At the beginning of each year we send home an Enrolment and Information Form. It is important that this form is filled in and returned to school as soon as possible as we are required to have our information updated for the Catholic Schools Office who have to have certain information available to the various Government Departments.

Birth Certificates

We are required by the NSW Government to have a copy of each child's Birth Certificate before they can be accepted for enrolment.

Immunisation Certificates

We are required by the NSW Government to have a copy of each child's Medicare copy of their Immunisation Record before they can be accepted for enrolment. Failure to do so may result in your child being excluded from school during an outbreak of some contagious diseases.

Change of address

Parents are asked to notify the school office immediately about changed address, phone numbers, or other relevant information.

Absences

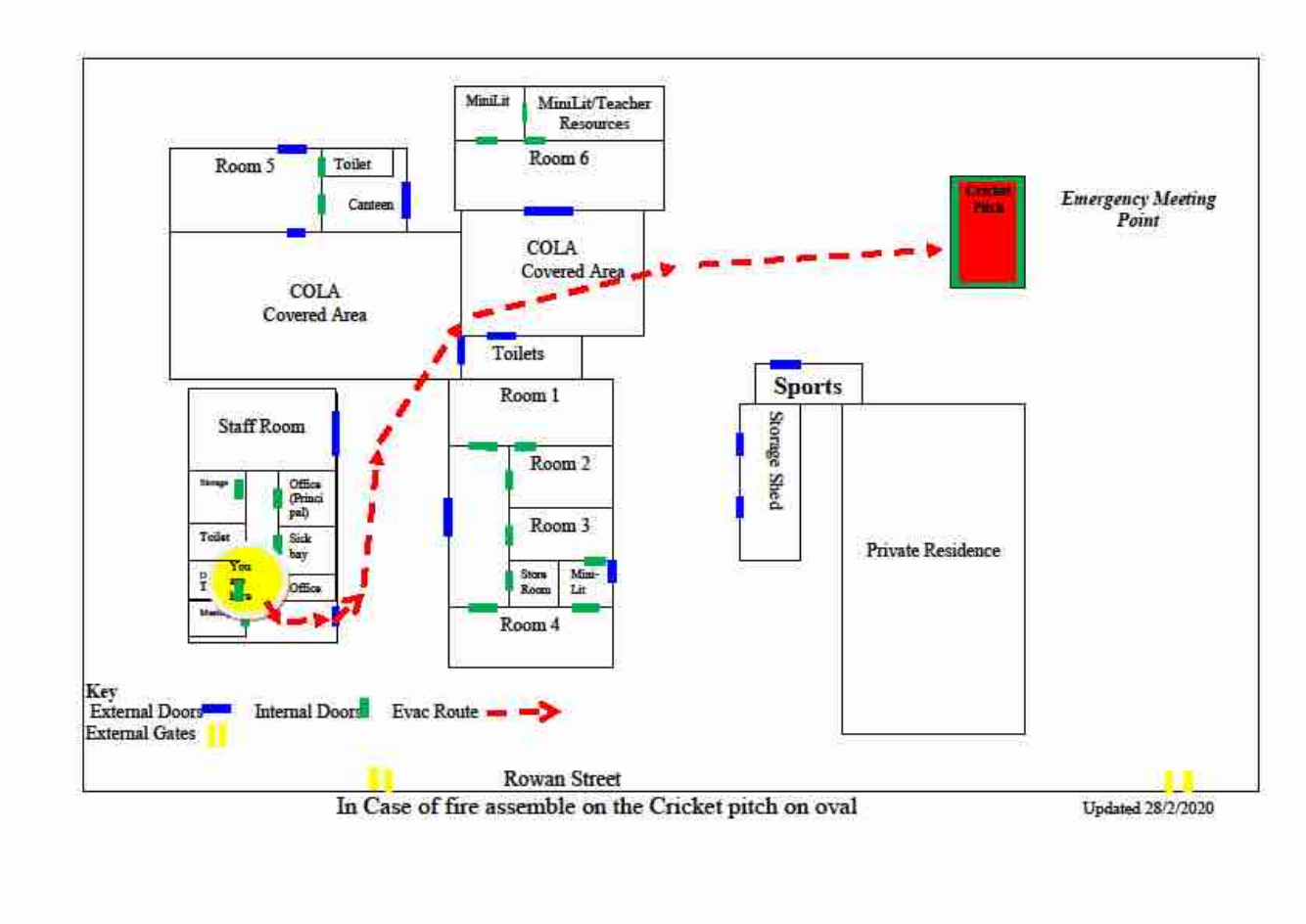
When Children return after being absent from school, a note should be sent from parents or guardian to the class teacher explaining the absence. This note is kept with the class roll.

Parents are also encouraged to telephone the school by 9.30am so a child's absence can be communicated to the class teacher. A phone call also rules out the remote possibility that a child has gone missing on the way to school.

Picking up Children from Classrooms

Parents are permitted to pick up children under the following conditions:

1. Parents are not to go directly to the classroom to collect children early. Please report to the front office to complete a green slip
2. Children are picked up from the COLA immediately on dismissal at 3.10pm
3. No child will be permitted to leave and cross the road unaccompanied to be collected by a car in the streets outside the school.



Health

Asthma

Please tell your teacher if your child suffers from asthma. If Children are not fit to be sent to school they should be kept at home. Children should bring their appropriate medication (eg puffer) to school and know how to use it. Asthma action plans should be provided to the school from parents whose child has asthma to ensure they know what medication is to be used, and the frequency of the use of the medication. It is essential that school is provided an emergency contact number.

Common Disease and minimum period of absence are listed:

Acute Conjunctivitis

Exclude until all discharge has ceased

Chicken Pox/Shingles

Exclude until fully recovered (ensure sores are dry or covered), for at least 14days after the first spots appear.

Impetigo (School Sores)

Family doctor should be consulted. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school. If they are not covered and are on exposed parts of the body such as scalp, hands or legs, exclusion is necessary until sores have healed.

Measles

Exclusion for at least 5 days from appearance of rash

Meningococcal

It is important to seek medical attention early and with early treatment with antibiotics most people recover completely. Please see your Doctor for information regarding vaccination.

Mumps

Exclude until fully recovered – for at least 10 days after the swelling occurs

Pediculosis (Head Lice/Nits)
Children are to return to school when they have been treated with a product for head lice, and the hair is completely free from nits. We suggest children do not share hats or combs at school. Please notify the school if head lice are found at any stage throughout the year.

Ringworm
Exclude until appropriate treatment has begun

Rubella (German Measles)
Exclude until fully recovered – for at least 5 days after the rash appears

Whooping cough
Isolate immediately as Whopping Cough is caused by a type of bacteria and is very easily spread. Exclude from School for the first 5 days of treatment or until fully recovered or a medical certificate is obtained

Too sick for school?

Think Pharmacy First
Ask Your Pharmacist.

While this information has been checked by a pharmacist, it is a guide only.

Ask yourself:

- **Is my child well enough to comfortably take part in the day's activities?**
- **Will my child pass on their illness to other children or staff?**
- **Will my child's teacher be able to care for my child without it impacting on their ability to care for other children?**
- **If I felt like this, would I go to work?**

If you are unsure, speak to your pharmacist or doctor for advice.

Go to school

Could be catchy. Some restrictions for school

Don't go to school

Symptom	What to consider	Go to school?	Treatment
Fever	Children and older infants with a temperature of 38.5° or more		Give plenty of fluids and stay home until temperature is normal. Your pharmacist can provide advice on the most appropriate analgesic and formulation for your child. If your child seems worse or there's no improvement in 48 hours, see a doctor or visit the hospital.
Diarrhoea	If your child has 2 or more consecutive bowel motions that are loose or watery. They may also have stomach cramps.	For at least 24 hours after diarrhoea has stopped	Diarrhoea is a fairly common problem that usually lasts only a day or two. Diarrhoea must be monitored as it can cause dehydration which is potentially very dangerous in children. Your pharmacist can provide advice on the most appropriate treatment for an upset tummy, including advising on oral rehydration salt formulations. They can refer you to a doctor if more treatment is needed or the hospital for severe diarrhoea.
Vomiting	If your child has vomited more than twice in 24 hours.	For at least 24 hours after vomiting has stopped	Watch for signs of dehydration and encourage small amounts of fluid frequently. Your pharmacist can provide advice on oral rehydration salt formulations and can refer you to a doctor if more treatment is needed or the hospital for severe vomiting.
Cough	This will depend on the severity of the cough. Trouble breathing, wheezing or a harsh cough can be the sign of something more serious such as bronchitis, pneumonia or whooping cough.		If your child has a severe cough, take them to see a doctor. If the cough is not severe your pharmacist can help you to identify whether your child has a 'productive' or 'dry' cough and a suitable treatment for them.
Rash	A skin rash could indicate a contagious infection such as chicken pox or impetigo.		A doctor should evaluate your child before sending them to school.

Visit www.findapharmacy.com.au to find your nearest community pharmacy

St Michael's Parish
Mass Times and Information

Parish Priest: Reverend Father John Curran

Church: Court Street Manilla

Presbytery: Court Street Manilla

Saturday & Sunday Mass Times:

St Michael's Manilla
1st Sunday 8.30am
2nd Saturday 5.30pm
3rd Saturday 5.30pm
4th Saturday 5.30pm
5th Sunday 8.30am

Weekday Masses:

9.00am Monday, Tuesday, Wednesday, Thursday

9.30am Every second Friday Children's Mass

2020 SCHOOL STAFF

PRINCIPAL	Mrs Karen Keys
ASSISTANT PRINCIPAL / LOP	Mrs Cathy Shepherd
ASSISTANT PRINCIPAL/MISSION	Miss Jacquelene Cronin
CLASSES	
Kinder	Miss Nicky Myers
Year 1/2	Miss Natalie Abberfield / Mrs Karen Keys
Year 3/4	Mr Mitchell Beaumont/ Mrs Cathy Shepherd
Year 5/6	Miss Emma Martin
Relief Teacher	Miss Juanita Byrnes Mrs Kahli Wilson Mrs Nicole Gallagher
Aboriginal Education Officer	Mrs Kristie Mitchell / Miss Breanna Todd
Secretary/Bursar	Ms Bronwyn Newton
Librarian	Mrs Gwenda Maxwell
Teacher Aides	Miss Belinda Williams Mrs Belinda McNeill Miss Jessie George
Groundsman	Mr Richard Byrnes
Cleaner	Mrs Sue Byrnes
SCHOOL PHONE NUMBER	02 6785 1757
SCHOOL FAX NUMBER	02 6785 2086
EMAIL	manadmin@arm.catholic.edu.au
WEBSITE:	http://stmichaelsmanilla.nsw.edu.au