

**THIS
IS WHERE
IT BEGINS**



**St. Michael's Primary
Parent Handbook**



Courage ~ Compassion ~ Community

**ST MICHAEL'S PRIMARY SCHOOL TALLANGATTA
(02) 6071 2386**

On behalf of the school community, we welcome you and your family to St. Michael's Primary School Tallangatta. Primary school is, as you know, an important step in your child's life. Each child is different with their own gifts and needs. Your child is very special to you and each child at St. Michael's is important to us. We want to work together with you to help your child develop and be the best they can be.

Identity Statement

The St. Michael's Catholic Primary School Community follows the Josephite tradition of being a learning and supportive environment that challenges the landscapes of our hearts and minds.

Vision Statement

As the St. Michael's Catholic Primary School Community we believe in:

- The partnership of parents, teachers, students, parish and the wider community is enriched by our Gospel values and our faith.
- Encouraging risk taking and offering challenging opportunities to enhance success for all in an ever-changing world.
- The development of the whole person academically, socially, emotionally and spiritually using Jesus as the perfect example.
- Accepting the differences and valuing the opinions of others in a safe, caring, loving and learning environment.

Graduate Outcomes

As the St. Michael's Catholic Primary School Community we endeavour to educate children who:

- Are resilient, confident and independent lifelong learners.
- Have challenging minds based on creative thinking and problem solving.
- Have respect for themselves, others and all life.
- Are voices for justice and peace following the example of Jesus and his Church.
- Are generous in service, gracious givers and grateful recipients.
- Approach life enthusiastically with an open mind to life's opportunities.
- At all times strive to be the best person they can be.

LEARNING PHILOSOPHY

The St. Michael's Catholic Primary School Community follows the Josephite tradition of being a learning and supportive environment that challenges the landscapes of our hearts and minds. Our school motto - **Courage, Compassion and Community** forms our Learning Philosophy.

COURAGE

We promote individual growth underpinned by a positive learning culture. A culture that is authentic, challenging and supportive of building resilience.

COMPASSION

We provide quality education, inspired by the Gospel, enacting empathy and social justice, where students are empowered to better choose whom they become as people, learners and leaders in the world.

COMMUNITY

We are an inclusive and respectful community where each individual is known, valued and cared for, enabling them to feel confident to explore their curiosities and flourish to their potential.

St Michael's Primary School Tallangatta

<https://www.smtallangatta.catholic.edu.au/> | principal@smtallangatta.catholic.edu.au

St. Michael's Primary School, Tallangatta
Courage, Compassion, Community

St. Michael's School is a Catholic Primary School and is an integral part of the St. Michael's Tallangatta Parish. Since the school began in 1958, we have catered for the learning needs of primary school aged children from our surrounding community. St. Michael's provides a caring school environment that has developed over time, reflecting changes in society and educational practices.

St. Michael's is dedicated to ensuring children receive a sound faith and solid academic education. At this school we embrace the tradition and look to the future.

Child Safe

St. Michael's Primary School is a Child Safe School. The care, safety and wellbeing of young people is a central and fundamental responsibility of Catholic Education. Day to day operations at St. Michael's is based around the Child Safe Standards. All of our Child Safe Policies are placed on our website for all parents to be informed of.

Beyond the Classroom

St. Michael's is always conscious of home - school relationships. We encourage families to be active participants in our school life and recognise the establishment of strong links, as a positive influence in individual student success. Similarly, we endorse the building of healthy relationships within the Parish and wider community. Maintaining a long standing tradition of participation, fundraising and assistance, we pride ourselves on giving students wider experiences, plentiful opportunities for character building and new environmental challenges.

The Difference

St. Michael's provides a caring and nurturing school atmosphere. With our intentional class structure to support the early years of education and smaller class sizes in the upper year levels, students are provided with stimulating and challenging experiences whilst learning to work cooperatively with each other. Our approach to education is backed by research and is evidence informed using the Science of Learning, Science of Reading, Low Variance and Knowledge Rich Curriculum using explicit and direct instruction to maximise student opportunities for learning. A small school atmosphere is a gift to us as we know our students very well. The students also embrace the small school and nurture each other in a wonderful learning community.

The information in this booklet is designed to assist your understanding of the operations of St. Michael's School. Please keep it in a safe place and refer to it often to help clarify any questions you may have. Please don't hesitate to contact any of our staff if you cannot find the information you need in this booklet.

Enrolling Your Child

The enrolment procedure commences each year with an open day for parents and children. Families are welcome at any time to visit the school and see our learning environment in action and meet with our Principal.

To arrange a child's enrolment it is necessary to complete an enrolment application form and provide

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Courage, Compassion, Community

a copy of a Birth Certificate, Baptism Certificate (if applicable) and Immunisation Status Certificate (available from the Australian Childhood Immunisation register.) Application forms for enrolment are available from the school. Parents are encouraged to make an appointment with the Principal to discuss enrollment and clarify any questions they may have.

Students with Disabilities and Impairments will be enrolled along with all other eligible children. The enrolment of students with special needs will be considered in the light of the relevant laws and policies, guidelines and protocols of the Catholic Education Commission of Victoria and the Sandhurst School Education Board.

Eligibility

A child is admitted to the school year at the beginning of each year, if he/she turns 5 years of age before 30th April of that year. Everyone is welcome at St. Michael's - families of all faiths and beliefs. However, as a Catholic school our families agree to support our Catholic ethos and their children's learning in our religious education programs as well as participating in the liturgical and prayer life of the school.

Foundation Attendance at the Beginning of the Year

In order to facilitate a smooth transition into Primary School, Foundation children are not required to attend school on Wednesdays at the beginning of Term 1. This arrangement hopes to prevent children becoming too tired to enjoy their first weeks of school.

Democratic Principles

St. Michael's is committed to the principles of a liberal democracy.

- We believe in an elected government.
- We respect and observe the rule of law, and believe that no person is above the law.
- We believe in equal rights for all before the law, regardless of race, ethnicity, religion, sexuality, gender or other attributes.
- We believe not only in the freedom of religion, but also in the need to practise tolerance and understanding of the beliefs of others.
- We believe in the value of freedom of speech and freedom of association, but also acknowledge that we have a responsibility not to abuse this freedom.
- We believe in the values of openness and tolerance, and value and respect all members of the school community regardless of background.

The Education and Training Reform Act 2006 sets out the legislative framework for the delivery of quality education in Victoria. The Act requires all schools to deliver programs and teaching in a manner, which supports the principles and practices of Australian democracy, including a commitment to:

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School Hours

The school day runs Monday - Friday from 8.30am – 3.15pm. Children are not permitted to be at school before 8.30am.

Session 1:	8.55am - 11.00am (Fruit Break 9:30/10.00am)
Lunch:	11.00am - 11.45am
Session 2:	11.45am - 1.45pm
Recess:	1.45pm – 2.15pm
Session 3:	2.15pm - 3.15pm
Dismissal:	3.15pm

Absences

Children are expected to attend school every day that the school is open unless there is a reasonable excuse for non-attendance. Notification via a phone call or message via PAM to the school is a legal requirement and required on or prior to the absence. If the school receives no contact from families, our procedure is to notify families to call the school. No child is permitted to leave the school grounds during the school day without parental approval and the permission of the Principal.

If a child's mode of travelling home from school is to be changed a phone call must be made to the school or where alteration is made during the day a phone call is necessary. There is a 'sign in, sign out' tablet at reception if children arrive late to school or leave before the end of the school day.

Pupil Free Days

The school will be closed for up to nine days during the year to enable staff to attend professional learning activities, compliance training and for future planning. Parents are notified well in advance of school closure days via the newsletter.

School Buses

Children are entitled to free travel on government buses if they live more than 4.8 km from school. An application for approval to travel is available from TSC. Further information is available from Tallangatta Secondary College (TSC).
Ph. (02) 6071 5000.

Children who have to travel more than 4.8 km by private car to the nearest bus stop are entitled to a conveyance allowance. Application forms are available from the office.

Lunches

Lunch orders are available Mondays & Thursday of each week. Orders should be written on an envelope together with the child's name and grade and, where possible, the correct money enclosed. Lunch orders should be placed in the box outside the office before school commences.

During the school year the school provides a service to children to warm their lunches. Meals should be thawed out, wrapped in foil and clearly named.

School Photos

Adequate notice is given of the date for school photos and uniform requirements.

Playground Supervision

Children are supervised by teachers from 8.30am till 3.30pm

A teacher is rostered on duty before school, at recess, at lunch and at the end of the day. As there is no supervision before 8.30am children are not to arrive at school before this time. Although formal supervision duty ceases at 3.30pm teachers will be available should unexpected circumstances arise.

During wet and hot weather periods children are supervised in their classrooms and/or in the covered area, at recess and lunch times, where they are encouraged to participate in quiet activities.

School Crossing

The School crossing is located on Queen Elizabeth Drive. A crossing supervisor is on duty in the morning and afternoons, students and families are requested to use the crossing at all times.

Parking

It is recommended that parents use the parking zones on either side of the road, or Willong Street, and that children use the school crossing. Parents are reminded that it is an offence to park within 18 mts of a school crossing unless in a designated parking area. Parents must not stop to pick up or drop off children within these limits nor are they permitted to park in the bus zone during the signed times.

Bicycles

It is strongly recommended by VicRoads that before the age of 12 years children should not ride a bicycle on the road without adult supervision. Children who ride bicycles or scooters to school must know the road rules, have a safe, roadworthy bike and wear an approved helmet. Children are not permitted to ride their bikes in the school grounds and are requested to use the bike rack provided at the front of the school. During school hours bikes are off limits to all students.

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Religious Education Program

The aim of the Religious Education Program is to provide for the religious development of the children as they grow in an awareness of themselves, others, the community, the Church and God. The curriculum promulgated by the Bishop of Sandhurst the "Source of Life" developed by the Sandhurst Diocese for our students. The strands of the curriculum framework are Trinity, Prayer and Discernment, Scripture, Christian Morality and Justice, Church and Tradition and Sacraments.

St. Michael's Sacramental Program

Parents are the first educators of their children in faith. At St Michael's we support the faith formation of our students and families in partnership with parents. Education in the Faith and in particular the responsibility of preparing children for the reception of the Sacraments of Reconciliation, Eucharist and Confirmation belongs to the family and parish and is willingly and enthusiastically supported by the school. It is considered a great privilege to join with families and children on their sacramental journey. Additionally, Sandhurst Diocese's advocate a parish and family program that is supported by the school. The Sacramental Life of the school is a life-giving element with the Eucharist celebrated regularly at School Masses and these relate closely to Feast Days and special events either in the life of the school or the life of the Church.

School Wide Positive Behaviour & Support

At St. Michael's we recognise the importance of a unified and consistent approach to the management of children's behaviour. We believe the whole school community is responsible for an effective policy, therefore communication and support between staff, children and parents is essential. Our principles of school wide positive behaviour reinforce our policy of Pastoral Wellbeing. They address the needs of each of the individuals concerned, treating them equally, justly and consistently, fostering their emotional, physical, spiritual, academic and social development.

Our Three School Wide Expectations are based of our Josephite school motto:

Courage Compassion Community

These expectations apply in every area of our school and our children are explicitly taught how to behave through our behaviour matrix.

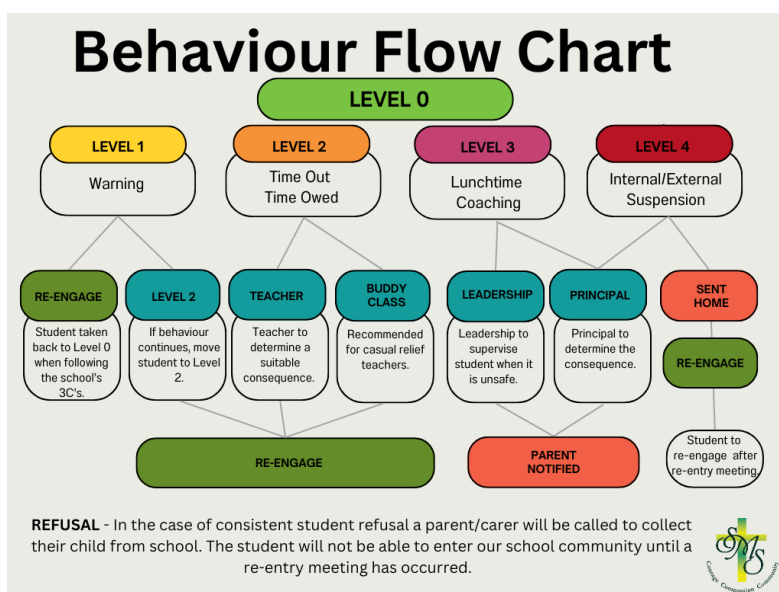
At St Michael's we value
COURAGE, COMPASSION & COMMUNITY

	Personal Space	Shared Space	Learning Space
We are Courageous	We are grateful We ask for help We are resilient	We are positive in words and actions We are problem solvers We use manners	We try our best We take risks We keep going
We are Compassionate	We are kind We are encouraging We forgive ourselves	We keep our hands and feet to ourselves We are mindful of others We forgive others	We listen We help others to succeed We include everyone
We are Community	We are safe We own our choices We practise emotional regulations	We care for all equipment We are patient We pack away	We follow instructions We share our ideas We stay on task

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Student Behaviour Policy

St Michael's commits to providing a safe environment and nurturing culture for all children. Anyone who breaches our child-safe code of conduct or policy will be subject to clear and rigorous processes to ensure the safety of our students, families, staff and community. St. Michael's seeks to develop a culture of positive behaviour, by setting clear expectations for students through our Whole School Positive Behaviour Matrix, using our values of courage, compassion and community to guide students to what our expectations are, and encouraging and reinforcing students' positive behaviour. Our Behaviour Matrix supports clarity and understanding for our community of the consequences for behaviours that are not aligned to our Whole School Positive Behaviour Matrix.



St Michael's Learning Philosophy

LEARNING PHILOSOPHY

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Pastoral Wellbeing

St. Michael's has a detailed Pastoral Wellbeing Policy that outlines in detail the approach taken to manage issues that may arise for students, staff and families. Please request a copy if you would like further information.

Specialist assistance is accessed via the Catholic Education Sandhurst Ltd and external agencies. Students with diagnosed learning disabilities may be eligible for services such as Speech Pathology, Occupational Therapy or ongoing support provided by the school.

We welcome and encourage parent participation and involvement in all aspects of our school's activities. If children see their parents showing an interest in the school and gain enjoyment from its activities they are much more likely to focus on their learning and gain enjoyment themselves. You can become involved through the bodies set up to assist the school, such as Parent Representative Group and School Advisory Council, or through your attendance at sports days, excursions, school celebrations, taking an interest in the learning throughout the term as communicated through the termly Class Newsletters, or their homework activities.

School Policies are developed in conjunction with Catholic Education Sandhurst Ltd. We utilise the CompliSpace platform to share our school and system policies. All Policies are developed to comply with legislative changes and legal requirements and guidelines. Full copies of these policies are available from the school and via our website.

School Advisory Council

St. Michael's School Advisory Council exists as a major strategic advisory body in the structure of the school. The School Advisory Council consists of a Parish Representative, Principal, representative members of the school staff and elected members from the school parent body. Elections are held in Term 1 and parents are encouraged to nominate for a position on the Council.

Homework

Pupils will be required to do a certain amount of work outside school hours. Set work gives parents the opportunity to engage with what is being taught at school and also allows the parent to encourage the child by showing an interest in what is being done. All children should be encouraged to share their daily school experiences and to spend some time reading at home. Children from Foundation to Grade Six are given regular reading. Children in Grades Three to Six will be given home activities sheets on a regular basis. It must be noted that it is the child's responsibility to complete home activities on time and to a satisfactory standard, not the parents. Please refer to the full Homework Policy available from school for statements regarding purpose, principles and guidelines for homework.

Camps and Excursions

Camps and excursions are seen as an important part of the school curriculum, in Grades 5 and 6 camps are compulsory and a requisite to the school curriculum, fee refunds will not apply. In extenuating circumstances, camp fees may be refunded if approved by the Principal no later than 60

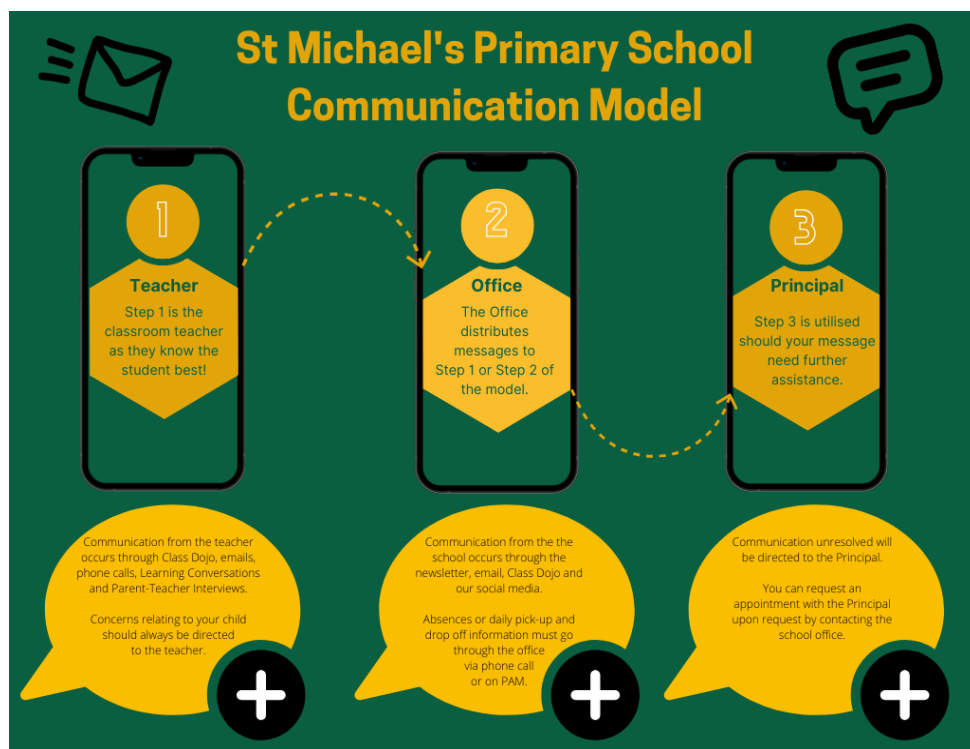
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days prior to the scheduled camp date. Excursions are arranged during the year at reasonable intervals and are intended to provide children with a variety of educational, social and cultural experiences. The School Camps & Excursions Policy provides for ongoing development as each child progresses through the school and camp destinations will alter each year dependent on the curriculum focus areas.

Specific permission to attend organised excursions involving bus travel will be requested in a notice advising parents of dates and times. Unless permission is granted a child will not be able to attend.

Communication

It is our belief that the children's learning and development is best situated in a partnership between the family and school that is respectful, collaborative and positive. That is why communication with the school is crucial to your child's flourishing during their time at St Michael's. We communicate regularly to parents via Class Dojo, SIMON - PAM parent communication module, the fortnightly school newsletter, student reports, email, phone calls and student-family-teacher learning conversations. If you as parents have any queries relating to the school and in particular any aspect of your child's wellbeing, please do not hesitate to call the school and make an appointment to discuss with your child's teacher at the first instance and then with the Principal if necessary.



SIMON Everywhere App

<https://apps.apple.com/au/app/simon-everywhere/id1467854354>

Our school uses the SIMON Everywhere App for Communications. It allows access to your child's school information and to authorise permission consent for excursions and camps.

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Please install the APP on your smart device, allow notifications and then select our school from the drop down list. It will prompt you for your user name (Which is your email address associated with our school) & your password. If you can not remember your password, the school can reset it for you.

We encourage all of our families to have the APP for ease of communication & updates.

We also have **Class Dojo**. <https://www.classdojo.com>

This platform is used as an interactive page to display photos, events and other relevant and important information. Class Dojo is only accessible by Parents & Staff from our school.

Student Reporting Process

At St Michael's our student reporting process encompasses:

- Term Class Newsletters
- Student-family-teacher Learning Conversations
- Semester 1 & 2 Reports

At the beginning of each term, classroom teachers send home a newsletter that details the curriculum learning and any other relevant information that will happen during the term.

Student-family-teacher learning conversations are scheduled early in Term One to provide the opportunity to provide information to the teacher about your child and discuss any areas that will need to know for the year.

A second student-family-teacher learning conversation is held after Semester 1 Student Reports have been released to families to discuss this report and set goals to support future learning and growth.

A final student-family-teacher learning conversation is held in Term 4 after Semester 2 Student Reports have been released to families to discuss this report, the achievement of goals or progress towards meeting goals set during the year, as well as to support the students as they move to their next level of education.

Semester Student Reports are completed at the end of Term Two and Term Four. These reports communicate to families the level of achievement and the progress your child has made during the semester. This report covers the curriculum areas taught and assessed during the semester.

The purpose of reports is to communicate this information to parents in order to assist student learning, keeping in mind the relevant program and activity goals appropriate to each individual child. Reports aim to describe what each child has achieved, their progress and how he or she has gone about their learning as well as providing other information relevant for your child in the general comment about their work habits, leadership, social and emotional wellbeing, celebrations and areas for future growth.

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In the event of a grievance

St. Michael's Primary School has the following process in place for dealing with any grievances involving a student, parent or staff member:

- Issues involving students will firstly be dealt with by the class teacher.
- Failing a satisfactory conclusion, or if the issue is a wider school issue, it is then referred to the Principal.
- If there is no resolution, the parent should contact the Catholic Education Sandhurst Ltd.

Uniform

At St. Michael's, our students are valued as vital members of our school community, and wearing the school uniform is an important way to show pride in being part of this community. All students are expected to wear the standard school uniform each day, which helps foster a sense of unity and belonging among us all.

We understand that there may be times when a student is unable to wear their uniform. In these cases, we kindly ask that parents or guardians send a note to inform the school.

To ensure that all items are easily identifiable, we also request that every piece of clothing be clearly labelled with your child's name. This not only helps with organisation but also teaches responsibility and care for their belongings.

Our students, by wearing our uniform with pride, contribute to a respectful, inclusive and cohesive school environment, reflecting the community values that make St. Michael's a special place for learning and growth.

A synthesis of contemporary research is that schools with a policy on full school uniforms are more likely to be high-performing academically and also less prone to high rates of bullying, exclusion, absenteeism, suspension and poor student behaviour choices. A school uniform encourages a sense of belonging and provides a visible identity in the St. Michael's School community. A school uniform eliminates parents' and students' unnecessary costs associated with fashion trends and peer pressure.

Our uniform reflects the distinctive nature of St Michael's Primary School with our colours, green and gold. The school logo features a cross at the heart of our Catholic belief that we nurture the mind and hearts of all students. Our philosophy of our school uniform reinforces our school motto, "Courage, Compassion and Community".

Hair

Hair is to be neat, off the face and not covering the eyes. Attention-seeking hairstyles, colours, or beading are not permitted. Hair longer than shoulder length must be tied back with plain forest green or gold bands/ribbons or scrunchies.

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Earrings

One set of matching earrings (one in each ear lobe) is permitted. These may be plain fine sleepers or small simple studs in gold or silver and may include a clear or coloured stone.

Necklaces

Necklaces are to be in gold or silver with a simple charm. These are to be unobtrusive, that is small and simple in appearance, if visible when worn with their uniform. Medical necklaces or bracelets may also be worn. Children may wear one small, plain ring on one hand.

Sunglasses

If students require sunglasses, they must meet the Australian Standard for eye protection (AS1067) with a category 2 or higher.

Parents should be aware that St. Michael's enforces a no hat, play in the shade policy within the timelines set by Sunsmart Australia. Children will be restricted to playing in the shade areas if they are not wearing a hat. Hats are available for purchase from our school office.

St. Michael's supplies Polo Shirts, Jumpers, Jackets, Hats & Beanies for sale. Second hand items are donated by families and available for \$5.00 per Item. School staff will be able to help you with your enquiries.

Uniform Options

- Bottle Green & Gold Polo Shirt with Logo
- Bottle Green shorts/Skorts
- Bottle Green track pant
- Bottle Green Fleece Jumper with Logo
- Bottle Green Jacket with Logo
- Black Leather school shoes or Runners, White socks
- Green Broad Brimmed Hat

Medications

In the event of any children taking regular medication (e.g. Asthma sprays) they should be encouraged to self-administer the medication properly. If any medication is to be administered by a teacher, a student medication form needs to be completed. Staff are not allowed to administer any medication without written approval from a doctor.

Please note any medication must be within the expiry date to be used and medical plans, including asthma and anaphylaxis action plans, must be renewed with your child/ren's doctor each year.

Accidents/Illnesses

Home is the best place for a child who is unwell - Parents are asked not to send sick children to school as we do not have adequate facilities to care for them. If your child is unwell please contact the school by phone or the SIMON - PAM communication module to notify us of your child's

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absence.

The school keeps a record of each child's medical information and emergency contact numbers if parents are unavailable. It is the parents' responsibility to inform the school of any changes to this information.

In the event of an accident or illness at school every effort will be made to contact the parents concerned or the person nominated as an emergency contact. When serious accidents occur, the ambulance and doctor will be contacted immediately.

Head Lice

Head lice infestations pose a continuing problem. Families are reminded that they need to be vigilant and ensure regular checks are performed at home. A screening program is in place at school and all families are asked to sign a consent form to allow a school nurse from the Tallangatta Health Service to check children's hair regularly.

Head lice prevention can be assisted by ensuring that long hair is tied back, regular checks for infestations occur and by administering treatment when required. Parents are obliged to inform the school if their children have head lice. The Principal will contact parents if head lice are detected. Once treatment is administered children are free to return to school.

Infectious Diseases

There are some diseases that require exclusion from school including:

- Measles: 4 days after onset of rash.
- German measles: 4 days or a medical certificate of recovery
- Infectious Hepatitis: Medical Certificate of Recovery.
- Whooping Cough: 5 days after starting antibiotic treatment and receipt of medical certificate
- Chicken Pox: Until fully recovered or at least 5 days after the first eruption
- School Sores: Until appropriate treatment has commenced and all sores must be covered
- Ringworm: Until one day after treatment has commenced
- Conjunctivitis: Until discharge from eyes has ceased
- Mumps: 9 days or until swelling subsides and receipt of medical certificate
- Hand foot and Mouth: Until all blisters are dried
- Gastroenteritis: Exclude until vomiting and diarrhoea has ceased for 48 hours or receipt of medical certificate
- Herpes Simplex: Exclude young children who may not be able to practise good hygiene while lesion is weeping
- Covid/Influenza: Exclude until well

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Families are referred to the Department of Human Services for a full list of communicable diseases and minimum exclusion periods.

<https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>

Children who are known to be or are suspected of being ill should not be sent to school.

Public Notice: Nut-Free School & Healthy Lunchbox Guidelines

To ensure the health and safety of all our students, we kindly remind you that our school is a NUT-FREE ZONE. Several students have severe nut allergies, and even trace amounts of nuts can cause life-threatening reactions.

Please do not send any of the following items to school:

- *Peanut butter or Nutella sandwiches
- *Snack bars containing nuts
- *Biscuits, baked goods, or spreads with nuts

Healthy Lunchbox Guidelines

We encourage families to pack nutritious and balanced lunches to support your child's learning, focus, and overall wellbeing. Try to include:

- Fresh fruits and vegetables
- Whole grain breads, wraps, or crackers
- Lean proteins (e.g., turkey slices, eggs, hummus)
- Dairy or dairy alternatives (e.g., yogurt, cheese)
- Water as the preferred drink

Please avoid:

- Sugary snacks (lollies, chocolate, soft drinks)
- Energy drinks or caffeinated beverages

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