

ST. MICHAEL'S CATHOLIC PRIMARY SCHOOL

Alfred St
PO Box 219
Mittagong 2575
Phone 4871 2279 Fax 4871 3494
E-mail: info@smmadow.catholic.edu.au
Web Address: <http://www.smmadow.catholic.edu.au>



PARENT HANDBOOK



Message From our Parish Priest

Whether you presently have children in the school or are a new family beginning at St Michael's Mittagong, please know that you are most welcome and I pray that your time here will be enriching and happy.

The Catholic school is an extension of a wider community – the parish. This makes our school of St Michael's a parish primary school. You have entrusted your child to the care of qualified and dedicated educators who will help you in your role as the "first teachers of your child in the ways of faith" (Rite of Baptism).

I hope you will become involved in the many activities connected with the school and parish, and that you will especially be with us as we gather for Sunday Mass each week, which is the heart of every Catholic community.

Sunday Mass times are:

Vigil Saturday 5.30pm at Mittagong

Sunday 7.30am at Mittagong 9am at Bowral 6pm at Bowral

During the school term, children's liturgy is held during the 5.30pm Mass each Saturday, where the children go to the school and are presented with a simplified gospel and other activities they enjoy. They return to Mass at the offertory. This is a great way to meet other families and also gives you a chance to be a little less distracted in your prayer. In any case, we love to see (and hear) your whole family at Mass.

Children are eligible to receive the Sacrament of Reconciliation (Confession) and First Communion in Year 3 and Confirmation in Year 6.

Here, we conduct these preparation programmes through the parish, and you as parents are very much involved. Enrolment into the respective programmes will be through your attendance at Sunday Mass.

If I can be of any assistance or you would like to know more about our parish, please feel free to contact me at any time. I hope that during the next few years we can get to know each other and continue to build the Church community in Mittagong and beyond.

Father Sean Cullen Parish Priest



Message From the Staff

Dear Parents,

We welcome you to St Michael's Catholic School and look forward to working with you as partners in educating your child. You are the first educators of your child and our task is to involve you as co-educators. Together we commit ourselves to developing each child as a whole person, so that they will develop as competent and confident individuals.

As part of the Catholic parish community we strive to help children develop a relationship with God. You are encouraged to be involved in our community so that the learning of your child is enhanced and the building of community is sustained.

We hope that you enjoy your time with us at St Michael's.

Staff of St Michael's Catholic School

Catholic Schools

Catholic Schools have a long and proud history in the Australian educational landscape. Originally established by orders of brothers, nuns and priests in the nineteenth century they are now almost entirely staffed and led by lay people.

Catholic Systemic Schools in the Diocese of Wollongong are either Parish Primary Schools or Diocesan Secondary Schools. We currently do not have a Systemic Diocesan Secondary School in the Southern Highlands.

Catholic Schools have a unique character because as well as being places where learning is highly valued, they are places where priority is given to a values-based education in the Catholic Faith. This involves all staff and students proclaiming the Good News of Jesus Christ to the world. Staff identify strongly with their school and take pride in their work and the school's achievements.

School Charism

Inspired by our founders, St Mary Of The Cross MacKillop and the Sisters of Saint Joseph of the Sacred Heart, our school has the charism of building a relationship with Jesus through valuing our relationship with each other.

Prayer and Liturgy

St Michael's School students assemble each morning and begin the day with a prayer to St Mary of the Cross MacKillop. In the classroom the students learn traditional Catholic community prayers enabling them to pray as one voice during Mass and other liturgies.

School Prayer

St Mary of the Cross pray for us and help us to be kind to all of the people we meet today. Amen

About St Michael's

St Michael's Catholic Primary School, Mittagong was founded in 1891 by the Sisters of St Joseph of the Sacred Heart. The school was originally called St Joseph's School; the name was changed in the mid-1970s to reflect the link with the local parish.

During its long history the school has catered for both primary and secondary education and, at one stage, included boarders. The Sisters of St Joseph withdrew from the school at the conclusion of the 2004 school year.

The staff of St Michael's School along with Father Sean Cullen, seek to continue to meet the educational and spiritual needs of students from the Parish of Mittagong and the surrounding villages. The school is part of the system of schools in the Diocese of Wollongong and is under the direction of the Catholic Education Office Wollongong.

Our school is committed to development of a deep sense of community and the welfare of each child and their family is recognised as the shared responsibility of the priest, staff, students and parents of the school.

Vision and Mission

Our Vision, inspired by St Mary of the Cross MacKillop, is that all children who leave our school:

1. **have a positive sense of community**
2. **have an appreciation of, and respect for themselves as valuable people**
3. **have respect for other people and the world in which they live**
4. **have been given the opportunity to attain their academic potential**
5. **are aware that learning is a life-long experience**

Following the example of St Mary of the Cross MacKillop, the Mission of our school community is to build a relationship with Jesus and live it in our values and relationships with each other.

Street Address

51-55 Alfred Street, Mittagong NSW 2575

Postal Address

PO Box 219, Mittagong NSW 2575

Telephone number

024871 2279

Email

info@smmdow.catholic.edu.au

Website

www.smmdow.catholic.edu.au

Official facebook page:

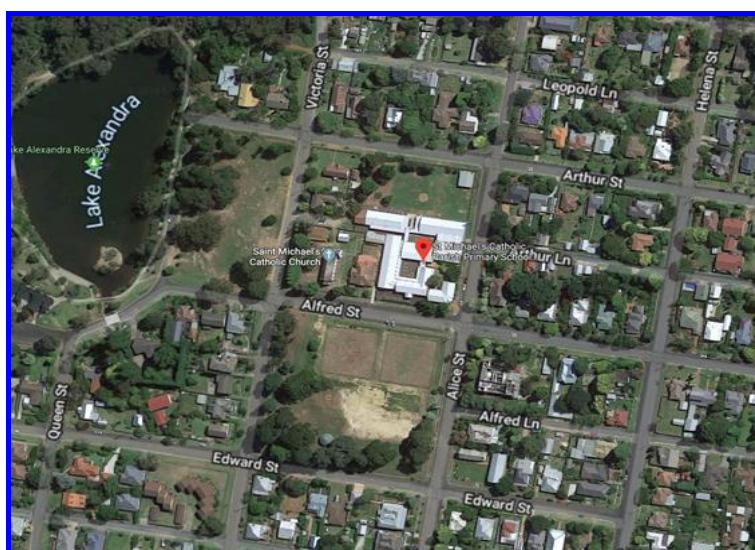
<https://www.facebook.com/stmichaels.mittagong>

Compass Link:

<https://smmdow-nsw.compass.education>

Site Map

The school is located at 51-55 Alfred Street Mittagong. As shown in the image below, access to the school is via Alfred Street and Alice Street. There is a back gate along Arthur street which is used for afternoon dismissal only. There is sufficient street parking along streets surrounding the school. The main bus pick up is along Alfred Street.



There is a school speed zone limited to 40km per\hr during the hours of 8:00am - 9:30am and 2:30pm - 4:00pm directly in Alice Street. The surrounding streets are all speed zoned.

St Michael's is a Catholic School in the Diocese of Wollongong. It is administered by the Catholic Education Office in close cooperation with the Bishop, The Most Reverend Brian Mascord.

SCHOOL STAFF FOR 2020

Leadership Team	
Principal	Katrina West
Assistant Principal	Richard Tuckwell
Middle Leader	Nathan Sherry
Religious Education Co-Ordinator (REC)	Rebecca Mitchell
SSSO	Rachell Berrell
Teaching Staff	
Kinder	Bernadette Bourke-Nash
Year 1	Christine Brogan
Year 2	Louise Campbell
Year 3	Anmarie Moroney
Year 4	Andrew Nash
Year 5	Nathan Sherry
Year 6	Rebecca Mitchell / Janine Webb
Specialist Teacher Support	Kelly Anderson (Mon, Tues, Wed)
Music	Keva Abotomey (Thurs, Fri)
PDHPE	Richard Tuckwell
PPT/Teacher Support	Sue Adams (Thurs/Fri)
ML Release	Janine Webb (Tues)
Creative Arts	Erin Whipp (Tues)
Support Staff	
SSSO	Rachell Berrell
Librarian	Linda Sewell (SSO)
SSO – Office/Classroom	Hilda Townsend
SSO – Office/Classroom	Carol Davies
SSO – Classroom/Library	Jennine Toohey
SSO – Classroom/Library/Office	Emma Storry
Parish Priest	
	Fr Sean Cullen
Bishop	
	Bishop Brian Mascord

TERM DATES FOR 2020

Term 1	Wednesday 29 January (students) - Thursday 09 April
Term 2	Monday 27 April - Friday 03 July
Term 3	Monday 20 July - Friday 25 September
Term 4	Monday 12 October - Wednesday 16 December (students) Friday 18 December (staff)

SCHOOL HOURS

8.20am	Teachers commence playground supervision
8.50am	Assembly
11.00am – 11.40am	Lunch
1.10pm – 1.40pm	Afternoon Tea
2.50pm	Classes dismissed

SCHOOL OFFICE HOURS

8.30am – 3.30pm Monday to Friday

STUDENT ABSENCES FROM SCHOOL

Parents must be aware of the following legal requirements in relation to absenteeism:

1. Children must bring an explanatory note signed by a parent after being absent. Alternatively, parents can record their child's absence using the Compass Parent Portal.
2. Any child needing to leave school during the day must bring a written note signed by a parent.
3. Parents needing to collect children during the day (before 2.50pm) must obtain a slip from the office before removing children from their classroom or the playground.
4. Children arriving late (after 9.00am) need to collect a "late slip" from the office before going to their classroom.
5. It is **expected** that Family Holidays will coincide with School Holidays. Parents are asked to **think seriously about the consequences of taking a child out of school during the year**. If parents decide to remove their child from school, parents must expect the possibility that some learning difficulties might arise. It is not feasible for individual programs to be prepared and corrected for every student who is removed from school. As part of the implementation of the National Standards, holidays taken by students outside of school vacation periods will now be included as absences. **A Certificate of Exemption can no longer be granted for this purpose.**

2020 SCHOOL FEES

DIOCESAN BASED FEES

The following fees are determined by the Catholic Education Office and invoiced per family.

FEE	AMOUNT	SUMMARY DETAILS
Tuition Fees	\$1678.00	Charged per family
SEDSO Levy	\$1025.00	Charged per family

SCHOOL BASED FEES

The following fees are determined by the school and invoiced either per student or per family.

FEE	AMOUNT	SUMMARY DETAILS
Resource Fee Kindergarten – Year 6	\$150.00	
Excursion Fee Kindergarten	\$40.00	
Excursion Fee Year 1	\$30.00	
Excursion Fee Year 2	\$30.00	
Excursion Fee Year 3	\$36.00	
Excursion Fee Year 4	\$36.00	
Excursion Fee Year 5	\$10.00	
Excursion Fee Year 6	\$19.00	
Learn To Swim Program Kindergarten – Year 3	\$81.00	
Student Activities/Incursions Kindergarten	\$10.00	
Student Activities/Incursions Year 1 – Year 6	\$16.00	
Sport Fee Kindergarten – Year 6	\$28.00	
Berry Camp Year 6	\$232.00	
Berry Camp Year 6 Food Component	*\$70.00	

Resource Fees

The Resource fee is set by the school and assists in covering the cost of such things as stationery, art & craft materials, photocopying, ongoing maintenance and replacement of resources such as reading materials, computers, Math's equipment, dictionaries, Bibles and resources for Key Learning Areas. The Resource fee is charged at a per child rate.

Tuition Fees

Tuition fees are determined by the Catholic Education Office in Wollongong, in consultation with Bishop Ingham, and are charged as a per family rate.

School Enhancement and Debt Servicing Obligation (SEDSO)

SEDSO is determined by the Catholic Education Office Wollongong in consultation with Bishop Ingham. It is a fee designed to assist with the repayment of loans and to contribute to the maintenance costs of the school. SEDSO is charged at a per family rate.

School Excursion, Student Activities Incursion, Camp, Learn to Swim Levies

These levies covers all known classroom excursions, school incursions (visiting performances/shows), transportation to athletics carnival, swimming carnival and cross-country etc. The main benefit of this is that no money has to be sent in throughout the year to cover the costs of these excursions, it will automatically be covered by the levy. The excursion levy cost will vary from class to class considering

the varying cost of the excursion for that class. The only thing it **doesn't cover** is if your child makes it to a Diocesan or MacKillop Carnival or any Gala Days that may occur during the year. There will be a letter sent home explaining the events that the Excursion Levy will cover for your child/children, and this fee will be charged at a **per child rate**.

Statement of Account for the full fees are available in early February. Accounts are due 30 days after the date of invoice unless a periodic payment arrangement is made with the school. All families who wish to pay by instalments should complete a **Request to Pay by Instalment Form** and submit it to their school either in person or by emailing instalments@dow.catholic.edu.au. The Request to Pay by Instalment Form provides advice regarding your preferred frequency and method of payment. Instalments are generated by the system and a schedule is issued by email with the amount of each payment and the date it is due together with your school fee statement at the beginning of each year.

Full details and forms are available on our website.

PAYMENT OPTIONS FOR SCHOOL FEES

Payments can be made in full or part using the following methods:

BPAY

BPAY allows school fees payment to be made 24 hours a day, 7 days a week over the phone or internet. Most financial institutions offers this service. The Biller Code and Customer Reference Number is available on request. BPAY can be set up as a regular deduction eg. Monthly, fortnightly through your financial institution.

EFTPOS

Payments from savings and credit card accounts are processed via the school office immediately whilst the cardholder is present to authorise the amount. We accept Mastercard and Visa Card.

Direct Debit – Savings Accounts

Direct Debit, is managed by the Catholic Development Fund. The direct debit is a written authorisation that is given to the school by you to make a one-off payment or payments on a regular cycle from your nominated bank account. This can be weekly, fortnightly or monthly. An authorisation form, is required to be completed and returned to the school for this payment method to occur. A new direct debit form needs to be completed and submitted for any *changes*.

Cash, Cheques and Money Orders

For safety and security reasons, we strongly recommend, that any large amounts of cash, are not brought to school by students.

Cheques and Money Orders may be made payable to the full school name – St Michael's Catholic School.

Information regarding school fees including the Diocesan School Fee Management Policy can be found on our website.

SCHOOL UNIFORM

Girls Uniform

Summer:

Navy blue small check dress (navy buttons).
White socks
Black leather school shoes

Winter:

Navy blue tunic uniform
Navy blue slacks (corduroy acceptable)
Navy blue long socks or stockings
Blue blouse
School Tie

Boys Uniform

Summer:

Blue short sleeved shirt.
Grey school shorts (**NO cargo pants**)
Grey socks
Black leather school shoes

Winter:

Blue long sleeved shirt
Grey long trousers (corduroy acceptable)
School Tie
Grey socks

Sports Uniform (boys/girls)

Summer:

Navy/red polo shirt with school crest
Navy blue shorts with school logo
(**girls: NO bike shorts or skorts**)
White socks
White sports shoes with **white** laces

Winter:

Navy/red polo shirt with school crest
Navy Sports Jacket with school crest
Or navy jumper with school crest
Navy sports pants (no tracksuit pants)
White socks
White sports shoes with white laces



Example of sock length

EXTRAS (Unisex)

School Jackets, navy cardigan, jumper or sloppy joe to be worn as needed.
School hat/Beanie (we have a no hat-no play policy).

Uniform (except polo shirt) is available from: Mimosa, 30 Orient Street, Mittagong.
Ph: 4871 2764

Sports Polo, hats and beanies are available from the school office

OPTIONAL ITEMS

1. Navy or black parker or duffle coat.
2. School Beanie (available from the office for \$10.00).
3. Scarves - must be school colours.

The only jewellery to be worn is a watch and earrings. **(Gold or Silver Studs or sleepers only).**



Example of acceptable earrings

PURCHASING OF NEW UNIFORMS

- Sports polos, hats and beanies are available from the office.
- Remainder of uniform is available from Mimosa
30 Orient Street, Willow Vale Telephone: 4871 2764

CLOTHING POOL

This is a second hand uniform clothing pool available at school. Please contact Mrs Berrell or Mrs Townsend in the office for details.

HAIR

Hair should be neat and tidy with no exaggerated hairstyles. For boys, no crew cuts/undercuts, shaved cut in designs (eg zig zags) and no long hair which is covering the eyes. For girls, hair needs to be tied back if at shoulder length or longer, using headbands and ribbons that are of the school colours. Tying it back assists in reducing the prevalence of hair lice.

MOBILE PHONES

If students need to bring a mobile phone to school for afternoon communication with parents, it must be handed to the class teacher or school office in the morning for safe keeping during the day.

CARE OF BELONGINGS

It is important that all your child's clothing and other belongings are clearly marked. As a school we encourage the children to take responsibility for all of their belongings. If an item goes missing, it will generally be sent to the office or lost property, which is located on the ramp outside the canteen.

EVERY ITEM NEEDS CLEAR LABELLING

HOME SCHOOL COMMUNICATION

Effective communication between home and school is essential for maintaining a positive and co-operative relationship between parents and teachers, ultimately for the enhancement of the child's progress in learning.

Communication from home

When forwarding money or notes to school, it is appreciated when an envelope is used marked with your child's name and class and purpose – (school fees, P & F etc). Please send these to the class teacher.

If you wish to meet with your child's teacher, please contact them directly to make an appointment.

In respecting the dignity of every child, we would ask if there is a difficulty with another child, please refer the matter to the school, so we can investigate the full story and deal with the issue. Please do not contact other children involved or their parents.

Communication from school

Each class teacher will hold a Parent Information Meeting at the beginning of the year. This meeting will provide important information about the learning taking place for your child and will assist you in supporting this at home.

The school emails a newsletter out each Tuesday or can provide a paper copy on request. It will contain updates of special events, as well as important happenings that are taking place. It is also available through the school website and Compass Parent Portal. We also have in use a Facebook page. The facebook page is used to showcase current events in the school, provide reminders and alerts.

Academic reports for Years 1-6 are sent home at the end of Term 2 and Term 4. Parent/Teacher interviews take place at the end of Term 1 and offered again once reports are sent home. Teachers may request extra interviews as the year progresses.



COMPASS

At St Michael's Catholic Parish Primary School we use the Compass Parent Portal system for many of our communications including the school calendar, general class information, student attendance data, parent/teacher interviews and absence/late/early leave parent approvals. The Compass Parent Portal is an integrated, online portal that allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers
- Update your family contact information
- View your child's timetable and the school calendar
- Download and view your child's Semester Reports and Progress Reports
- Provide consent and payment for school excursions
- Pay school fees
- Book Parent/Student/Teacher Conferences

BEHAVIOUR SUPPORT

The school's Behaviour Support Policy is based on the practices of Restorative Justice, which highlight the need for all members of the school to take responsibility for their actions in a culture of trust. The policy refers to the rights and responsibilities that each member of the school community has toward other members of the community. If we truly accept our rights and responsibilities, we act in the way Jesus would act. We believe that every child deserves respect when being corrected. Teachers are encouraged to search out the causes of misbehaviour and help the child understand why the behaviour is unacceptable.



SCHOOL BEHAVIOUR MANAGEMENT PLAN & PROCEDURES

St Michael's Catholic Primary School is working as a SPB4L school (School-wide Positive Behaviours for Learning) implementing the strategies across the school from K-6.

WHAT IS PB4L?

Positive Behaviour For Learning (PB4L) is a framework that helps schools to plan and implement practices across the whole school to improve educational and behaviour outcomes for all students.

The PB4L framework is founded on a positive approach to whole school wellbeing with targeted approaches for students with higher levels of need.

The primary aim of PB4L is to improve educational outcomes for students. It achieves this through:

1. prevention of behaviour problems and management of existing issues positively and consistently.
2. developing skills and knowledge in schools for better teaching and learning.
3. creating and maintaining a better school environment for students, teachers and the whole school community.

SCHOOL RULES

We have the responsibility to:

1. **show respect**
2. **co-operate**
3. **be safe**
4. **be a learner**



MEDICATION

St Michael's has a duty to take reasonable care for the safety and welfare of our students. This care extends to assisting students manage their medical condition that requires medication, where medication cannot be administered outside of school hours.

If your child requires staff to administer prescription or over-the-counter medication at school, you will need to complete a *Request to Administer Medication Form*.

School staff will only administer prescription medication that:

- Has been prescribed by a qualified medical practitioner (e.g. doctor, dentist)
- Is in its original container
- Has an attached pharmacy label to the container
- Has been delivered to the school by the parent/ carer and is accompanied by a completed *Request to Administer Medication Form*

School staff will only administer Over-The-Counter medication (eg: panadol, zyrtec) that:

- Is in its original container
- Has been delivered to the school by the parent/carers and is accompanied by a completed *Request to Administer Medication Form* **including the signature and stamp from a qualified medical practitioner.**

If your child requires more than one medication, you will need to complete a form for each medication.

Asthma

If your child suffers from asthma, they must have an Asthma Management Plan, provided by their own Doctor. This plan provides up-to-date information for the school regarding the medical management of your child's condition. This plan must be renewed **annually**. A copy of this document needs to be handed into Mrs Berrell in our office. If your child needs to have an asthma spray, it is a school preference that they be kept in the school office. If you would rather your child have it with them, please discuss this with your child's teacher. All children must have their own spacer, clearly labeled with their name and is to be kept in the office.

Anaphylaxis

If your child is at risk of anaphylaxis or an allergic reaction, it is important that the school is provided with a current **ASCIA Anaphylaxis Action Plan** completed by a doctor. This plan provides up-to-date information for the school regarding the medical management of your child's condition.

We have a number of children at our school that can have anaphylactic reactions to certain foods. This is a life threatening condition. We ask that children **do not** bring peanuts/nut products, egg and seafood products to school, and understand they are not to share food or drinks. All food and drink containers are clearly labelled with the name of the child for whom it is intended. **It is also quite important for the children to wash their hands thoroughly after they have eaten.**

Illnesses

It is important that children are not sent to school if they are not well. Most diseases are infectious and spread very quickly through the classroom.

Children suffering from infectious diseases shall be excluded from school until a medical certificate is produced or the periods stated are observed.

Immunisation Certificates

Immunisation Certificates are to be provided to the school on enrolment. Unimmunised children are excluded from school on the outbreak of vaccine preventable diseases, when requested by the Medical Health Officer, as per the NSW Public Health (Amendment) Act 1992.

ILLNESS EXCLUSION FROM SCHOOL PERIOD

Measles	At least 5 day from the appearance of the rash until fully recovered.
German Measles	Until fully recovered.
Chicken Pox	Until fully recovered, at least 7 days from the appearance of the first spots.
Mumps	14 days from the onset of swelling.
Ringworm	Re-admitted on receipt of a Medical Certificate that lesions are inactive.
Acute Conjunctivitis	Until discharge from eyes has ceased.
Impetigo (School Sores)	Excluded only if on exposed surface.
Head Lice	Until hair is completely cleaned; neither nits nor lice being present.
Meningococcal Infection	Re-admitted on receipt of medical certificate of recovery.
Streptococcal Infection	Re-admitted on receipt of medical certificate of recovery.
Infectious Hepatitis	Re-admitted on receipt of medical certificate of recovery.
Whooping Cough	Three weeks from onset of the whoop.
Slapped Cheek Syndrome	While fever is present.



AFTER SCHOOL ENDS

The bell rings at 2.50pm to end our school day:-

Catching The Bus - The children catching a bus home, will line up under the COLA (Covered Outdoor Learning Area) in the correct bus line. All children will know which bus they are catching home before they start catching the bus. They are to be ready to be escorted by a staff member to their designated bus.

Children who are being picked up - Children are to wait on the steps outside the hall if you are not here waiting for them when the bell has rung. All children will be supervised whilst they wait for their parents to pick them up. There is a pickup zone on Alice Street, outside the hall for parents to park so they can quickly collect their children. **No long term parking in this area.** You may also park along Alfred Street to come in a wait for your child/children, however, we ask that you do not sit directly outside your child's classroom to wait for them, as this can be very distracting for the children. If you are exiting the school via the Alfred Street exit (in between the library and the kindergarten classroom), please be mindful, that this is the same exit used for the children catching the buses and to be particularly careful when crossing the roads. **PLEASE DO NOT WALK BETWEEN THE BUSES TO CROSS THE ROAD.**

Should you be late picking up your children, at 3.00pm they will be directed to the office to wait for your arrival. Please ring the office if you are going to be delayed.

Children walking home - will be escorted by a staff member whilst they cross the street in the direction of their homes. **At no time are you to take another person's child home with you, without the parent's permission or knowledge of our staff.**

Children riding a bike - Our School Policy states that children under 10 years of age **do not** ride bicycles to or from school unless accompanied by an adult.

Students who ride to school must have read the School's bicycle policy and returned to the school the signed acknowledgement form along with a written permission note signed from the parents **before** they are allowed to ride their bike to and/from school.

Please contact the school for a copy of the bicycle policy and permission note.

Afternoon Change of Plans - Should you need to change plans for your child leaving school, please ring the office as soon as you become aware of this and ideally **no later than 2.30pm**. Please **DO NOT** leave it until 2.50pm, as it makes it very difficult to find children after they have been released from the classroom.

STAFF DEVELOPMENT DAYS

Catholic Schools have permission from the Catholic Education Office to close the school for five days per year for the purpose of Staff Development. As the children do not come to school on these days, parents are notified at least four weeks in advance, so that child minding arrangements can be made if necessary.

EXCURSIONS

As part of our education programs, classes may attend an excursion. These excursions are linked to the units of work being delivered in the classroom and each child is expected to attend. Notes will be provided about these excursions. The cost of these excursions are paid for by parents and will be covered in the Excursion Levy. A cost limit of approximately \$30-\$40 per student for each excursion with the exception of the Year 6 Camp and the Bi-annual stage 3 Excursion to Canberra.

CANTEEN

The canteen is a service provided by 'Fresh Starts Canteens and is operated independently of the School. The canteen is open for breakfast and lunch most Thursdays and some Friday. If your child wishes to order their lunch, please ensure their name, class and order are written on a bag with money enclosed. Orders are placed in the order box before school and lunches distributed near classrooms at lunchtime. Change is placed in the lunch bag. Lunch orders can also be made through the Flexischools app. Orders made through the app, must be made no later than 8.55am on the morning.

PARENTS AND FRIENDS ASSOCIATION (P&F)

This is a parent body that supports the work of the school by fundraising and organising social functions. Many of the resources are available to the children because of the generosity of the parents who work in this association.

All parents are invited to be active members of the P & F Association. We currently have P&F coordinators who are responsible for communication and finances along with a class representative for each grade who co-ordinates the fundraising activity associated to the grade.

Social events are held several times during the year, which are organised by the P & F Association. As well as being fundraisers, these events aim to build the community spirit of the parent body.

PARENT HELPERS AND VOLUNTEERING

Volunteers (eg: parents/carers)

St Michael's values the many volunteers that assist in our school community e.g.: in our classrooms/with sports events/school concerts and fundraising activities. Volunteer participation in the work of the school is greatly appreciated and valued.

Volunteers must:-

- ensure that they comply with the school's expectations and practices;
- treat students with respect;
- always act prudently and maintain appropriate personal boundaries;
- remember that you are acting as a role model to the students who observe you.
- at all times comply with any direction or instruction given to him/her by the Principal, Assistant Principal, class teacher;
- understand that volunteers work in a position of trust and that strict rules govern all confidentiality aspects. Such guidelines should be clear, unambiguous and exemplified by the model provided by teachers. A confidentiality agreement must be signed by every volunteer;
- comply with current Working With Children Check (WWC) legislation before being able to volunteer in any capacity. Refer to Safety and Wellbeing on the Catholic Education Office Wollongong website:
<https://www.dow.catholic.edu.au/safety-and-wellbeing/wwcc>;
- familiarise themselves with the CEO Social Media Policy. <https://www.dow.catholic.edu.au/about-us/policies/social-media-policy/>

Note: **Parents or Carers** as Volunteers may be **exempt** from the WWCC. If exempt **and you don't** already have a WWCC, a Declaration will need to be completed and returned to the School. Please contact the School for the appropriate form.

Prior to volunteering at St Michael's, volunteers must complete, sign and return the necessary documentation as required by the Catholic Education Office.

All adult visitors (including parents/volunteers) **must** attend the office and 'sign in' the Visitors' register prior to undertaking any volunteer work.

Please contact the school for further information.



School-Based Process for Resolution of Complaint

