

# ST MICHAEL'S PARISH SCHOOL ASHBURTON

A safe community of animated learners enlightened by faith in God



## St Michael's Parent Handbook 2023



### Connect with St Michael's



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# TABLE OF CONTENTS

<b>Assembly</b>	<b>14</b>
<b>Assessment and Reporting</b>	<b>14</b>
<b>Attendance</b>	<b>14</b>
<b>Bicycles</b>	<b>15</b>
<b>Brain Food</b>	<b>15</b>
<b>Buddies</b>	<b>15</b>
<b>Camping Program</b>	<b>15</b>
<b>Melbourne Archdiocese Catholic Schools (MACS) Referral Process</b>	<b>16</b>
<b>Child's History</b>	<b>16</b>
<b>Child Safe Standards</b>	<b>16</b>
<b>Class Contact Lists</b>	<b>17</b>
<b>Class Meetings</b>	<b>17</b>
<b>Class Office Basket System</b>	<b>17</b>
<b>Classroom Helpers</b>	<b>17</b>
<b>Classroom Representatives</b>	<b>17</b>
<b>Cleaning</b>	<b>17</b>
<b>Diary Dates</b>	<b>19</b>
<b>Dogs</b>	<b>19</b>
<b>Dropping Off and Picking Up</b>	<b>19</b>
<b>Emergency</b>	<b>19</b>
<b>Enrolment Policy</b>	<b>19</b>
<b>Enrolments</b>	<b>20</b>
<b>Excursions and Incursions</b>	<b>20</b>
<b>Extra-Curricular Activities</b>	<b>20</b>
<b>Finance and Money</b>	<b>21</b>

<b>St Michael's School Fees and Levies 2023</b>	<b>22</b>
<b>First Aid</b>	<b>22</b>
<b>Head Lice</b>	<b>23</b>
<b>Homework</b>	<b>23</b>
<b>Internet and Email Use</b>	<b>23</b>
<b>Interschool Sports</b>	<b>23</b>
<b>Labelling</b>	<b>23</b>
<b>Late Arrival and Early Leaving</b>	<b>24</b>
<b>Library</b>	<b>24</b>
<b>Lost Property</b>	<b>24</b>
<b>Lunches</b>	<b>24</b>
<b>Medical</b>	<b>24</b>
<b>Medical and Dental Appointments</b>	<b>26</b>
<b>Meditation</b>	<b>26</b>
<b>Mobile Phones</b>	<b>26</b>
<b>Multisensory Structured Language</b>	<b>26</b>
<b>NAPLAN Testing</b>	<b>27</b>
<b>Newsletter</b>	<b>27</b>
<b>Office Hours</b>	<b>27</b>
<b>Open Days</b>	<b>27</b>
<b>Operoo</b>	<b>27</b>
<b>Out of School Hours Care</b>	<b>28</b>
<b>Parent Concerns</b>	<b>28</b>
<b>Parental Involvement</b>	<b>28</b>
<b>Parents' and Friends' Auxiliary (PFA)</b>	<b>29</b>
<b>Parish Pastoral Council (PPC)</b>	<b>30</b>
<b>Playground Supervision</b>	<b>31</b>
<b>Prep Transition</b>	<b>31</b>

<b>Literacy Intervention</b>	<b>31</b>
<b>Respectful Relationships</b>	<b>32</b>
<b>Religious Education</b>	<b>32</b>
<b>Reports and Student/Parent/Teacher/ Conversations</b>	<b>32</b>
<b>Sacramental Education</b>	<b>32</b>
<b>Scholastic Book Club</b>	<b>33</b>
<b>School Advisory Council (SAC)</b>	<b>33</b>
<b>School Closure Days</b>	<b>34</b>
<b>School Enhancement</b>	<b>34</b>
<b>School Grounds and Buildings</b>	<b>34</b>
<b>School Photographs</b>	<b>35</b>
<b>School Policies</b>	<b>35</b>
<b>School Population and Year Levels</b>	<b>35</b>
<b>Specialist Programs</b>	<b>37</b>
<b>Student Representative Council (SRC)</b>	<b>37</b>
<b>Sun Smart</b>	<b>37</b>
<b>Supporting Our Students</b>	<b>37</b>
<b>Swimming</b>	<b>37</b>
<b>Testing Arrangements</b>	<b>37</b>
<b>Toilets</b>	<b>37</b>
<b>Traffic and Parking</b>	<b>38</b>
<b>Uniform</b>	<b>38</b>
<b>Website</b>	<b>39</b>
<b>Wet/Hot Day Program</b>	<b>39</b>
<b>Working With Children Check (WWCC)</b>	<b>39</b>
<b>~ ST MICHAEL'S CONTACT LIST ~</b>	<b>40</b>

# OUR VISION



**St Michael's Parish School...**

**A Safe Community**

**of**

**Animated Learners**

**Enlightened by Faith in God**

# Quis Ut Deus | Who is like God

## WELCOME

At St Michael's School, we are a community of learners where all students are personally known, encouraged and supported by a dedicated, committed and caring staff. We provide a safe environment where a quality, comprehensive, co-educational, Catholic education from Prep to Year Six is provided.

We have zero tolerance for child abuse and adhere to the 11 Child Safe Standards in Ministerial Order 1359.

As a Parish school we must have a sense of corporate purpose and a responsibility for the application of the teachings of Jesus, firstly within our immediate school community and then to the wider community, which we serve.



We want our school to be a place where these teachings and attitudes are transmitted, not only through the provision of a well-planned and systematic curriculum, but through the sincere and interpersonal relationships that are nurtured and developed between all members of the school community.

We work to ensure that the learning offered, and the teaching in St Michael's School, support and promote the principles and practice of Australian democracy, including a commitment to:

- elected government;
- the rule of law;
- equal rights for all before the law;
- freedom of religion;
- freedom of speech and association; and
- the values of openness and tolerance.



***At St Michael's we aim to provide a physically safe and emotionally secure environment, where each child feels accepted and respected, and is challenged to work to his/her full potential.***



# PROFILE OF ST. MICHAEL'S

St Michael's School is a Catholic Parish Primary School in the Archdiocese of Melbourne. Unlike State Schools, which are all run from a central office, Catholic Primary Schools are individual entities. Each school is directly responsible for its own economic survival and the employment of staff. All staff are employees of the Melbourne Archdiocese Catholic Schools (MACS). St Michael's is situated at 268 High Street, Ashburton, one kilometre west of Warrigal Road, and in close proximity to the main Ashburton shopping centre and both the Alamein and Ashburton railway stations. The student intake areas comprise parts of Ashburton, Glen Iris, Ashwood, Burwood, Solway and Alamein. These suburbs are predominantly residential areas.



**St Michael's Parish**  
Ashburton

268 High Street  
Ashburton 3147  
Ph: 9885 2498  
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## Part of a vibrant Parish Community

St Michael's School is established and maintained to serve St Michael's Parish faith community and is an integral part of the St Michael's Parish Community. Our Parish Priest, Fr Laurence Cortez, is the priest of the Parish community and the liturgical leader of the Parish. Fr Laurence works with staff and parishioners to ensure that liturgical celebrations with students are festive, inclusive and meaningful. All families are warmly invited and encouraged to participate in the life of the Parish. We are additionally fortunate to have Deacon Malcolm Lock in our Parish community, who works alongside Fr Laurence with Parishioners, Staff, families and students in faith development.

## School Principal

In 2023, Mrs Annie Herbison is the Acting Principal of St Michael's School. Principal Appointment is only after meeting criteria developed by Melbourne Archdiocese Catholic Schools (MACS) and completing a panel interview. The Principal's administrative role is carried out in the areas of management, curriculum development and evaluation, school policy, student guidance, and use and care of property. Staff management, liaising with parents and promoting effective community relations are also important elements of her role. Another key element of the Principal's role is to be lead learner for school effectiveness and improvement. The Principal works closely with the Leadership team and all staff to promote and support high expectations and key research based initiatives for improved outcomes. The Principal is accountable to Melbourne Archdiocese Catholic Schools (MACS) and the Victorian Institute of Teaching. Parents are welcome to drop in or make an appointment to meet Mrs Herbison to discuss matters of interest or concern in relation to your child.

# Recommendations of School Review 2020

All Catholic Schools undergo a School Improvement Process (School Review) every four years. During a School Review, practices and policies are reviewed and the school takes part in a rigorous registration process which includes Child Safety and Occupational Health and Safety matters. The Learning and Teaching aspect of the school has close examination, as do the various procedures that occur in the school on a daily basis. All stakeholders are asked to contribute to the School Review - staff, students and parents. The last School Review for St Michael's was held in 2020 and will be in line for our next Review in 2024.

## Recommendations from 2020

*As St Michael's School engages in the process of strategic thinking and planning, manifesting in the development of its School Improvement Plan for the next four years, the reviewer recommends that the school:*

- 1. Develop the collective and individual capacity of the leadership team through*
  - *collaboration with staff in the development of a shared vision for St Michael's School*
  - *empowering staff in their respective roles*
  - *review and renewal of professional learning priorities and the agreed strategies*
  - *building a culture of trust and partnership.*
  
- 2. Collaboratively develop a consistent school-wide approach to student wellbeing by*
  - *reviewing existing practices*
  - *developing agreed upon policies and practices within a framework for social and emotional learning*
  - *providing professional learning and support for teachers for the ongoing implementation of school-wide wellbeing provision.*
  
- 3. Build on St Michael's School learning and teaching practices to collaboratively develop and document a whole of school approach to learning and teaching which reflects continuing high expectations. This can be done through*
  - *consistent application of effective teaching strategies and learning designed to meet the needs of the students*
  - *focus on increasing student feedback, engagement and agency in their learning.*



# ST. MICHAEL'S STAFF

<b>Parish Priest</b>	Fr Laurence Cortez
<b>Deacon</b>	Malcolm Lock
<b>Acting Principal</b>	Annie Herbison
<b>Deputy Principal</b>	Eloise Ellis
<b>Office Manager</b>	Kathy Muhllechner (Mon, Tue, Thu, Fri)
<b>Admin Assistant</b>	Ranagul Ghopur (Tues, Wed, Thu)

<b>Prep</b>	Room 3 & 4	Alexander Panas
<b>1/2</b>	Room 1	Caitlin O'Donnell
<b>1/2</b>	Room 5	Rachael Lampe
<b>1/2</b>	Room 2	Alex Terzakis
<b>3/4</b>	Room 7	Deanna Imbriano
<b>3/4</b>	Room 8	Desiree Harding (Monday, Tuesday, Wednesday, Friday) Samantha Isaacson (Thursday)
<b>3/4</b>	Room 6	Bianca Toldi
<b>5/6</b>	Room 9	Katrina Balzat (Monday, Thursday, Friday) Lyn O'Brien (Wednesday, Thursday)
<b>5/6</b>	Room 10	Jessica Casey
<b>5/6</b>	Room 11	Michael Stent

<b>RE Leader</b>	Rachael Lo Ricco
<b>Literacy Leader</b>	Elise Rimington
<b>Learning &amp; Teaching Leader</b>	Eloise Ellis
<b>Learning Diversity Leader</b>	Emma Quinless
<b>Student Wellbeing Leader</b>	Samantha Isaacson
<b>Mathematics Leader</b>	Rachael Lo Ricco
<b>Literacy Support</b>	Louise Headley

<b>Level Leaders</b>	Prep - Ally Panas
	1/2 - Caitlin O'Donnell
	3/4 - Deanna Imbriano
	5/6 - Michael Stent

<b>Specialist</b>	
<b>Sport Coordinator (Rm 13/The Hub)</b>	Jordan Lo Ricco
<b>Mandarin</b>	Lily Luo
<b>Performing Arts (Supper Room/ B B Theatre)</b>	Josie Sproule-Carroll
<b>Visual Arts (Art Room)</b>	Jess Fary
<b>Science &amp; Technology Teacher (Rm 14)</b>	Ann Lagreca
<b>Reading Recovery (Collab 1)</b>	Louise Hedley
<b>Library Teacher (Resource Centre)</b>	Rosie Ashburner
<b>Education Support</b>	Erynn Moser Owen Mahoney Natalie Billing Louise Story Zainab Baquari Kate Borg Giovanna Boccari

<b>Cleaning</b>	iClean
<b>Maintenance</b>	Rob Norman (Mon)

All staff take responsibility for various areas in the school's operations. We have a highly professional staff team who are dedicated to caring for the students of St Michael's and providing the best possible educational opportunities for the students in their care. The staff are readily accessible and available to parents to discuss any issues or concerns in relation to your child. At St Michael's, the staff value working in partnership with our families so that your child will gain the maximum benefit from school.

## LEADERSHIP TEAM 2023

Acting Principal	Annie Herbison
Deputy Principal	Eloise Ellis
RE Leader	Rachael Lo Ricco
Literacy Leader	Elise Rimington
Learning & Teaching Leader	Eloise Ellis
Learning Diversity Leader	Emma Quinless
Student Wellbeing Leader	Samantha Isaacson
Mathematics Leader	Rachael Lo Ricco
Prep Level Leader	Alexander Panas
1/2 Level Leader	Caitlin O'Donnell
3/4 Level Leader	Deanna Imbriano
5/6 Level Leader	Michael Stent
Specialist Leader	To be advised

## TERM DATES 2023

Staff Induction Days	Friday 27 <sup>th</sup> January 2022
Student Testing Days	30 <sup>th</sup> January - 31 <sup>st</sup> January
Term One	1 <sup>nd</sup> February – 6 <sup>th</sup> April
Term Two	24 <sup>th</sup> April – 23 <sup>th</sup> June
Term Three	10 <sup>th</sup> July – 15 <sup>th</sup> September
Term 4 Four	2 <sup>nd</sup> October – 14 <sup>th</sup> December



**Please note: Apart from the first day of school, Wednesday 1st February, Preps have all other Wednesdays off until the week commencing Monday 13th March.**

# SCHOOL HOURS

School hours

8:50am – 3:30pm (Monday 3:15pm)

8:30am	<u>Supervision</u> – Quiet play
8:50am BELL	Students move into classrooms Weekly Monday Morning Assembly 8:50am to 8:55am <b>First learning session starts</b>
10:50am BELL	<u>Supervised</u> eating in classrooms
11:00 – 11:40am	<b>MORNING RECESS</b>
11:35am BELL	Students to have a drink and go to toilet
11:40am BELL	Students return to their classes
11:45am	<b>DAILY MEDITATION STARTS</b>
11:50am	<b>Second learning sessions starts</b>
1:50 – 2:30pm	<b>AFTERNOON RECESS</b>
2:25pm BELL	Students to have a drink and go to toilet
2:30pm BELL	<b>Third learning session starts</b>
3:30pm BELL *3:15pm	Dismissal *Monday dismissal
3:30 – 3:45pm	<u>Supervision</u> – Quiet play (Monday 3:15 – 3:30pm)

Students are not to enter the school until after 8:30am as the school is unsupervised before this time. All gates will be locked at 9:00am until 3:15pm (3:00pm Mondays). Access to the school will then be via the front entrance on High Street. Please sign in at the front office to ensure everyone's safety.

After school, two staff members will be on duty, one on Morotai Ave, the other in the quadrangle until 3:45pm (Monday 3:30pm). Any student who has not been picked up by 3:45pm (Monday 3:30pm) will be called to the school office to wait.

# A DAY AT ST MICHAEL'S SCHOOL

## Leaving home checklist

- Correct uniform – check timetable
- Enough food for the day – brain food, lunch, snack
- Water Bottle
- Completed home learning, readers
- Diary – Years Five/Six
- School Hat (Term One and Term Four)
- Sunglasses (optional)

The following items must not be brought to school without the permission of the class teacher:

- iPads
- Electronic games
- Other items which connect to the internet

Students may bring items from home for 'Show and Tell', but they must not be taken out into the playground unless permission has been sought.

## In the classroom

- Be punctual for school – 8:50am start and 3:30pm finish (Monday 3:15pm)
- Enter classrooms quietly
- Be prepared with pencils, pens, rulers, erasers, etc.
- Meet the classroom/school expectations
- Keep the classrooms neat and tidy
- Have a positive attitude to learning

## In the school grounds

- Leave the school grounds clean
- Return sports equipment
- Show respect and be polite to all students, staff and neighbours

## **REMEMBER TO TRAVEL SAFELY TO AND FROM SCHOOL**

*This handbook has been compiled to provide parents with information regarding daily organisational procedures at the school and to enhance communication between parents and the school. It is arranged topically in alphabetical order for ready access. Please keep it as a handy reference.*

## Assembly

Our student leadership group leads the school in a whole school assembly, which is held in the Hub every second Friday, i.e. the 'even' week of term, at 2:40pm. Classes have opportunities to share their work, awards are announced, and student achievements are acknowledged. Parents and Grandparents are welcome and encouraged to attend. We have a brief Monday morning assembly and parents are invited to join us. At this assembly, we join together to pray our school prayer and read our Acknowledgement of Country.

## Assessment and Reporting

The St Michael's *Assessment Policy* is aimed at enabling each student to grow in his/her learning and to promote a positive attitude to learning. During each term, staff gather information about student competencies, including both what is learned and how learning is appreciated.

Reporting to parents on student assessment occurs both formally and informally with written reports, conversations and information sessions. Formal written reports are distributed mid-year and end-of-year. Opportunities for parents, teachers and students to meet are formally offered twice a year through Student/Parent/Teacher Conversations. Informal meetings about your child's progress or wellbeing matters are encouraged and can be made via appointment.

## Attendance

It is a legal requirement that classroom attendance rolls are completed by 9:00am and 2:30pm daily.

- If a student arrives after 8:50am but before 11:00am, late arrival must be recorded.
- If a student arrives after 11:00am, morning absence must be recorded.
- If a student leaves before 2:30pm, afternoon absence must be recorded.
- An electronic copy of attendance in each class and the time entry is received in the school office at 10:50am and 2:50pm daily.
- Parents are urged to see that their children attend school daily and punctually.
- All parents are asked to advise the school via email, Operoo or telephone **by 10:00am** if their child will not be attending that day.
- For any unaccounted school absence the parents of the absent student will receive an SMS.
- Please do not send your child to school if he/she is ill.
- It is also a legal requirement that a brief note of explanation be provided on your child's return to school.

Example:

**Date**

**Dear (teacher)**

**John was absent on (day/date) due to an ear infection/upset tummy, etc.**

**Signed (parent)**

- Where possible, it would be appreciated if family holidays were arranged within school holiday times.
- When students become unwell at school, parents or their "emergency person" will be contacted and a request will be made to take them home. Please ensure details of emergency contacts are up-to-date and a mobile number is included. We ask that emergency persons be available during school hours and be able to drive.
- In the case of a late arrival or early pick-up, parents must sign the **Student Sign In/Out iPad** kept on the counter in the school office



## Bicycles

Many students currently ride their bikes to and from school. Parents are requested to remind children about bike safety. Bicycles must not be ridden in the school grounds and must be stored in the bike storage area on the top courts. Students must wear helmets when riding bikes or scooters.

## Brain Food

Students are encouraged to bring water bottles and **small pieces of cut up** fruit, sultanas, dried fruit, grapes, strawberries, etc. in a labelled container to eat during class if they feel hungry and to keep energy levels up. Students will be able to 'graze' on these healthy snacks while they are working. Please do not give your child whole apples, yoghurt or anything that is cumbersome or takes a long time to eat; they are intended to be bite size snacks only.

## Buddies

All Prep students will have a Year Six buddy as their special older friend for the year. The Buddy system works on building a relationship between an older student and a Prep child based on trust, affirmation and acceptance.

The Buddy system encourages Prep students to:

- feel welcome;
- feel part of the community;
- become familiar with school rules, buildings and daily routines;
- have channels to express themselves if experiencing difficulties; and
- develop academic and social skills

Older students, in return, develop:

- responsibility;
- sensitivity and tolerance; and
- academic skills through cross-age tutoring



## Camping Program

Year Five and Six students are given an opportunity to participate in outdoor education through a camping program. A school camp provides students with the chance to develop their social skills and independence whilst living away from the home environment. It provides teachers with an insight into our students and assists them to cater for individual needs. Our school camp is linked to the curriculum and learning outcomes across the key learning areas.



**In 2023, Year Five/Six Camp will be held on Monday 8<sup>th</sup> May - Wednesday 10<sup>th</sup> May at Sovereign Hill. More information will be provided closer to the date.**

## Melbourne Archdiocese Catholic Schools (MACS) Referral Process

At times students need additional support in the classroom and / or assessments and recommendations from other professionals. In this way, we offer your children a multi-faceted approach to their learning. After data and work samples have been collated and analysed by school staff, and after the implementation of targetted learning, a Student Support Group may be formed for a child to discuss accessing further services of specialists in the Melbourne Archdiocese.

When the Student Support Group recommends a referral to MACS the following process is implemented:

1. The teacher asks permission from the Parent/Caregiver to go ahead with the referral to MACS
2. The teacher then meets with the Learning Diversity Leader to collate the data and paperwork required for the referral – signed by parents
3. The referral is posted to the MACS Eastern Region Office and processed.
4. An allocation letter is emailed to the Principal and Learning Diversity Leader once the student has been allocated to a service.
5. The Learning Diversity Leader is then contacted by the service provider and dates for the assessment are booked in and parents notified.
6. After the assessment has been completed a feedback session is arranged with the service provider, teacher, parents and Learning Diversity Leader.
7. The recommendations from the service provider are then implemented and monitored at school.
8. Ongoing communication is arranged between the Teacher and Parent/Caregiver with the support of the Learning Diversity Leader.

## Child's History

It is vital that the class teacher be informed and updated regarding any medical/special needs of your child.

Examples:

Eyesight	Illnesses	Hearing	Social/Emotional	Asthma
Speech	Food allergies	Toileting	Movement/coordination	

## Child Safe Standards

To create and maintain a child safe organisation, all Victorian schools **must comply** with Ministerial Order 1359.

Standard One:	Culturally Safe Environments
Standard Two:	Child Safety and Wellbeing is Embedded in Leadership, Governance and Culture
Standard Three:	Child and Student Empowerment
Standard Four:	Family Engagement
Standard Five:	Diversity and Equity
Standard Six:	Suitable Staff and Volunteers
Standard Seven:	Complaints Processes
Standard Eight:	Child Safety Knowledge, Skills and Awareness
Standard Nine:	Child Safety in Physical and Online Environments
Standard Ten:	Review of Child Safety Practices
Standard Eleven:	Implementation of Child Safety Practices

St Michael's has a child safe officer.

St Michael's has zero tolerance for child abuse.

## Class Contact Lists

Lists with family contact details are distributed to parents early in Term One. The publication of these details is dependent from year to year on obtaining permission from each family. These are intended for parents to organise social occasions, etc. If you have a concern related to a school matter please contact the school. Do not use these details to contact other parents.

## Class Meetings

Class meetings are timetabled fortnightly. The purpose of class meetings is to deal with any issues/ celebrations that have risen during the week in regards to the overall running of the classroom. Reports from SRC meetings are given at class meetings. Minutes of class meetings are recorded.

**Ideally, students should run class meetings, although the strategies and skills required for this must be modelled first.**

## Class Office Basket System

All messages, notes, orders, monies, etc. for the office are to be put in the basket in your child's classroom when arriving at school in the morning. This basket will then be sent to the office and collected in the afternoon. Any item sent through in an envelope must be **clearly labelled/named** so it can be passed on to the correct person.

## Classroom Helpers

A classroom helpers training program will be offered to all interested parents in Term One. Classroom helpers are required for our daily Literacy block, swimming program, special event days and excursions occurring throughout the year and parents are asked to consider volunteering on these days. All new volunteers are required to complete the volunteer application form which can be obtained from the office or downloaded from the website. All volunteers must have a current Working with Children Check.

## Classroom Representatives

At the start of the school year, two parent representatives are chosen from each class. The role of the representative is to:

- provide a link between the class teacher and the parents of that class for the organisation and coordination of class social activities and classroom assistance;
- provide a more personal means of welcoming new families to St Michael's

## Cleaning

**Thinking of the classroom as a 'home away from home' means sharing the responsibility of maintaining order and cleanliness. It is helpful for students to be actively involved in maintaining their working environment, a list of jobs that need to be done each day, and a roster system to ensure that the jobs are shared equally.**

- Each room will be vacuumed and tables cleaned regularly.
- The cleaning will take place after school hours.
- The cleaner will empty classroom bins daily.
- The cleaner will empty wheelie bins weekly.
- Each class will be responsible for an area of the playground.
- Designated time will be spent on Thursday afternoon by staff and students cleaning this area.
- Toilets and wet areas will be cleaned daily.



## Contact with School

Parents may contact the school at any time through the office or email. To avoid interruption to a class, contact with class teachers should be made **outside** teaching time and preferably not between 8:45am and 9:00am when teachers are preparing for the day. Please call the office to make an appointment with any staff member or email the teacher with suitable times and a brief description of the meeting's purpose. Should parents need to pass a message onto their child/ren for after school purposes (e.g. pick-up arrangements), they can contact the office and a note for your child/ren will be written and attached to their class office basket/s.

## Court Orders

Situations that are the subject of Family Court Orders must be communicated to the Principal in writing. A copy of all orders should also be given to the Principal.

## Curriculum

We offer a strong academic program based on implementing the Victorian Curriculum and complying with the Victorian Registration & Qualifications Authority (VRQA).

Literacy and Numeracy are a strong focus at St Michael's. We have designated Literacy and Numeracy Leaders. A combined Literacy / Reading Recovery program is implemented in Year One for targetted students.



The Victorian Curriculum Foundation–10 (F–10) sets out what every student is entitled to learn during his/her first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

LEARNING AREAS	CAPABILITIES
<ul style="list-style-type: none"> <li>● The Arts               <ul style="list-style-type: none"> <li>○ Dance</li> <li>○ Drama</li> <li>○ Media Arts</li> <li>○ Music</li> <li>○ Visual Arts</li> <li>○ Visual Communication</li> <li>○ Design</li> </ul> </li> <li>● English</li> <li>● Health and Physical Education</li> <li>● The Humanities               <ul style="list-style-type: none"> <li>○ Civics and Citizenship</li> <li>○ Economics and Business</li> <li>○ Geography</li> <li>○ History</li> </ul> </li> <li>● Languages</li> <li>● Mathematics</li> <li>● Science</li> <li>● Technologies               <ul style="list-style-type: none"> <li>○ Design and Technologies</li> <li>○ Digital Technologies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Critical and Creative Thinking</li> <li>● Ethical</li> <li>● Intercultural</li> <li>● Personal and Social</li> </ul>

## Diary Dates

Upcoming diary dates will be published in the school newsletter. The newsletter is published and emailed out on Thursdays to all families. Any items for the newsletter must be sent to the office by Wednesday 4pm.

## Dogs

In the interest of community and safety dogs are not permitted in the school grounds, nor are they to be tied up at the gates. If parents bring dogs to school at drop off or pick up time we ask that they are kept on a lead and supervised on the nature strips at least 5 metres outside of the school gates. Permission must be sought from the class teacher should you wish to bring any pet for 'Show and Tell.' Permission needs to be sought well in advance.

## Dropping Off and Picking Up

We ask that **NO** cars enter through the Victory Blvd school gates to drop off or pick up children. Cars can park along Victory Blvd, Morotai St or in the church car park. Please remember to obey road rules and signs around the school to ensure safety of all children.

## Emergency

The Principal and Deputy Principal are responsible for the update, distribution and practices of our Emergency Management Plan. Copies and the evacuation route are kept inside the door of every classroom and in the school office. It is important that all persons entering the property familiarise themselves with this document. Emergency procedures are practised termly.

## Enrolment Policy

St Michael's follows guidelines which have been prepared by the Archdiocese of Melbourne. There is a broad criteria which allows Parish Primary Schools to set their own parameters.

St Michael's:

- will accept siblings who have moved residence but who still wish to attend our school
- attempts to enrol all Catholic children who reside in the Parish
- will enrol non-Catholics who wish to attend the school, depending on the number of enrolments
- will accept enrolments outside the Parish, if numbers allow for this and
- offers a place to families who give a commitment to the school for 7 years (Prep to Year Six)

Final offers will be made at the discretion of the Principal.

### **Enrolment of students with disabilities**

The 'Disability Standards for Education 2005' states:

*"Disabled persons have the right to...seek admission and enrol on the same basis as prospective students without disability including the right to reasonable adjustments.*

*Under the Disability Standards for Education 2005, students with a disability or their families have a right to access:*

- *Information about enrolment choices*
- *The enrolment process*
- *Reasonable adjustments to assist enrolment*
- *Enrolment on the understanding that reasonable adjustments will be made to enable the student to participate.*

St Michael's recognises that not all students with disabilities are alike. Students with a disability have specific needs, including the type and level of support they need to access and participate in all aspects of education on the same basis as students without disability.

**The expectation exists that those enrolled at the school will participate in the Religious Education and other programs of the school, as well as meet their financial obligations.**

## Enrolments

Application for enrolment to St Michael's is made through an *Enrolment Application Form* available from the school office or website. Kindergartens, the school and local community are notified when enrolments for the following year are being taken. Parents seeking to enrol children during the school year are asked to make an appointment with the Principal.

A **non-refundable \$100 application fee** is required for all new families lodging an application.

A **non-refundable \$200 placement fee** is required once an offer of enrolment is accepted. This amount will be deducted from the commencement year's school fees.

**Enrolment forms for 2024 commencement are due by Friday 5<sup>th</sup> May 2023.**

## Excursions and Incursions

As part of the school's program, students take part in excursions outside the school. It is essential that a signed and dated permission form found on Operoo be completed before a student is allowed to travel on a bus or public transport. This is to protect your child and the teachers, as well as provide you with information as to your child's whereabouts. The annual excursion levy meets the costs of all excursions and incursions.

## Extra-Curricular Activities

Many other extra-curricular activities are readily available to students through the St Michael's wider school community and Parish.

These include:

- Music lessons (guitar, piano, singing, flute)
- Digital Technologies Club
- Netball Club
- Tennis Club
- Running Club
- Art and Tinkering Club
- Library Club
- Mini Vinnies
- Culture Club



# Finance and Money

## **School Fees**

School Fees are set in accordance with a level suggested by MACS and the school business manager and are determined by the School Advisory Council. Accounts are sent out at the beginning of the school year.

All families are expected to fulfil their financial obligations to the school. Special consideration is given to those families in difficult circumstances. Please see the Principal if your situation prevents full payment as there are a variety of strategies available to assist with the paying of fees.

St Michael's utilises the assistance of debt collectors to recoup any unpaid fees.

## **General and Excursion/Incursion Levy**

The general and excursion/incursion levy covers the costs of all stationery needed by your child. All excursion/incursion costs are met by the excursion levy. At the commencement of the school year, parents will be billed the cost of the proposed excursions to be undertaken during the year.

## **Sacramental Levy**

This is charged to all families whose children are involved in the First Reconciliation, First Eucharist and Confirmation classes. The money is used to cover the cost of items such as Sacramental Programs, medals, certificates, parent booklets, liturgy booklets, workshop days, transport, etc. The levy is determined each year and is communicated to parents at the start of the program.

## **Capital Building Fund**

In order for the school to service the loans necessary for the maintenance and upgrading of the grounds, buildings and major equipment, families pay an annual levy to the School Building Fund.

## **Swimming Levy**

All children at St Michael's have the opportunity to attend swimming lessons. Lessons are held at the Ashburton Pool (8 Warner Ave, Ashburton 3147). The cost is determined by the Centre and covers all tuition and hiring costs. It is covered by levies included in our school fees.

## **Camp**

The children in Year Five and Six are given the opportunity to attend camp. We encourage all students to take part and attempt to keep the cost at a moderate rate. Parents are notified of the cost as soon as the venue and dates are finalised. Once again, special consideration is given to families in difficult circumstances.

## **Money brought to school**

All money sent with your child to school must be in a **sealed envelope marked clearly** with the following:

- 1) **Child's name**
- 2) **Class**
- 3) **Purpose of payment, e.g. School Disco, Scholastic Book Club, etc.**
- 4) **Amount enclosed**

This procedure must be followed in all cases where money is sent to school. If a receipt is necessary, it will be sent home with your child as soon as possible. Receipts are issued for all school fees payments made via cash or cheque.

# St Michael's School Fees and Levies 2023

ANNUAL SCHOOLS FEES	
<b>\$2,920</b>	Family with <b>1</b> child at St. Michael's
<b>\$4,100</b>	Family with <b>2</b> children at St. Michael's
<b>\$4,530</b>	Family with <b>3 or more</b> children at St. Michael's

LEVIES PER CHILD		
<b>Prep</b>	\$585	Includes Languages
<b>Year One</b>	\$585	Includes Languages
<b>Year Two</b>	\$585	Includes Languages
<b>Year Three</b>	\$590	Includes Languages and Sacramental Program
<b>Year Four</b>	\$600	Includes Languages and Sacramental Program
<b>Year Five</b>	\$615	Includes Public Speaking Course & Languages
<b>Year Six</b>	\$635	Includes Public Speaking Course, Languages and Sacramental Program

EXCURSION LEVIES PER CHILD		
<b>Prep to Year Four</b>	\$215	Includes Excursions and Swimming
<b>Year Five/ Six</b>	\$535	Includes Excursions, Camp and Swimming

CAPITAL BUILDING FUND	
<b>\$565</b>	

SCHOOL ENHANCEMENT FEE	
<b>\$210</b>	<b><i>Discounted if attending two or more School Enhancement Sessions</i></b> People who join the <b>core PFA committee</b> will have the School Enhancement Fee discounted as they organise every school event.

## Payment Terms

At the commencement of Term One, families will receive an account for School Fees and Levies for the 2023 school year.

Families will have the option to pay the total account:

1. In full to be paid by Friday 7<sup>th</sup> April 2023;
2. In three (3) equal instalments at the commencement of Terms One, Two and Three 2022; or
3. By fortnightly or monthly payment plans as arranged with the Office Manager, Kathy Muhllechner.

Payments may be made in cash, via internet banking, by cheque, Credit card, or by instalments through our Direct Debit facility.

INTERNET BANKING	
<b>Account</b>	ST MICHAEL'S PRIMARY SCHOOL
<b>BSB</b>	083-347
<b>A/C No.</b>	464891542
<b>Ref.</b>	<i>Family Name</i>

**If any family is experiencing financial difficulties impacting their ability to pay school fees, please discuss this with the Acting Principal, Mrs Annie Herbison.**

## First Aid

First Aid is administered to students at school when required. Parents will be informed in writing if their child has attended sick bay on any particular day. If a student has received any injury above the shoulders, parents will

always be contacted by phone and can decide after consultation with the attending staff member whether they need to collect their child.

If any First Aid matter is considered serious, the parent, or in cases of emergency, an ambulance, is contacted.

Parents are asked to sign a *Medical Management Plan* attached to the *Medication Policy*, which is available in the school office or website, so that we can seek treatment if they are unable to be contacted. It is also advisable to belong to the Ambulance Service. A trip can prove very costly if you are not a member!

## Head Lice

Information regarding the detection and treatment of head lice is available from the local council. If parents detect head lice, or "nits", an appropriate shampoo treatment is available from a chemist. It is of utmost importance that the school is notified of every case (even when treated), as classmates may also be infected.

Most families with school-age children will at some stage experience the "joys" of finding that these wonderful creatures have invaded their household so please do not feel uncomfortable or in any way guilty about discussing or reporting the matter. Quick action and notification will help contain the problem.

## Homework

Home learning is given for one or both of the following reasons:

- as an extension of class activities; and/or
- to develop in students the ability to work at home in preparation for future study

When setting homework, teachers are mindful of other activities/commitments which students may have after school, e.g. sports, dance, music lessons, etc., and look at ways of encouraging the students to plan and organise their time efficiently and effectively. Students in the Junior School (Prep to Year Two) are expected to spend no more than **20 minutes a night** on any homework activity. Children in Years Three to Six may be set activities requiring the equivalent of **30 to 45 minutes a night**.

A rubric will be sent home every four weeks with a variety of activities to be completed.

## Internet and Email Use

The *e-Smart Cybersafety Policy* and *User agreements Policy* relate to the use of the Internet and email by students.

## Interschool Sports

All students in Years Five and Six participate in the Glen Iris District Interschool Sports Association (GIDSSA) program. The program is conducted in Terms One and Two.

## Labelling

Please label all of your child's belongings, including uniform, lunch boxes and drink bottles. Please be sure to check from time to time whether the label is still intact and legible.

## Late Arrival and Early Leaving

The **Student Sign In/Out ipad** located at the school office must be signed if:

- a student arrives to school after the 8:50am bell; or
- If you are taking your child out of school during the day for any reason

If your child needs to be picked up early from school, we ask that you let his /her class teacher know beforehand as a courtesy. We understand that some early pick-ups are arranged last minute and so there might not be a chance to notify the teacher in advance. In these cases, please contact the school office as soon as practicable.

## Library

We value our library and resources. Any misplaced or damaged book will incur a fine. All students are required to use the St Michael's library bag for borrowing.

## Lost Property

When found, articles of clothing or property are kept just outside the staff toilets in the lost property cupboard. Parents are able to check this area at any time. It is most important that all clothing and items are clearly named. At the end of each month, uncollected items will be donated to our secondhand uniform rack.

## Lunches

### **From home**

Please give your child only as much as he/she will eat. Please see that it is in a labelled lunch box. Glass containers are **not permitted** at school.

### **Bought lunches**

An online ordering system, Classroom Cuisine, creates and distributes healthy, affordable school lunches. This service is available **Monday, Wednesday, Thursday and Friday**. Lunch should be ordered and paid for online [www.classroomcuisine.com.au](http://www.classroomcuisine.com.au) and will be delivered straight to school.

Students also have the opportunity to order lunches on **Monday and Friday only** from the local milk bar. Your child's lunch order can be lodged first thing in the morning in the classroom through their class' lunch order box. Please write on a brown paper bag the following:

- 1) Child's name**
- 2) Class / Room Number**
- 3) Item(s) to be ordered**
- 4) Price**
- 5) Amount enclosed**

Place money (correct change if possible) in the bag and turn the top over. The price list for the tuckshop is sent home at the beginning of each year and is available at school. The school is unable to accept late lunch orders.

## Medical

If your child requires medication during school hours, parents must either administer it, or provide clear instructions in writing for the class teacher. Should a staff member need to administer the medication, an official medication form attached to the *Medication Policy* needs to be signed by a parent. This signed form states:

- |                                     |  |
|-------------------------------------|--|
| 1) <b>Name of Medication</b>        | 4) <b>Date/s of Administration</b>                               |
| 2) <b>Dosage (Amount)</b>           | 5) <b>Time/s of Administration</b>                               |
| 3) <b>Reason for Administration</b> | 6) <b>Whether medication is to be taken with or without food</b> |

Medication must be in its original container and be given to the class teacher or taken to the school office.

### **Asthma**

Students with asthma are required to keep their medication with them at school each day. An Asthma Plan must be submitted to the school.

### **Anaphylaxis**

Anaphylaxis is a sudden, severe allergic response that can produce breathing difficulties, collapse and is potentially life threatening.

At St Michael's, we have an environment that is safe for everyone. We believe it is important for every family in the school to be aware of anaphylaxis so that we can try to avoid products containing nuts. Sometimes traces of foods are unknowingly left on children's hands and faces and could possibly be easily transferred onto chairs, pencils, scissors, taps or play equipment, which may potentially cause a serious allergic reaction.

Please assist us in our efforts of trying to keep the school as free as possible from any trace of these products.

- Please discuss with your child the importance of not sharing food and of good hygiene such as hand washing.
- Use alternatives to peanut butter and Nutella on sandwiches and lunches.
- If your child would like to bring a special food for birthdays, we request that you notify the class teacher of the type of food you intend on sharing with others.
- Avoid bringing muesli bars, biscuits and cakes that contain nuts.

It is mandatory that children with nut allergies have an Epipen and an Anaphylaxis Management Plan signed by your doctor which is to be submitted to the school. Please see 'Anaphylaxis Guidelines Vic Gov' for more information.

### **Protection against infectious diseases**

The State Health Department requires parents/guardians to have their children vaccinated for the four to five year old booster vaccinations (*Triple Antigen – infrix and poliomyelitis*) prior to school entry. Vaccination records are held by the Council Health Department. This is an important record and the school requires a copy of every child's immunisation history statement.

### **Infectious diseases:**

The school should be contacted in the case of an infectious disease, head lice or prolonged illness. This includes COVID-19 unless a medical certificate of recovery is produced, exclusion from school is as follows:

- |                                  |  |
|----------------------------------|--|
| • <b>COVID-19</b>                | As per government health advice  |
| • <b>Gastro</b>                  | A minimum of 24 hours after symptoms cease   |
| • <b>Measles</b>                 | Until at least four days from the appearance of rash. Unimmunised contacts excluded until 14 days after appearance of rash |
| • <b>German measles</b>          | Until fully recovered or at least four days after the onset of rash  |
| • <b>Impetigo (School sores)</b> | Until sores have fully healed. May be allowed to attend school, but sores must be treated and covered                      |
| • <b>Pediculosis (Head lice)</b> | Until treated, if you find head lice in your child's hair, please advise the school  |



- **Ringworm** Until appropriate treatment has begun
- **Mumps** Nine days or until swelling goes down
- **Chicken pox** Until fully recovered or at least five days after the eruption first appears
- **Conjunctivitis** Until discharge from the eyes has stopped
- **Tuberculosis** Until a medical certificate is supplied
- **Whooping cough** Five days after starting antibiotic treatment

## Medical and Dental Appointments

If your child needs to leave school early for a medical or dental appointment, or for any other reason, please notify your child's class teacher in writing. No child is allowed to go home alone during school hours. Please arrange to have your child picked up if he/she has an appointment. If a student is to attend an appointment during school hours, parents should collect him/her from the school office and sign him/her out via the **Student Sign In/Out iPad**.

## Meditation

Meditation is practised at St Michael's as part of our Religious Education and Wellbeing Programs. Staff and all classes practise Meditation daily at 11:45pm. Any parents or visitors in attendance are welcome to join us while we meditate.

## Mobile Phones

Our school expectation is that mobile phones must remain in school bags and must not be used at school unless teacher permission is given. If you feel it is necessary for your child to have a mobile phone for safety reasons when walking to and from school, it must be on silent mode. The school will not take any responsibility for lost or damaged mobile phones. Please ensure that your child understands the responsibility that comes with owning a mobile phone. If needed, child contact with parents can be made via the school office phone.

## Multisensory Structured Language

Multisensory Structured Language (MSL) is a successful literacy approach based on the research of Orton and Gillingham. At St Michael's MSL is provided as a literacy intervention to provide selected students with the opportunity to build knowledge of common spelling patterns and rules. MSL support lessons include explicit practice of handwriting, reading, spelling, vocabulary and written expression through multisensory methods, are sequential and allow consolidation and overlearning of skills and knowledge.

MSL lessons may be individual or in a group and are timetabled two to three three times weekly with a qualified MSL tutor. The MSL support will align with and inform classroom learning.

Personalised Learning Plans (PLP) will be designed each term for students receiving MSL support. Regular email communication between classroom teachers, the MSL tutor and parents will occur to ensure the MSL lesson design meets student learning needs, including Parent Support Group meetings.

## NAPLAN Testing

National Assessment Program Literacy and Numeracy Testing (NAPLAN) is the name given to the national testing program. NAPLAN is conducted each year for Years Three and Five. The Department of Education (Vic) provides each school and the families of each child with formal reports of participation in NAPLAN. Specific days for testing of St Michael's students will be provided closer to the time.

NAPLAN TESTING DATES FOR 2023	
Wednesday 15 <sup>th</sup> March to Monday 27 <sup>th</sup> March	

## Newsletter

The School Newsletter is the main communication between home and school. It is emailed and sent via Operoo on Thursdays and is also available on the school website [www.smashburton.catholic.edu.au](http://www.smashburton.catholic.edu.au). If you do not receive the newsletter, please email the office to have this rectified.

Please email [newsletter@smashburton.catholic.edu.au](mailto:newsletter@smashburton.catholic.edu.au) no later than the **Wednesday prior at 3:00pm** if you have any items for the newsletter. Items received after this time will be postponed to the following issue.

## Office Hours

St Michael's School Office is open from 8:30am to 4:00pm daily.

## Open Days

Open Days are scheduled in Term One. Bookings are not required for these school tours. Prospective families can come along at any time during the allocated times below.

SCHOOL OPEN DAYS FOR 2023	
Wednesday 8 <sup>th</sup> March	9:00am – 3:00pm
Thursday 23 <sup>rd</sup> March	10:00am – 5:00pm
Friday 5 <sup>th</sup> May	9:00am – 3:00pm
Thursday 16 <sup>th</sup> May	9:00am – 3:00pm
Friday 2 <sup>nd</sup> June	9:00am – 3:00pm
Information Evening	
Wednesday 3 <sup>rd</sup> May	7pm to 8pm

## Operoo

St Michael's School uses the Operoo app, a secure online platform for medical records and school forms. Each student has his/her own profile on Operoo that parents/caregivers can automatically update. This is extremely helpful so staff know exactly what to do and who to call in an emergency. Moreover, this will ensure that important information such as parent email addresses, contact numbers and mailing titles/addresses are always kept up to date. Digital forms also make communication between home and school more efficient and effective. This means that students who are absent from school will not miss out on forms handed out.

One parent is to be nominated as having the 'main profile', i.e. he/she will be considered the primary contact person for the student. This parent will be emailed an invitation to download an app to his/her smartphone, tablet and/or computer, and can then share the link with his/her partner in order for him/her to receive communication and view his/her information.

Parents with the main profile will then be required to provide a number of contact and medical details online regarding their child/children. This will take 10-15 minutes to complete on the initial occasion. However, once this information is provided by you, any future communication, e.g. excursion permission forms, will take only a minute to fill out as your details will be pre-loaded. This input of bulk information only needs to be done once during your child's/children's time at St Michael's. Updates can be made quickly and easily as circumstances change, and the school will receive a notification when this happens.

It works with both smart phones and smart devices such as iPads and Android tablets. It is strongly recommended that you download this free App.

This App will be used for:

- School push notification alerts
- School newsletters
- School documents
- Reminders/announcements

## Out of School Hours Care

St Michael's Out of School Hours Care Program, run by Extend Australia, provides supervised care for students from **7:00 – 8:30am and 3:30 – 6:00pm Monday to Friday**. Our program meets the National Accreditation Standards for Out of School Hours Care.

Registration forms for morning and afternoon care are available on the Extend website [www.extend.com.au](http://www.extend.com.au) via the **Parent Portal**.

**For bookings and general enquiries: 1300 366 437**

## Parent Concerns

If your child has experienced issues with another child in the playground or classroom, our school procedure is that you discuss this with your child's class teacher and then, where necessary, with Annie Herbison or a member of the Leadership Team. Class contact lists distributed to parents are intended for parents to organise social occasions rather than to ring parents about behaviour issues concerning their child. As part of our school procedure, the staff appreciate that you trust us to deal with school issues. Meredith or a member of the Leadership Team will inform you about any major issues concerning your child that affects his/her safety or another student's safety at school.

## Parental Involvement

A feeling of strong parental interest and involvement pervades the whole school community. This is evidenced by the welcome presence of parents in the classrooms, at school enhancement sessions, participating on committees, and celebrating the social life of our community through various fundraising activities.

There are many opportunities for you to become involved in the life of the school and the Parish. While your child attends St Michael's, we urge you to become involved with some of our activities or groups. Briefly, these are as follows: Parents' and Friends' Auxiliary (PFA), School Advisory Council (SAC), Maintenance Committee, Mini Micks Preschoolers, and After School Care Committee.



Less formal avenues are available for parental involvement through activities such as:

- Library
- Classroom Helpers
- Excursions
- Sacramental Program
- Interschool Sports
- Swimming Program
- Special Days and Celebrations

## Parents' and Friends' Auxiliary (PFA)

The PFA is a committee that performs two vital roles at St Michael's:

- Coordination of fundraising; and
- Organising social events

### Fundraising

It is only through fundraising that we are able to maintain and improve many of the amenities and resources the students use on a daily basis. Within the last two years, with the support of the parent community, the PFA has facilitated essential projects such as purchasing technology, air conditioning in classrooms, purchasing and maintaining Maths and Literacy resources, purchasing a projector and screen for the hall and furniture for classrooms, upgrading playground facilities and a dry river bed.



### Social events

Social events organised by the PFA are designed to draw us together as a community. They provide valuable opportunities to share a drink and a chat, to laugh, to form friendships, and to belong.

### How to become involved

All parents, including Prep parents, receive an email requesting parents to volunteer for PFA. The PFA asks for committee members at the end of the year. All are welcome to nominate for the following committee positions:

- President;
- Vice President;
- Secretary;
- Treasurer;
- General Committee;
- Class Rep Liaisons; and
- Publicity Officer

From time to time, sub-committees are formed to focus on specific events or fundraising efforts. Notification of activities and meetings will be published in the School Newsletter. All parents are encouraged to consider participation in this vital part of the school community. The PFA always welcomes the comments and suggestions of parents. Please feel free to contact committee members with your feedback or forward them in writing to [pfa@smashburton.catholic.edu.au](mailto:pfa@smashburton.catholic.edu.au).

PFA COMMITTEE FOR 2023			
<b>General Member</b>	Jo Slykerman	<b>General Member</b>	Therese Molnar
<b>General Member</b>	Liz Fida	<b>General Member</b>	Laura Sonogo
<b>General Member</b>	Emma Quick	<b>General Member</b>	

# Parish Pastoral Council (PPC)

The PPC is an integral part of St Michael's Parish Leadership Team. Both the Parish Vision and Mission Statement guide its activities.

## Parish Vision

Alive to the urgings of the Spirit, guided by our faith and our traditions, St Michaels Parish: welcomes and cares for the community; engages its people in ministry; comes together joyfully to celebrate and worship; explores and bears witness to our beliefs; and reaches out through active service to our own and the wider community.

## Mission Statement

A vibrant, discerning Parish seeking to be inclusive and caring for all.

The Council faithfully seeks to fulfil the pastoral objectives of:

- Community and Hospitality
- Faith Formation
- Worship in Faith and
- Service and Outreach

The Council is responsible for advising and supporting the Parish Priest to enable him to perform his duties.

Practically, the Council is responsible for:

- Developing a strategic plan every five years, including setting pastoral objectives
- Supporting the Parish Priest and Team in the exercise of their day-to-day responsibilities
- Liaising with the Parish Finance Committee regarding matters with financial implications
- Liaising with, supporting and encouraging the activities of all Parish groups
- Engaging with and leading the Parish community so as to fulfil the Council's objectives

The Council membership consists of:

- The Parish Priest (ex officio);
- The School Principal (ex officio);
- The Pastoral Associate (ex officio); and
- Up to nine parishioner members who support the Parish Priest

St Michael's is a vibrant and active Parish with over 40 different groups, one major group being the school community. The Parish Pastoral Council supports and serves the many varied groups, including the school community. The Council continues to maintain and strengthen the relationship between the Parish and School, which is enabled by the School Principal being an ex officio member. The Parish Pastoral Council is also fortunate to have many past and current parents actively involved in the parish life of St Michael's.

The Parish Pastoral Council invites new and existing families within the school community to participate in the many groups or ministries within the Parish. This is a wonderful opportunity to live out the gospel and belong to the community of St Michael's.

PPC COMMITTEE FOR 2023			
<b>Ex Officio</b>	Fr Laurence Cortez	<b>General members</b>	Greg Edwards
	Annie Herbison		Kerin Arthur
	Malcolm Lock		Paul O'Dwyer
<b>Chairperson</b>	John Whitehouse		Michael Smith
<b>Deputy Chairperson</b>	Annemarie Marshall	Giulietta Petrone	

## Playground Supervision

The playground is divided into three areas for supervision.

- **Area 1:** Quadrangle and Toilets
- **Area 2:** Tennis Court and Junior Playground
- **Area 3:** Blue Court and Biggie Basketball Court
- **Area 4:** First Aid

Students will not be given permission to leave the playground at break times.

The class teacher will lock the classroom at recess and lunchtime. All teachers on yard duty wear orange vests and take a bag stocked with gloves, tissues, band aids, etc.

Gates are locked by 9:00am and opened at 3:15pm (3:00pm Mondays) daily.

## Prep Transition

As part of our Prep 2024 Transition Program at St Michael's, we offer Art, Music and Kinder Kids Reading sessions for pre-schoolers and parents during the 2023 school year. Not only is it a fun morning of story time for our Year Five and Six students to read to pre-schoolers, it is also free!

**Families of students wishing to attend St Michael's in 2023 are advised to enrol now. Enrolment forms are due Friday 5<sup>th</sup> May 2023 at 5:00pm.**

## Punctuality

The school expects **ALL** students to be at school on time.

Being punctual is important for:

- your child's feeling of security
- developing your child's organisational and social skills and
- ensuring classroom programs begin on time

**Please bring your child to school before the bell goes at 8:50am. This helps your child settle into classroom routines without feeling rushed.**

**Please be on time when picking up your child. A few minutes can seem a long time when everyone else is being picked up. If you are running late, please contact the school office so this information can be passed onto your child. If parents are unable to pick their child up before 4.00 pm, parents need to book their child into After School Care.**

## Literacy Intervention

Literacy Intervention is an early intervention program that is an integral part of our school-based literacy program. It is designed to assist students in Year One who are experiencing difficulties in literacy acquisition. As well as improving reading and writing skills of students who are experiencing difficulty, it develops independence and problem solving skills.

The Reading Recovery teacher provides an individual program in half-hourly sessions each day of the week for each student in the program. Reading Recovery is intensive with high expectations for all students. It is premised on providing individual support for students who are challenged with reading.

Our Literacy Intervention program maximises engaged learning time through one-to-one teaching. It is based on structured, focused teaching using assessment and observations of literacy behaviours to guide information and match teaching to the learning needs of the individual student.

## Respectful Relationships

The Respectful Relationships Team consists of the Principal, Deputy Principal, Wellbeing and Learning Diversity Leader, Teachers, Parent Representative and student representatives. Our role is to create a school community where all staff, students and families are equally respected and valued and enjoy equity of opportunity, outcomes and experiences.

The *Resilience, Rights and Respectful Relationships* learning materials which underpin our Wellbeing program have been designed for teachers in primary and secondary schools to develop students' emotional and positive relationship skills. The promotion of social and emotional skills and positive gender norms in children and young people has been shown to improve health and wellbeing outcomes. The eight social emotional topics taught are Emotional Literacy, Personal Strengths, Positive Coping, Problem Solving, Stress Management, Help-Seeking, Gender and Identity and Positive Gender Relations.

## Religious Education

The Religious Education program aims to help the students grow in their awareness of God, self, others and the faith community.

We acknowledge that the prime place for catechesis is within the family and the school supports the family by its classroom program and the general life of the school.

The Religious Education program is based on *Horizons of Hope* provided by the Archdiocese of Melbourne and MACS.

Throughout the year, there are opportunities for parents to join with the students in prayer services, family faith formation and class Masses. Notices of these special Masses will be sent home with children from the classes involved.

## Reports and Student/Parent/Teacher/ Conversations

In Term One and at mid-year, there is a compulsory Student/Parent/Teacher Conversation. A written report is given at the middle and end of the year. Data and the student's learning is discussed and goals are set in collaboration with the teacher, parent and student.

## Sacramental Education

SACRAMENTAL EDUCATION FOR 2023		
<b>First Reconciliation: Celebrated in Year Three</b>	Wednesday 29 <sup>th</sup> March	5.30-6.30pm
<b>First Eucharist: Celebrated in Year Four</b>	Saturday 3 <sup>rd</sup> June	6.00pm
	Sunday 4 <sup>th</sup> June	10.30am
<b>Confirmation: Celebrated in Year Six</b>	TBC	

## Scholastic Book Club

Order forms will be sent home with your children each term. If you wish to purchase any books, please complete online order forms .

## School Advisory Council (SAC)

St Michael's School is an integral part of the church's life in this community.

Parents are the prime educators of their children and as such, carry this responsibility. The Principal and teaching staff assist the parents in the discharge of their responsibilities by providing an education for the children at the school.

### **The Purpose and Responsibilities of the SAC**

The St Michael's School Advisory Council advises and supports the Parish Priest and Principal in fulfilling their responsibility and exercising their authority on matters pertaining to the management and future direction of St Michael's School. The Council does not constitute a board of directors. Therefore, members of the council are not required to fulfil the legal duties normally associated with the role of directors.

### **Statement of Responsibilities**

The responsibilities of the School Advisory Council are to:

- a) Promote the Catholic ethos of the school and to support its Religious Education programs
- b) Provide advice on the development and review of school policies
- c) Plan for the future of the Parish Primary School and its ability to accommodate future enrolments
- d) Contribute to the selection process for the School principal.

### **Membership & Support Structure**

The Council consists of members from the following groups.

#### **Ex Official Members**

- **Parish Priest**
- **Principal**
- **Deputy Principal**

#### **School Community Representatives**

There are two kinds of school community representatives: elected representatives and appointed representatives. Four representatives are appointed as a result of an electoral process. Two representatives are appointed by the Principal and Parish Priest. SAC members for 2023 will be advised as soon as they have been appointed.

<b>SAC MEMBERS FOR 2023</b>			
<b>Ex Officio</b>	Fr Laurence Cortez	<b>Secretary</b>	TBA
	Annie Herbison	<b>PPC Representatives</b>	TBA
<b>Staff Representative</b>	Eloise Ellis (Deputy Prin)		TBA
<b>Chairperson</b>	TBA	<b>Appointed Member</b>	TBA
<b>Deputy Chairperson</b>	TBA		



## School Closure Days

Each year, the school is closed at various times to enable the staff to take part in Professional Learning.

The purpose of Professional Learning days is to ensure that staff are kept informed of the latest teaching methods and strategies, and that curriculum policies are developed. The school's programs are then assessed and updated when necessary. Parents are always given a number of weeks' notice of in-service days.

Families will be advised in the School Newsletter and Operoo about upcoming School Closure Days.

## School Enhancement

'School Enhancement' is the term given to Working Bees here at St Michael's. School Enhancement Sessions are held throughout the school year, either on a Friday night 5:00 – 7:00pm or a Saturday morning from 9:00 – 11:00am. Each family is encouraged to participate in School Enhancement Sessions to maintain and develop the school facilities and grounds. Families who attend two School Enhancement Sessions will have the Enhancement Levy discounted. The Parish Maintenance Committee implements the School Enhancement Sessions.

**WE INVITE YOU TO BECOME INVOLVED AND ATTEND AT LEAST TWO OF THE FOLLOWING SESSIONS TO ENHANCE OUR PARISH AND SCHOOL.**

To book, via your child's Operoo account.

SCHOOL ENHANCEMENT SESSIONS FOR 2023	
Saturday 4th February	9:00 – 11:00am
Saturday 25 <sup>th</sup> March	9:00 – 11:00am
Saturday 20 <sup>th</sup> May	9:00 – 11:00am
Saturday 5 <sup>th</sup> August	9:00 – 11:00am
Friday 3 <sup>rd</sup> November	5:00 – 7:00pm

## School Grounds and Buildings

The school is situated on 1.4 hectares of land. This includes:

- Fourteen classrooms
- 8 General Learning Studios
- Administration area
- Reading Recovery room
- Teacher Collaboration Areas
- Tree House Spaces for Parent/Teacher/Child Reading and/or Literacy Sessions
- Performing Arts Room
- Black Box Theatre
- Radio Station
- Visual Arts room
- Uniform Shop
- The Hub (hall)
- Internal Student Amenities
- Junior School adventure playground
- Science/ Stem centre
- Resource Centre
- IT/Library
- Middle and Senior School adventure playground
- Senior basketball/netball court
- Artificial grass tennis courts

## School Nursing Service

The School Nursing Service operates a medical service to help children with health problems or accepting teacher referrals. Prep students will be screened for any speech, hearing or visual impairment on a priority basis each year. Students identified with concerns in previous years are also examined.

On the teacher's recommendation, and with parent approval, students may be checked for speech, hearing, visual or other medical impairment. In all cases, parents are contacted if there are any concerns regarding their child's health.

## School Photographs

School photographs are taken annually. Parents are asked to order and pay online for the photographs prior to the given day. Class photos, individual photos and family portraits are available, however, there is no obligation to make a purchase.

**In 2023, school photos will be held on Thursday 2nd March**

## School Policies

School Policies are available for parents to view on the school website ([www.smashburton.catholic.edu.au](http://www.smashburton.catholic.edu.au)).

## School Population and Year Levels

In 2023 St Michael's has a population of 199 students in 10 classes:

- 1 x Prep
- 3 x Year One/Two
- 3 x Year Three/Four
- 3 x Year Five/Six

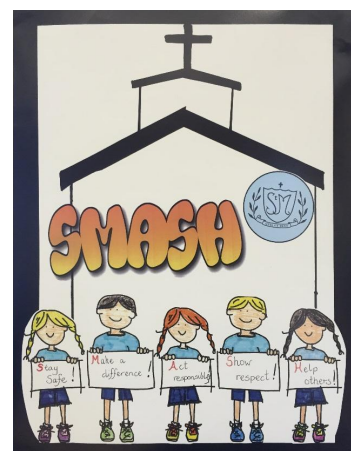
## Positive Behaviour Learning (PBL)

At St Michael's we believe in providing a safe, supportive and inclusive environment through proactive Positive Behaviour Learning that enables students to flourish whilst being enlightened by faith in God.

Through Positive Behaviour Learning we believe in giving relevant, timely intrinsic and extrinsic feedback in relation to student behaviour. Classroom teachers give verbal praise and acknowledgement related to the SMASH expectations to ensure students understand and demonstrate the expected behaviours. St Michael's is a Restorative Practices accredited school. As part of the whole school approach to student wellbeing, all students are expected to follow school expectations and understand that all people in our school community have rights and responsibilities.

When speaking with our students about their behaviour we are committed to the use of a restorative approach. This restorative approach:

- Promotes awareness of others, responsibility and empathy
- Promotes reaffirming relationships through programs that teach social skills and emotional literacy
- Involves direct participation of those affected by misconduct in its resolution
- Promotes repairing relationships, rather than behaviour management
- Provides consistency
- Is concerned with establishing or re-establishing relationships in which each person's rights to equal dignity, concern and respect are satisfied



St Michael's is immersed in a five-year framework called Positive Behaviour Learning (PBL). It is a framework based on improving classroom and school climate, decreasing reactive management, maximising proactive management, improving support for students, and integrating academic and behaviour initiatives. It is a continuum of evidence-based interventions to improve the academic and behavioural outcomes for all

students. SWPBL focuses on a whole school, consistent approach to behaviour and the wellbeing of our students.

PBL ensures all staff and students understand the expectations of the school and there is a clear, consistent approach to Behaviour Management throughout the school. A crucial element of PBL is student wellbeing. The Student Wellbeing Leader is an integral part of the PBL team.

**Our school wide expectations are:**

- ❖ Stay safe
- ❖ Make a difference
- ❖ Act responsibly
- ❖ Show respect
- ❖ Help others

The teachers and students have already started explicitly teaching and learning our new protocols. The SWPBS team meets monthly.

**Please note, corporal punishment is never used at St Michael's School.**

PBL TEAM FOR 2023			
<b>Acting Principal</b>	Annie Herbison		Classroom Teacher Representatives TBC
<b>Wellbeing leader</b>	Samantha Isaacson		
<b>Deputy Principal</b>	Eloise Ellis		

Please contact Samantha Isaacson ([sisaacson@mashburton.catholic.edu.au](mailto:sisaacson@mashburton.catholic.edu.au)) if you have any further questions about PBL.

## Matrix of Expected Behaviours



St. Michael's Ashburton  
Matrix of Expected Behaviour



	Classroom Spaces	Outdoor Spaces	Community Spaces	Transition Spaces	Toilets
<i>Stay Safe by:</i>	<ul style="list-style-type: none"> <li>● Keeping our hands, feet and objects to ourselves</li> <li>● Walking</li> <li>● Using resources/equipment appropriately</li> <li>● Sitting safely on your chair</li> </ul>	<ul style="list-style-type: none"> <li>● Keeping your hands and feet to yourself</li> <li>● Moving appropriately</li> <li>● Using equipment safely</li> <li>● Playing appropriate games in the appropriate location</li> <li>● Being aware of our surroundings</li> </ul>	<ul style="list-style-type: none"> <li>● Walking in your safety line</li> <li>● Following staff instructions</li> <li>● Staying where staff can see you</li> </ul>	<ul style="list-style-type: none"> <li>● Lining up quietly in your safety line when the bell goes</li> <li>● Walking to and from spaces</li> <li>● Walking safely up or down the stairs on the left</li> <li>● Respecting everyone's personal space</li> </ul>	<ul style="list-style-type: none"> <li>● Washing and drying your hands appropriately</li> <li>● Using the water and toilet paper appropriately</li> </ul>
<i>Make a difference by:</i>	<ul style="list-style-type: none"> <li>● Including others</li> <li>● Giving my best effort</li> <li>● Keeping work spaces clean and tidy</li> <li>● Being a resilient learner</li> </ul>	<ul style="list-style-type: none"> <li>● Including others</li> <li>● Playing fairly with others</li> <li>● Keeping school property where it belongs</li> <li>● Collecting lost property and other items</li> </ul>	<ul style="list-style-type: none"> <li>● Being respectful of all, wherever you are</li> <li>● Respecting and caring for the environment</li> <li>● Representing our school with pride</li> </ul>	<ul style="list-style-type: none"> <li>● Modeling appropriate behaviour</li> <li>● Moving quietly</li> </ul>	<ul style="list-style-type: none"> <li>● Reporting problems you see</li> </ul>
<i>Act Responsibly by:</i>	<ul style="list-style-type: none"> <li>● Following staff instructions</li> <li>● Looking after personal and school property</li> <li>● Using Help Seeking strategies</li> <li>● Following our Digital Technologies User Agreement</li> </ul>	<ul style="list-style-type: none"> <li>● Following staff instructions</li> <li>● Playing in your appropriate area</li> <li>● Using equipment safely</li> <li>● Keeping spaces clean</li> <li>● Following game rules</li> <li>● Seeking teachers' help if required</li> </ul>	<ul style="list-style-type: none"> <li>● Following staff instructions</li> <li>● Wearing the correct school uniform</li> <li>● Being ambassadors of St Michael's</li> </ul>	<ul style="list-style-type: none"> <li>● Making sure your bag and belongings are in the correct space</li> <li>● Lining up quietly in your safety line when the bell goes</li> <li>● Keeping spaces clean and tidy</li> </ul>	<ul style="list-style-type: none"> <li>● Using soap and water appropriately</li> <li>● Having one person in each cubicle</li> <li>● Using the bathrooms for their intended purposes</li> <li>● Going with an appropriate partner</li> </ul>
<i>Show Respect by:</i>	<ul style="list-style-type: none"> <li>● Speaking appropriately to others</li> <li>● Showing whole body listening</li> <li>● Using your manners</li> <li>● Raising your hand and waiting patiently</li> </ul>	<ul style="list-style-type: none"> <li>● Speaking appropriately to others</li> <li>● Taking care of all equipment</li> <li>● Using the quadrangle as a calm play space</li> <li>● Respecting and caring for the environment</li> </ul>	<ul style="list-style-type: none"> <li>● Using your manners</li> <li>● Keeping to the left when passing other pedestrians</li> <li>● Leaving spaces how you found them</li> </ul>	<ul style="list-style-type: none"> <li>● Being quiet and respectful</li> <li>● Keeping spaces clean and tidy</li> </ul>	<ul style="list-style-type: none"> <li>● Respecting others' privacy</li> </ul>
<i>Help Others by:</i>	<ul style="list-style-type: none"> <li>● Supporting others to learn</li> <li>● Working together</li> </ul>	<ul style="list-style-type: none"> <li>● Keeping spaces clean and tidy</li> <li>● Seeking teachers' help if required</li> <li>● Being aware of the needs of others</li> </ul>	<ul style="list-style-type: none"> <li>● Leaving spaces how you found them</li> </ul>	<ul style="list-style-type: none"> <li>● Modeling appropriate behaviour</li> <li>● Encouraging others to make positive choices</li> </ul>	<ul style="list-style-type: none"> <li>● Being a responsible toilet buddy</li> <li>● Waiting quietly and respectfully outside the toilet for your partner</li> </ul>

## Specialist Programs

Specialist classes are provided as an integrated part of the curriculum in Performing Arts, Visual Arts, Science & Technology, Physical Education and Mandarin.

## Student Representative Council (SRC)

Each term, students from Prep to Year Six are eligible for election to be their class representative on the Student Representative Council. The SRC meets regularly to discuss issues arising around the school and allows students the opportunity to make informed decisions about their school environment.

## Sun Smart

During Term One and Four, it is compulsory to wear the school hat for all outdoor school activities. Sunscreen is available in each classroom.

## Supporting Our Students

Support programs are also offered to cater for the wide range of students' needs:

- Reading Recovery / Literacy Intervention
- Individual Needs
- Pastoral Care/Counselling
- Maths Intervention
- Multi-sensory Learning Support

St Michael's also has access to the resources available at the East Central Zone of MACS. These resources include general curriculum consultancy advice and personnel who provide professional assistance with educational programs for children with special needs such as speech pathology, educational psychology and individual needs assessment.

## Swimming

Swimming tuition is provided as a part of the Prep to Year Six Physical Education Curriculum and is compulsory for all students. Years Three to Six participate in Term One. Prep to Year Two participate in Term Four. Qualified instructors at the Ashburton YMCA conduct swimming lessons.

## Testing Arrangements

One-to-one Literacy and Numeracy testing will happen prior to Term One commencement. The information gained from the tests will enable the teachers to begin planning your child's individual learning outcomes based on a sound knowledge of your child's areas of strength and challenge.

## Toilets

Students are to be encouraged to go to the toilet during playtimes. Students must go to the toilets in pairs. Please encourage your child to request to go to the toilet when needed.

## Traffic and Parking

Please do not park in driveways or in non-parking zones when the flags are out. This is illegal and very dangerous for our students using the crossing. We expect parents to be excellent role models and use the crossing at all times.

## Uniform

The Uniform Shop is run by parent volunteers. Parents will be notified via the School Newsletter regarding Uniform Shop opening times. Alternatively, orders can be made [online](#)

- **Hats** must be worn during Term One and Four as part of the school's Sun Smart Policy.
- **Art smocks** are required for Visual Art lessons.
- **St Michael's Library Bags** are required for book borrowing.

GIRLS			
Summer		Winter	
<b>Dress</b>	St Michael's checked dress	<b>Shirt (long-sleeved)</b>	Mid-blue polo or skivvy
<b>Shirt (short-sleeved)</b>	Mid-blue polo	<b>Tracksuit pants</b>	Navy blue
<b>Shorts</b>	Navy blue	<b>Trousers</b>	Navy blue
<b>Socks</b>	White or navy blue	<b>Sleeveless vest (optional)</b>	St Michael's navy polar fleece
<b>Shoes</b>	Black	<b>Tunic or skirt (optional)</b>	St Michael's navy blue
<b>Windcheater or bomber jacket</b>	St Michael's navy blue	<b>Tights (optional)</b>	Navy blue

BOYS			
Summer		Winter	
<b>Shirt (short-sleeved)</b>	St Michael's mid-blue polo	<b>Shirt (long-sleeved)</b>	St Michael's mid-blue polo or skivvy
<b>Shorts</b>	Navy blue	<b>Tracksuit pants</b>	St Michael's navy blue
<b>Socks</b>	Navy blue	<b>Trousers</b>	St Michael's navy blue polar fleece
<b>Shoes</b>	Black	<b>Sleeveless vest (optional)</b>	Navy blue
<b>Windcheater or bomber jacket</b>	St Michael's navy blue		

SPORTS UNIFORM	
<ul style="list-style-type: none"> <li>• St Michael's sports top</li> <li>• Runners with white socks</li> </ul>	<ul style="list-style-type: none"> <li>• Navy blue shorts or tracksuit pants</li> <li>• House colour t-shirt only required for sports carnival (November)</li> </ul>
<b>You will be notified during the first two weeks about which days sports uniform is to be worn.</b>	

### **Please note:**

- From time to time, the students will be permitted to wear "casual" clothes. Parents always receive notification in advance of these occasions.
- Ensure that names are clearly marked on uniform.
- **Runners** must only be worn with school sports uniform. Please keep them **for sports and PE sessions only**.
- Only studs or small sleeper-style earrings are suitable for school.

**Wearing the correct school uniform reflects pride in our school and we ask for your cooperation in seeing that the students wear the school uniform.**

## Website

The school website is [www.smashburton.catholic.edu.au](http://www.smashburton.catholic.edu.au) and is updated on a regular basis.

The website contains fortnightly newsletters, diary dates, enrolment information, annual report to community, and various policies and procedures.

## Wet/Hot Day Program

A "Wet/Hot Day" is signalled by an announcement over the P.A. system. It is the responsibility of the teacher on duty in the Junior Playground to inform the Principal if rain starts to fall during a play period. During the wet day program, all students are to remain in the classroom and participate in indoor activities such as board games, activity sheets, drawings, play dough, etc.

## Working With Children Check (WWCC)

All volunteers within the school must have an updated Working With Children Check card and the school must have a copy on file. WWCC forms are available from the local post office or applications can be made online. The cost of a WWCC is free for volunteers. The school receives notification of all volunteers who have lodged a successful WWCC application. Unless you are a parent, please notify the school of your incoming WWCC for filing purposes.

***If you are cheerful and positive about your child's school then your child will feel the same.***

# ~ ST MICHAEL'S CONTACT LIST ~

## **Acting Principal**

Annie Herbison  
[principal@smashburton.catholic.edu.au](mailto:principal@smashburton.catholic.edu.au)

## **Deputy Principal**

Eloise Ellis  
[eellis@smashburton.catholic.edu.au](mailto:eellis@smashburton.catholic.edu.au)

## **Office Manager**

Kathy Muhllechner  
[kathym@smashburton.catholic.edu.au](mailto:kathym@smashburton.catholic.edu.au)

## **School Officer**

Ranagul Ghopur  
[rghopur@smashburton.catholic.edu.au](mailto:rghopur@smashburton.catholic.edu.au)

## **Parents' & Friends' Auxiliary**

[pfa@smashburton.catholic.edu.au](mailto:pfa@smashburton.catholic.edu.au)

## **Parish Pastoral Council Chairperson**

John Whitehouse  
[jwhitehouse1@bigpond.com](mailto:jwhitehouse1@bigpond.com)

## **School Advisory Council Chairperson**

TBA

## **Uniform Shop**

[uniformshop@smashburton.catholic.edu.au](mailto:uniformshop@smashburton.catholic.edu.au)

**Contact 9885 3105 for school enquiries.**