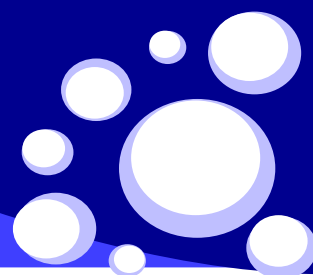


St Michael's Primary School BLACKTOWN SOUTH

PARENT HANDBOOK *2022*



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1962 – 2022
Celebrating 60 years of Catholic Education

WELCOME TO ST. MICHAEL'S SCHOOL

Dear Parents, Carers and Friends,

On behalf of the school and parish community I welcome you to St. Michael's Primary School.

Our school exists solely as a ministry of Mary, Queen of the Family Parish, supporting you as parents to nurture your child in the Catholic faith that we share. By enrolling your child in our school, you are continuing the promises you made at their Baptism, to bring your child up in the Catholic faith.



In working with you to develop your child, we use the witness that is Christ. With Christ as our guide, we live by our school motto –

'Love one another as I have loved you –

John 13:34

not only through words or speech

but with action and in truth.'

1 John 3:18

As a school community we work with you in developing Christ in your child's life through their actions, their relationships and their learning. The ministry of education is one that is shared between parent, teachers and the wider community. We thank you for entrusting our community to contribute to the development of your child. This is a responsibility we are humbled and honoured to share.

At St. Michael's we aim to live out our vision of being a Catholic community that **Reflects, Engages and Empowers – educating the whole child – academically, physically, socially, emotionally and spiritually.**

As members of a vibrant school community, your role is an active one. Historically, Catholic education has been founded on principles of parent contribution and voluntary service. Our school will only continue to grow through your support of school initiatives, social events and the financial contribution through fees and fundraising.

At St. Michael's, we strive to live out the charism of Nano Nagle and the Presentation Sisters. We accept with pride and diligence our responsibility to support the poor and marginalised and live as Presentation People.

We strive to engage each child in their own learning, creating an environment in which teaching and learning is purposeful, relevant, innovative and collaborative. We strive to uphold our belief to hold each student to the highest expectations in attaining their personal best in all they do.

This year we celebrate 60 years of Catholic education in Blacktown. What a fantastic achievement for our growing community. With St. Michael and Revered Nano Nagle by our side, we pray we will respond with a Godly heart in friendship, love and cooperation as we look forward to supporting you in the education of your child.

Yours in Christ,

A handwritten signature in cursive script that reads "Sue Veling".

Mrs. Sue Veling

Principal

On behalf of all the Staff

ST. MICHAEL'S SCHOOL

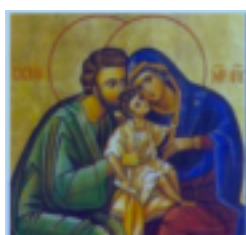
155 Reservoir Road
Blacktown South NSW 2148

Phone: (02) 8869 6200

Email: stmichaelsblktn@arra.catholic.edu.au

Website: www.stmichaelsblacktown.catholic.edu.au

School Office Hours: 8:30am - 3:30pm



MARY, QUEEN OF THE FAMILY
PARISH, BLACKTOWN

St. Michael's Church - 58 Orwell Street, Blacktown 2148

St. Patrick's Church - 51 Allawah Street, Blacktown 2148 Parish

Phone: 02 9622 1125

After hours: (02) 9621 3146

Email: admin@mqofblacktown.org.au

Parish Priest: Fr. Reginaldo Lavilla

Assistant Priest: Fr. Chadi Ibrahim

Deacon: Mr. John Cinya

Sacramental Coordinator & Parish Secretary: Mr. Gerald Oblea

LITURGY TIMES

WEEKEND MASSES

5:30pm Saturday Vigil (St Patrick's)
7:00am Sunday (St Patrick's)
8:00am Sunday (St Michael's)
9:30am Sunday (St Michael's)
10:00am Sunday (St Patrick's)
11:00am 4th Sunday - Filipino Mass (St Michael's)
2:00pm Sunday - Sudanese Mass (St Patrick's)
3:30pm - Syro Malabar Mass (St Michael's)
5:30pm Sunday (St Patrick's)
6:00pm Sunday (St Michael's)

WEEKDAY LITURGIES

ST MICHAEL'S

Mass 8:00am Mon, Tues, Thurs & Fri
7:30pm Wed

Nagle Mass @ St Michael's 8:30am Wed
(during school terms)

ST PATRICK'S

Mass 9:00am Mon, Tues, Wed, Thurs, Sat and
7:30pm Friday only
Mass @ Patrician Brothers' Chapel 8:15am Thurs
(during school terms)

SACRAMENTS & RECONCILIATION

RECONCILIATION

Wednesday 6:45pm - 7:25pm (St Michael's)
Friday 6:45pm - 7:25pm (St Patrick's)
Saturday 9:30am - 10:25am (St Patrick's)

ANointing OF THE SICK

Please contact Parish Office

HOLY HOUR

6:30pm - 7:30pm Wednesday @ St Michael's
6:30pm - 7:30pm Friday @ St Patrick's

VISION & MISSION STATEMENT

We engage each student in their own learning by:

- educating the whole child – academically, physically, socially, emotionally and spiritually
- encouraging growth through creative and critical reflection with others
- creating a school environment in which teaching and learning is purposeful, relevant, innovative and collaborative
- recognising and responding to the individual needs, talents and interests of all.

We empower with a sense of hope for the future by:

- equipping each child with the skills required to work towards their full potential
- endeavouring to create a school community where Gospel values are shared
- nurturing resilient learners, who can negotiate change
- supporting each member of the community in their faith journey.

We reflect the life and mission of Jesus by:

- promoting a vibrant spiritual life through prayer and liturgy
- providing a quality Religious Education program, which nurtures the integration of faith in the lives of all
- living out our school motto '*Love One Another*'
- developing an awareness of justice and equality issues through active participation
- contributing to the pastoral works with Mary, Queen of the Family Parish.

VALUES STATEMENT

We are a Christ-centred Catholic faith and learning community. By living out our school motto to ***Love One Another*** - we help each other to see, feel and act as Christ would, and to be the person we are created to be.

As *Presentation People* who live by the Gospel value of love in action, we believe integrity is essential in *living our values of:*

- ***Being Safe***
- ***Being Respectful***
- ***Being Welcoming***
- ***Being Kind***
- ***Being Forgiving***
- ***Living Justly***
- ***Being Compassionate***

We are a community who looks to Mary, Queen of the Family and Revered Nano Nagle to guide us on our journey and help us on our way as we live out these values to be the best people we can be.

LEARNING PLATFORM

CREATING ENGAGED, RESILIENT LEARNERS

At *St. Michael's* we provide a safe, welcoming and stimulating environment as a prerequisite to productive learning that recognises the unique learning path that each child takes. We believe that students construct learning through exploration and experimentation, through questioning and with the experience of appropriate learning tasks, activities and technologies.

Teachers facilitate children's learning by:

1. Addressing the literacy & numeracy needs of each learner.
2. Catering for the individual needs and learning styles of each student.
3. Providing positive modelling experiences in the classroom.
4. Encouraging students to reflect and act upon their learning experiences.
5. Creating a classroom environment that is well managed with defined expectations and routines.
6. Fostering a student's self-esteem by facilitating a responsibility for their own learning.
7. Providing constructive and encouraging feedback that fosters future learning.

*At St. Michael's
we aim to live out our vision
of being a Catholic community
that Reflects, Engages and Empowers
educating the whole child
academically, physically, socially, emotionally and
spiritually.*

Our teachers engage in continuous professional development to maintain relevant and effective teaching methods and to upgrade skills, including areas such as information technology. We encourage a learning dialogue between parents, teachers and students to raise awareness of students' learning needs and to establish routines that support learning.

OUR STORY

St. Michael's School was opened in 1962 by the Parramatta Sisters of Mercy. The following year, the Presentation Sisters from Lismore were invited to be responsible for the school. In 1963, the teaching staff numbered four and the enrolment was 250. Classes were taught in the 'Tin Shed', an ex-army hut, and the remainder in a weatherboard house, half of which was occupied by a Mrs. Moore.

The school was located in bushland surrounded by poultry farms and a hatchery. Difficulties were experienced in the early years, but the challenge developed a pioneering spirit and a bond with parents and children that has always been special. An open, welcoming spirit has always been an outstanding feature of St Michael's.

St Michael's continues to grow from this wonderful history. Through ongoing support from the Catholic Education Office, government grants and our families, we provide facilities and resources reflecting 21st century needs and opportunities.

With over 700 students, this year our school celebrates 60 years of Catholic Education. It continues to reflect the rich cultural diversity of the Blacktown South community.

PRINCIPALS

1962 – 1962	Sr Mary Dunstan RSM
1963 – 1964	Sr Magdalen Matthew PBVM
1965 – 1968	Mr Joseph Reynolds PBVM
1969 – 1971	Sr Stephen Begadon PBVM
1972 – 1974	Sr Carthage Wall PBVM
1974 (Term 2)	Sr Benedicta Maye PBVM
1974 (Term 3)	Sr Theresa Joan PBVM (acting)
1975 – 1976	Sr Ursula Hartigan PBVM
1977 – 1978	Sr Rita Doyle PBVM
1978 – 1987	Sr Margaret Mary Cogan PBVM
1987 – 1997	Sr Ursula Hartigan PBVM
1997 – 1997	Mrs Patricia Mervin (acting)
1998 – 2004	Mr Richard Orley
2004 (Terms 2-4)	Mr Gary Borg (acting)
2005 - 2018	Mr John Laffan
2018 (Terms 2-3)	Mrs Sarah O'Rourke (acting)
2018 (Term 4-present)	Mrs Sue Veling

TEACHERS & STAFF 2022

LEADERSHIP TEAM

Principal:	Mrs Sue Veling
Assistant Principal	Miss Rebecca Teulan
Religious Education Coordinator:	Mrs Anne Easton
Kindergarten Coordinator:	Mrs Karen Foxe
Year 1 Coordinator:	Mrs Elizabeth Carrington
Year 2 Coordinator:	Ms Rebecca Speed
Year 3 Coordinator:	Mr Scott Carroll
Year 4 Coordinator:	Mr Luke Baddock
Year 5 Coordinator:	Mrs Anne Easton
Year 6 Coordinator:	Mrs Julia Reaidi
Diversity Coordinator:	Mrs Karen Foxe
Wellbeing & PBS4L Coordinator:	Ms Rebecca Speed
Instructional Coaches:	Mrs Karen Foxe & Mrs Elizabeth Carrington

TEACHING STAFF

Kindergarten Green:	Miss Ebony Moylan
Kindergarten Yellow:	Mrs Jessie Said
Kindergarten Blue:	Miss Erin Hall
Kindergarten Red:	Miss Courtney Cavaleri
Year 1 Green:	Mrs Emma Moore
Year 1 Yellow:	Miss Alexandria Loizou & Mrs Janine Aberin
Year 1 Red:	Miss Annabelle Micallef
Year 2 Green:	Miss Kasey Vincent
Year 2 Yellow:	Mrs Natalie Dias & Mrs Natasha Pullen
Year 2 Blue:	Miss Tracy Labour
Year 2 Red:	Miss Hayley Hewitson
Year 3 Green:	Miss Linda Haddad
Year 3 Yellow:	Mr Scott Carroll & Mrs Stephanie Bourne
Year 3 Blue:	Mrs Nicole Leckie
Year 3 Red:	Miss Demi Brooks
Year 4 Green:	Mr Peter Spicer
Year 4 Red:	Mr Luke Baddock & Mrs Amy Williams
Year 4 Blue:	Mrs Christine Ciccone
Year 4 Yellow:	Ms Susan Bodle
Year 5 Green:	Mr Luke Xuereb
Year 5 Yellow:	Mrs Anne Easton & Mrs Tina Barbuto
Year 5 Blue:	Mr Mark Baird
Year 5 Red:	Mrs Stephanie Lumanglas & Mrs Emma Eagleton
Year 6 Green:	Mrs Julia Reaidi & Mr Duncan De Celis
Year 6 Yellow:	Miss Larissa Prested
Year 6 Blue:	Miss Maryrose Estepa
Year 6 Red:	Mr William Luckman

DIVERSITY SUPPORT TEAM

Reading Recovery Specialists Year 1:	Mrs Colleen Walsh, Miss Paula Cassar, Mrs Norma Eid, Ms Rachael Daniels
EMU Specialists Year 1:	Mrs Colleen Walsh, Miss Paula Cassar, Mrs Norma Eid, Ms Rachael Daniels

Reading Stage 3 Specialists:	Mrs Cara-Lyn Kelly, Mrs Colleen Walsh
Family Counsellor:	Mr Tet Khun
Teacher Assistants:	Mrs Renee Azar, Ms Gai Clark, Mrs Deidre McLoughlin, Mr Dane Fizzell, Mrs Nadene Tucker, Mrs Tania Gatt; Mrs Renae Pearsall, Miss Bianca Marsh, Miss Tineka Smith.

LIBRARY & TECHNOLOGY

Librarian:	Mrs Annie Pinto
Learning Technology Coordinator:	Ms Rebecca Teulan
IT Trainee:	Miss Ashleigh Tabusares

SPECIALIST SUPPORT PROGRAMS

Creative Arts Program:	Mrs Siobhan Boje & Ms Melanie Cicchini
Sports Program K-6:	Mrs Amanda Ireton & Mr Ben Pickersgill
Strings Program Years 3 & 4:	Mr Craig Davidson, Mrs Bronwyn McColl, Mr Chris Haige, Ms Bonita Silva, Miss Dom Parker, Ms Emma Greenway,

OFFICE STAFF

Senior Finance Officer:	Mrs Kim Antonelli
School Secretary:	Mrs Danielle Rye
School Secretary:	Mrs Amanda Hart

SUPPORT STAFF

Grounds & Maintenance:	Mr Bill Borg & Mr Ken Lewis
Cleaners:	CHARMAX Cleaning Services & Mrs Doris White
Canteen Manager:	Healthy Canteens Australia

PARISH TEAM

Parish Priest:	Fr. Reginaldo Lavilla
Assistant Priest:	Fr. Chadi Ibrahim
Deacon:	Mr John Cinya
Sacramental Coordinator:	Mr Gerald (Ged) Oblea

STUDENT LEADERS 2022

STUDENT LEADERSHIP TEAM

SCHOOL CAPTAINS:

Sophie Ackroyd, Joshua Ghattas, Mackenzie Kelly, Mila Stribl

SPORTS LEADERS

BLUE - Xayne Casipit and Claire de Vos
RED - Elizabeth Toole and Scott Toole
GREEN - Rihanna AbuGanaba and Oliver Smith
GOLD - Noah Bajada and Gianna Tabone

STUDENT REPRESENTATIVE COUNCIL YEAR 6 LEADERS

Kellan Koong; Acuothe Acuothe; Sarunitha Balakrishnan; Aashna Murgai; Delinda Thompson; Maisy Cyreszko; Alan Castelino
 Julie Aboka; Annabelle Yaghi; Patrick Agon; Louis Cao

STUDENT REPRESENTATIVE COUNCIL (SRC)

YEAR 1 :Daniella Refalo; Martin Zaidan; Brody Rowling
 YEAR 2: Savannah Kahila; Alexia Vivelis; Sara Goyena; Alexander Gock
 YEAR 3: Gracie Nelson; Scarlett Tuara; Rashit Singh; Jacey Ragasajo
 YEAR 4: Mikaela Fenech; Joya Pathak; Amelia Ventrice; Amelia Hadiwidjaja
 YEAR 5: Florence Muyu; Angelina Salama; Elaia Minas; Arjun Shah

SCHOOL DATES 2022

Friday	28 th January 2022	Pupil Free Day-Individual testing of students K-6 (online booking)
Monday	31 st January 2022	Pupil Free Day – Individual testing of students K-6 (online booking)
Tuesday	1 st February 2022	Years 1-6 begin 9-3pm; Individual testing of students in Kindergarten
Wednesday	2 nd February 2022	Individual testing of students in Kindergarten
Thursday	3 rd February 2022	Kindergarten Orientation part-day 9am- 1pm
Friday	4 th February 2022	Kindergarten Orientation part-day 9am- 1pm
Monday	7 th February 2022	Kindergarten begin whole-day 9am-3pm

TERM 1: Tuesday 1st February – Thursday 8th April

TERM VACATION: Monday 11th April – Monday 25th April

TERM 2: Tuesday 26th April – Friday 1st July

TERM VACATION: Monday 4th July– Friday 15th July

TERM 3: Monday 18th July – Friday 17th September

TERM VACATION: Monday 26th September – Monday 10th October

TERM 4: Tuesday 11th October – Friday 16th December

BELL TIMES

8.15am	School gates open
8:30am	Playground supervision commences
9:00am	School begins - Assembly (Monday only)
9:00-11:00am	Morning block of teaching/learning
11:00-11:30am	Morning Recess – includes 5 minutes to sit and eat
11:30 - 1:30pm	Middle block of learning including saying <i>The Angelus</i> at 12noon
1.30 - 2:00pm	Lunch – includes 10 minutes to sit and eat
2:00 - 3:00pm	Afternoon block of learning
3:00pm	School finishes - Students dismissed

PUPIL FREE DAYS 2022 - (STAFF DEVELOPMENT DAYS)

Term 1 – Friday 28th & Monday 31st January 2022 (Student MAI & EYA Testing)

Term 1 – Friday 1st April (Staff Training Literacy & Numeracy)

Term 2 – Friday 10th June 2022 (Staff Training Emergency Care & CPR)

Term 4 – Monday 19th December 2022 (Staff Formation)

Term 4 – Tuesday 20th December 2022

WHAT TO DO WHEN...

You wish to see the Principal or Assistant Principal

If you wish to see the Principal or Assistant Principal, you will need to contact the school office to make an appointment.

You wish to see your child's teacher

Throughout the year you are always welcome to come and discuss your child's education with the class teacher. We do ask, however, that you make an appointment by phone, email or letter so you are able to discuss any issues in a relaxed manner at a mutually convenient time.

If you have any concerns regarding your child, please make an appointment to see the class teacher first. If you wish to discuss the matter further, the stage coordinator is the next point of contact.

If you have any concerns regarding your child, please make an appointment to see the class teacher first. If you wish to discuss the matter further, the stage coordinator is the next point of contact.

Kindergarten Coordinator - Mrs Karen Foxe

Year 1 Coordinator - Mrs Elizabeth Carrington

Year 2 Coordinator - Ms Rebecca Speed

Year 3 Coordinator - Mr Scott Carroll

Year 4 Coordinator - Mr Luke Baddock

Year 5 Coordinator - Mrs Anne Easton

Year 6 Coordinator - Mrs Julia Reaidi

Please do not seek interviews with the teacher during class time or while the teacher is on playground duty or on their way to class or afternoon duty.

If you have further concerns, then please contact the Principal by making an appointment through the school office.

You change your address or telephone number

It is essential that you notify the school, in writing, of any changes. If your child is ill, it is most distressing for them if the school is unable to contact parents because our records show an incorrect telephone number or emergency contact number.

It is very important that your child's teacher and the office staff are informed immediately in order that you may be contacted in the event of an emergency.

You are requested to complete forms

If you are requested to complete forms by the school, please do so immediately and return same to your child's teacher or the office as required.

Your child is not well

Parents are asked not to send their child to school when they are not well. Children become very distressed when they are sick and they also run the risk of infecting other children. If your child is well enough to return to school, but still requires medication, written notification stating dosage and the times medication is to be administered should be given to the office. Medication should be in measured doses.

Please refer to the Medication article in the procedures section of this Handbook for further details. Where at all possible, medication should be administered at home.

Extended illness/absence due to injury

If your child is absent from school for a long period of time due to injury or illness, please contact your child's teacher to discuss what suggested activities could be done during this time. Normally we would want you to focus on helping your

child make a speedy recovery without the worry of 'school work'. We also ask you to appreciate that because of the way learning happens in school these days it is difficult to send class work home for children to do if they are not present for the classroom teaching and learning experiences.

Other leave

Leave reasons may include misadventure, an unforeseen event, funeral attendance, special event not related to school e.g., family wedding, extended holiday. New legislation required teachers to mark students 'absent' unless an exemption is granted by the Principal.

If leave is required for more than 5 days, e.g., for family travel, parents must complete an ***Application for Extended Leave - Travel (5 or more days) form***. This form is available from the school office or is available on the school website. If more than fifty-days leave is required, the application is forwarded by the Principal to the Diocesan Director for approval.

It is not possible for teachers to set additional work for children who are taking extended holidays. Children are encouraged to read daily where possible and keep a diary or scrapbook of their adventures if possible. Above all we invite you to enjoy a relaxing and enjoyable family holiday and learning experience.

You need to collect your child early

The end of the day is an important time of day for children and their teachers. Teachers give out information regarding work that needs to be completed at home and reminders about events happening the next day. It is important that children do not leave school early unless absolutely necessary. If you do need to collect your child during school hours, you will need to call at the office to sign them out. The Office staff will then follow school procedures and have your child come down to the office. Parents are requested not to go to their child's room during class time.

You will be late collecting your child

If you have been delayed due to unforeseen circumstances, please contact the school office by telephone **no later than 2:30pm** so that a message can be passed onto your child before they are dismissed.

Your child loses a school uniform item

We encourage students to be responsible for their clothes and belongings. However, occasionally these items are lost or misplaced. If each item is clearly labelled with the child's name, we will be able to find the owners.

All other items are placed in the lost property boxes on the demountable veranda. Items unclaimed after four weeks will be given to the clothing pool.

PROCEDURES & GENERAL INFORMATION

Absences from School

For each day your child is absent from school due to illness or other unavoidable circumstance you will receive an SMS message through the COMPASS Parent Portal. It is important that you reply daily to the SMS explaining the absence (e.g. John Smith in Kinder Gold is sick). This response is then uploaded to your child's attendance record and a note is not necessary. If you have not responded to the SMS via the COMPASS Parent Portal, a note must be sent to the classroom teacher as soon as they return to school containing the following information:

- child's name
- date(s) absent
- reason explaining absence

If no communication is received after 7 days, your child will be marked as absent from school without explanation.

Late Arrival

At *St. Michael's* we value and protect all-day learning time. Punctuality assists children to settle in the morning and reduces the number of interruptions to a class. However, there will be times when children arrive late. Your child is considered late if they have not arrived at school by the first bell at 9am. Children arriving late to school must collect a 'late note' from the school office prior to attending class, which must be handed to the classroom teacher. Children arriving late must **be accompanied to the office by an adult** or supply a letter explaining the reason for the late arrival.

Early release from School

The end of the day is an important time of day for children and their teachers. Teachers give out information regarding work that needs to be completed at home and reminders about events happening the next day. It is important that children do not leave school early unless absolutely necessary. If you do need to collect your child during school hours, you will need to call at the office to sign them out. The office staff will then follow school procedures and have your child come down to the office. Parents are not to go to their child's room during class time.

Accidents

In the event of an accident at the school, the following procedures will be taken:

- The school will ring the child's parent/carer.
- If the parent/carer is unavailable, the school will contact the emergency contact person nominated by the parents/carers.
- Children in need of urgent attention will be transported to hospital by ambulance. The school is a member of the Ambulance Fund.
- The school will, in all cases, take necessary steps to ensure the wellbeing of the child.

Anaphylaxis and Food Allergies

A number of students at school have severe allergies, some of whom have **anaphylaxis** which is life threatening. While *St. Michael's School* is not a nut, egg free or seafood free school, we do ask for everyone's cooperation in minimising the risk to our students, by not bringing to school nuts, nut products such as Nutella, eggs or egg sandwiches, tuna and salmon.

The CEDP's protocols stipulate that staff receive training in the management of anaphylaxis every two years. The school follows the protocols set out in the document *Anaphylaxis Training, Guidelines, Procedures for Schools and Children's Services*.

Animals on Site

To ensure the safety of students, animals such as family pets including dogs are not to be brought onto the school site. These guidelines are for the safety and wellbeing of students, teachers and the animals and are in line with the *Animals in School (2001)* Animal welfare guidelines for teachers.

Animals can only be brought onto the site for educational purposes with the approval of the Principal. The following procedures must be adhered to:

- You are required to write to the Principal to seek permission in advance with at least 2-days notice.
- You are required to make arrangements with the child's class teacher in advance. If there is a casual teacher in the class, please do not bring the animal to school.
- The animal must be taken off school premises after the class has seen it. It may be advisable to bring the animal at the end of the day if you are unable to take it home in the morning.

Attendance – EVERYDAY COUNTS – Student Attendance Guidelines

These Attendance Guidelines are based on current legislative requirements, research on attendance and best practice.

- ✓ Attendance affects a child's academic achievement and their overall wellbeing.
- ✓ There is NO safe threshold of absence – everyday counts.
- ✓ School attendance patterns are established early in a child's schooling – research shows Year 1 attendance is a predictor of future attendance patterns.
- ✓ The effects of school absenteeism accumulate over time and affect children's development now and into the future.
- ✓ Daily punctuality is important. The early part of each day is critical. Important learning is scheduled during this time when children are rested and receptive. Key concepts are built up in the time.
- ✓ Sporadic absences can affect academic achievement as much as absences over consecutive days.
- ✓ We ALL need to work together with our children's best interest in mind to ensure that students are at school every day that they are well enough to attend – they only get one go at this part of their education and everyday counts.

Below is a table showing the thresholds established across the Parramatta Diocese for students' attendance and the accumulated effects over 10 years of school time lost

Attendance Rate	Student Absence	Educational Risk	Days Absent Per Year	Cumulative Absence over 10 Years of School
90% or more	Regular	Low or zero	20 days or less	Adds up to 1 year or less schooling missed
80%-89%	Emerging	Medium	Between 20- 40 days	Adds up to 1-2 years schooling missed
70%-79%	Chronic	High	Between 40- 60 days	Adds up to 2-3 years schooling missed
69% or lower	Complex	Severe	60 or more days	Adds up to 3 years plus schooling missed

Birthdays

Children often enjoy celebrating their birthdays with their classmates. Should parents choose to, they are able to bring in special treats for their child to share with the class. These can include:

- cupcakes OR
- doughnuts OR
- lolly bags (these will be sent home for children to eat)

Please note that due to COVID 19 restrictions all products must be individually wrapped

Book Club – Scholastics

As reading is such a vital part of your child's education, books are on sale each term through the Scholastic Book Club. The Librarian operates the Book Club. The club ensures parents and carers can purchase quality books at cheaper prices.

Canteen – Our Health Promoting School

St. Michael's canteen operates five days a week and is managed by a contractor, Healthy Canteens Australia. Menus and price lists are regularly distributed to students with updated menus and/or price changes. The Canteen operator adheres to State Health Department guidelines for a 'Healthy' School Canteen and aims to develop an understanding of the factors that influence a healthy lifestyle. Canteen orders can be made on-line or through '**FLEXISCHOOLS**' or directly at the canteen before school starts.

CATASTROPHIC Fire Days

When the RFS (NSW Rural Fire Service) calls a 'catastrophic' fire day St. Michael's School must close.

Catastrophic is the highest fire danger rating. High temperatures, strong winds and low humidity are forecast, making conditions dangerous. If a fire starts during catastrophic conditions, lives and homes will be at risk. The land around St. Michael's School, Nagle College, the *Ambrose School Aged Care* and *Ambrose Early Learning Centre* are rated by Blacktown Council as bush fire prone land which can support a bush fire or is subject to bush fire attack. When a 'catastrophic' fire rating is called all schools with this rating must close.

Complaints and Grievances

If, at any time, you find that you have a concern with the school, you are encouraged to come to the school and speak with the teacher/s, Grade Coordinator, Assistant Principal and/or Principal, to find a resolution for your concern. It is our aim to work with all members of our school community to ensure that we do the very best we can to provide a productive, safe and enjoyable learning experience for our students and a professional fulfilling experience for our staff.

If you would like to raise a concern formally, the Catholic Education Office has procedures for ensuring that complaints are handled fairly. Information about how to lodge a complaint and a complaint form are available from the school office or in Complaint Handling Policy and Procedures.

These documents can be accessed on the school website (<http://www.stmichaelsblcktn.catholic.edu.au>) or the system website (<http://www.parra.catholic.edu.au>)

Ambrose School Aged Care

Ambrose School Aged Care offers before and after school care for primary school aged children. It is conveniently located within the school premises. Experienced and qualified staff run the centre, with close links to the school and the local parish.

Students participate in a range of activities including craft, cooking, dramatic play, language and literature, outdoor play, group and individual projects and support for homework. Nutritious, balanced meals and snacks are provided.

The operating hours are Monday to Friday mornings between 6.45am to 8.45am when children are then escorted to the playground and afternoons between 3.00pm until 6.30pm.

Enrolment forms can be obtained directly from the Ambrose centre.

Service Coordinator – Ms Smita Swaroop

Email: stmbblacktown@cdpsl.org.au

Contact mobile: 0419 554 302

Creative Arts – Strings Program

Years 3 & 4 students receive a one-hour strings lessons each week from a specialist music teacher. The school loans out violins, cellos and double basses to students so they have experience playing an instrument in an orchestra.

Creative Arts – Small Group Lessons for Violin, Cello, Double Bass and Drums

Students can continue small group music lessons at a cost of \$120 per term. This requires the purchasing or rental of the required musical instrument.

All students have the opportunity of being part of the school string orchestra.

Custody and Restraining Orders

If a Custody or Restraining Order (AVO) exists within a family relationship the school must be provided with a copy of the legal document so to monitor parental contact with a child. This is a legal requirement. Upon enrolment, all families are required to provide such information. Alternatively, family situations can change and families are asked to inform the Principal of such changes. Office staff, through the Principal, assumes responsibility for filing and communicating such matters.

Extreme Weather

At times we can experience extreme weather conditions. On these days there is special first and second break supervision whereby the children are kept out of the heat/cold/wind/smoke and remain in air-conditioned classrooms. Students are permitted access to their water bottles during class time.

Gossip

From time to time when people come together, some find the need to talk about others and pass on tales whether true or not that can hurt, defame or disrespect. Our Catholic faith instructs us to 'not bear false witness against our neighbour.' Aside from the inappropriateness of gossip and slander is the hurt that it causes to people's reputations, esteem and feelings. Teachers, parents, children and our community should not be damaged by the whispers of gossip. If we are truly building the Kingdom of God here at St. Michael's, we should think before we talk and choose our words based on the Gospel values. After all, this is what we are trying to teach our children.

Health

The NSW Health website provides detailed and regular updates regarding public health issues.

The Principal must be notified immediately if your child enrolled at the school is suffering from one of the following infectious diseases:

For the protection of other children in the school, the following periods of exclusion must be observed.

COVID-19: *Exclude from school until cleared by NSW Health/Negative Rapid Antigen Test*

Chicken Pox: *Exclude until fully recovered – minimum exclusion for 5 days after the first spots appeared and until all blisters have dried*

German Measles (Rubella): *Exclude until fully recovered – minimum exclusion for 4 days from appearance of rash*

Infectious Hepatitis: *Exclude until medical practitioner certifies recovery*

Measles: *Exclude for at least 4 days from the appearance of the rash*

Mumps: *Exclude until fully recovered – minimum exclusion for 9 days or until swelling goes down*

Whooping Cough: *Exclude for 5 days after starting antibiotic treatment*

Conjunctivitis: *Exclude until discharge from eyes has ceased – minimum 1–3 days*

Impetigo: *Exclude from school until appropriate treatment has commenced - sores need to be covered with a watertight dressing*

Ringworms, Scabies, Head lice, Trachoma: *Exclude from school until appropriate treatment has commenced*

Leaving the School

When students are leaving the school, a full term's notice in writing must be given to the Principal otherwise a full term's fees will be payable. It is a requirement of the NSW Government Education Standards Authority (NESA) that you inform the principal of the school your child will be attending. A form can be obtained from the school office.

Library

Each class has an assigned borrowing time, and children are encouraged to borrow regularly and return books promptly for others to use. All students are required to have a material library bag to carry books. School Library bags are available from the School Office. Alternatively, home-made or shop purchased bags are acceptable. Please ensure your child's name is clearly marked. Parents are invited to assist with routine tasks such as shelving books or covering new resources. This helps maintain resources and keep the Library organised.

Liturgies

At St. Michael's we believe in the importance:

- of maintaining a close relationship with our parish priests – Fr. Regie, Fr. Chadi and the Parish team
- of Prayer as an expression of our relationship with God and forms an integral part of our school life
- that Prayer may take on various forms and the children at St Michael's will be involved in a wide variety of faith expressions at different times during the year
- of special school Prayer celebrations
- of Class/Stage Prayer
- in Whole School Masses

As parents form an important part of the school community at St. Michael's, you are invited to attend and participate in liturgies with your children.

Medication

Parents are required to complete a *Medication Administration Form* before medication can be administered at school. School personnel are only permitted to give medication prescribed by a doctor. They are unable to give any types of pain relievers, such as paracetamol. Medication should be sent in the original container with the child's name, dosage and time of administration clearly marked. A letter is required from the doctor stating the type of medication prescribed, the dosage and the time it is to be administered.

Many doctors agree that medication to be given three times a day does not need to be administered at school. It can be administered: morning - breakfast; after school; before bed at night. No children are to carry medication in their bags (except for asthma relievers).

Parents Community Group

Parental engagement with school enhances the learning experience for the child and contributes to their general sense of well-being. Parents are an integral part of the community and assist staff in a myriad of ways. *St. Michael's School* has a very active parent group who strive to work with the Principal and staff to build community, support families, facilitate parent education and provide funds for student and school resources. Meetings are held throughout the term and all are welcome and encouraged to attend.

Privacy – Photographs and Videos

From time to time, student photographs and videos are used in school and Catholic Education Office promotional materials and websites. If you do not wish any photos or videos of your child/children to be used in such instances, please notify the principal in writing. For further information see the *Catholic Education Diocese of Parramatta Privacy Statement*.

Protocols Concerning Classroom & Playground

If there is an issue in the classroom or in the playground, parents should initially contact their child's class teacher. If necessary, the next person to be contacted is the grade coordinator. If a satisfactory resolution has not been reached, parents may contact the Assistant Principal or Principal. ***It is not appropriate for any parent to approach either another parent or their child/children with the intention of resolving a school issue.***

Pupil Free Days (Staff Development Days)

The Catholic Education Office allows the school six pupil free days per year for the staff to use a block of time to develop school-based curricula or other approved staff development exercise. The NSW government has deemed that first two

days of the year as 'teacher only' days and one day and the end of the school year. Prior notice of the remaining three days each year will be given at least six weeks before the scheduled day. (Please see Page 10 for the 2022 Pupil Free Days.)

Sacramental Program

Sacramental Programs are Parish based and in 2022 will fall in the following terms:

Term 2 - First Eucharist for Year 4 students and students in Years 5 & 6 (Enrolment to 2nd May 2022)

Term 3 - Confirmation for Year 5 students and students in Year 6 (Enrolment to 26th June 2022)

Term 4- Reconciliation for Year 3 students and students in Years 4, 5 & 6 (Enrolment 18th September 2022)

School Fees for 2022

Diocesan School Fees are annual fees charged over the year in three instalments. Diocesan Tuition Fees include a level of student accident insurance cover through Catholic Church Insurances. The 24-hour cover is for school activities during school hours and approved school activities outside school hours such as camps, sports, work experience and travel to and from school.

ANNUAL FEES PRIMARY 2022	<i>Note: no charge for 4th+ children</i>	1st Child 100%	2nd child 75%	3rd child 50%
Tuition Fee	Kindergarten	\$1,242	\$933	\$621
	Years 1-6	\$1,605	\$1,203	\$804
Building Levy	One Levy per family	\$834		

Diocesan Building Levy

All families with one or more children in a Parramatta Diocesan school are required to pay the annual Diocese of Parramatta Diocesan Building Levy. This levy has replaced the various building levies that parents previously paid to school building funds (managed by either parishes or schools). The levy for 2022 is \$834 per family, payable in three equal instalments of \$278.

Other School Based Fees

Each child is charged a School Resource Fee. This cost covers learning resources, cleaning costs of the school and ongoing upkeep of IT equipment. **In 2022 the Years K-6 School Resource fee is \$222.**

Each child is charged an Activities Fee. **In 2022 the Kindergarten activity fee is \$96. The Year 1 & Year 2 activity fee is \$162, Years 3 & 4 - \$174, Years 5 - \$189 and Year 6 - \$132.** This fee covers most events such as excursions, incursions, Carnivals, Sports Skills Programs, Swimming Program etc. The overnight excursion to Canberra for **Year 6 of \$225** is billed separately on the school fees statement.

Enrolment Criteria Information

Who can enrol in a Catholic school? Children whose fifth birthday occurs on or before 31 July are eligible for enrolment for Kindergarten that year. By law, all children must be enrolled in school by their sixth birthday.

The Enrolment Policy for Parramatta Diocesan Catholic schools offers Catholic family's greater choice by allowing them to apply for enrolment at a Catholic school anywhere in the Diocese. Where places are limited, priority will be given to:

- Catholic children who live in the local parish
- Catholic children from other parishes

- Children of families who actively participate in the life of the school and local parish community
- Orthodox children
- Children from other Christian faiths
- Children of non-Christian faith

Catholic schools have a strong religious dimension and people of other faiths who wish to enrol in Catholic schools should be willing to participate in the religious activities of the school.

Siblings

Siblings of children already enrolled in the school are considered by the same criteria above. However, within each of these categories, a sibling of a child already enrolled will have preference over an applicant who does not have a sibling enrolled in the school.

What if my child already attends a Catholic Primary School in the Diocese?

A child who has completed primary education in a Catholic parish-based primary school will usually be offered continuity of enrolment in a Catholic secondary school. If no places exist at the chosen school, Catholic Education's Director of Performance will assist families to enrol in another Catholic secondary school in the Diocese.

Financial Assistance

No child will be refused a place in a Catholic Systemic School where genuine financial hardship is experienced. In these circumstances, parents should consult with the Principal so assistance can be made available.

Diocesan Temporary Residents Fee for 2022

The Diocesan Temporary Residents Education Fee for 2022 is **\$2,046** per student, payable in three equal instalments of \$682 in terms one, two and three. The fee applies to new students on the following Visa numbers: 173, 400, 401, 402, 405, 407, 408, 410, 411, 415, 416, 417, 420, 456, 457, 462, 476, 482, 485, 580, 590, 600, 601, 651, 771, 884, 944, 956, 976 and 977.

The DTREF fee represents a partial contribution to the education costs of temporary residency students enrolled in our system. The fee includes access to the New South Wales Board of Studies curriculum across all key learning areas, textbook hire, access to student welfare and counselling services.

The DTREF fee does not apply to families on visas required to be billed as Full Fee-Paying Overseas Students (FFPOS). The visa list is reviewed and updated regularly by FAS based on information from the NSW Department of Education and Communities website and is important in determining whether FFPOS or DTREF applies.

Specialist Teachers

St. Michael's Diversity teachers work closely with classroom teachers and parents in meeting our student's individual needs.

Intervention Programs

- **RR (Reading Recovery)** is a one-on-one individualised accelerative Reading program for eligible children in Year One.
- **Kindergarten Early Intervention** is a small group program to assist students with the recall and understanding of numbers and letters.
- **EMU (Extended Mathematical Understanding)** is a small group, daily, intervention program offered to eligible Year One students and children in middle primary grades.
- **R3 (Reframing Readers Resourcefully)** is an individualised intervention program for students in Year Five and Year Six who experience difficulty comprehending what they read.

Sport and House Colours

St. Michael's School is divided into four Sport Houses: **Red**, **Blue**, **Gold** and **Green**. School Leaders are elected to lead their teams at sporting events including Athletics Carnival, Cross Country Carnival and Swimming Carnival during the year. Children in the same family will always be placed in the same house colour.

Sport at *St. Michael's* plays a very important part in the education of the whole individual. The major emphasis of the Physical Education Program is that of skill development. The children practice a wide range of skills covering a number of sports.

The Physical Education Program is geared to the needs, interests and development level of the students, and it is expected that all children participate.

Students compete first at the school level and then progress to Zone, Diocesan, Inter-Diocesan and State levels in Athletics, Swimming and Cross-Country. Students are also invited to attend a variety of Diocesan Gala Days such as Netball, Touch Footy, Rugby League and Soccer. Students, who are eligible, can also compete in Representative Sport such as Golf; Tennis; Gymnastics etc.

Staff Professional Learning Meetings

Staff Professional Learning Meetings are scheduled each Wednesday after school and each Monday before school. Staff members are not available at these times.

SunSmart Policy

The SunSmart Policy is in place year-round at *St. Michael's*. All students will wear the school bucket hat that provides good cover to the face, neck and ears when they are outside. Care is taken during peak UV times to reschedule outdoor activities. Programs on skin cancer protection are included in the curriculum. Students who do not have appropriate hats are asked to sit outside the library in the shade at first and second break, and the '**NO HAT, NO PLAY**' policy applies.

Swimming Program

St. Michael's participates in an intensive swimming program. Lessons are conducted in Term 1 for five one-hour lessons for students in Years 1-6 and are levelled to suit each child's ability. This program is compulsory for all students in Years 1-6. The cost of the program is included in the school activity fee.

BUS & ROAD SAFETY

Bus Conduct

A number of students use buses as transport to and from school. All students are to behave in manner that ensures both their comfort and safety and the comfort and safety of other passengers and the driver. There is a *Bus Code Of Conduct*. This publication, in full, can be found on the Transport NSW website <http://www.transport.nsw.gov.au/ssts>

The Code of Conduct for school students on buses is as follows:

- Respecting the needs and comfort of all passengers, such as no use of offensive or racist language, fighting, spitting, placing feet on seats, throwing things in or from the bus, eating or drinking - except water.
- Following the driver's instructions about safety on the bus e.g., where to sit.
- Keeping arms, legs and heads inside the bus.
- Refraining from attracting the attention of the driver except in the case of emergency.
- Protecting bus property.
- Tapping on and tapping off when using the OPAL pass.

Bus Travel - School Student Transport Scheme

Travel is free for approved applications. Students are required to apply for a school OPAL pass at <https://transportnsw.info/school-travel-apply>

School OPAL cards can only be used to and from school.

- Infant pupils attending Kindergarten to Year 2 classes, irrespective of distance from home to school, are entitled to apply for a pass.
- To be eligible, pupils (other than those in Kindergarten and Years 1 and 2) must reside more than 1.6 kilometres from the school 'as the crow flies'.
- If your child loses their OPAL pass an application must be made directly to the appropriate bus company, not the school office.

Please note that clarification of bus routes and times should be made directly with **Busways** on 9625 8900, not the school office. Students are expected to behave themselves at all times while travelling on public transport. Parents are asked to reinforce these expectations. The bus company has the right to withdraw travel privileges due to inappropriate or unsafe behaviour. **All students must tap on and tap off with their OPAL CARDS when using the bus.**

St Michael's Primary School

Timetable effective from Monday 25 October 2021

Amended 10/09/2021

(R) Bus Turns Right - (L) Bus Turns Left

MORNING				
Bus Number	Route Number	Time	Locations Served	Route Description
6018	-	8:10 AM	Blacktown Prospect	Departs Blacktown Station (Rank G) via Patrick St to Westpoint Interchange (Rank 9) continues Patrick St (L)Bungarribee Rd (R)Lock St (L)Tress St (R)Pendant Av (8:20am) (L)Lancelot St (R)Erith St (R)Eltham St (L)Dinton St (R)Myrtle St (L)Rydal St (R)Ollier Cr (R)Ashby St (R)Flushcombe Rd (L)Heapey St (L)Orwell St to School.
6055	-	8:27 AM	Blacktown Arndell Park	Departs Blacktown Station (Rank E) via Patrick St to Westpoint Interchange (Rank 9) continues Patrick St (R)Newton Rd (L)Walters Rd (R)Douglas Rd to Tyndale Christian School (8:40am), continues Douglas Rd (R)Rosenthal St (R)Denis Winston Dr (L)Douglas Rd (R)Walters Rd (L)Archer St (R)Reservoir Rd (L)Kurrajong Av (L)Taronga St (R)Julie St (R)Orwell St to School.
AFTERNOON				
Bus Number	Route Number	Time	Locations Served	Route Description
6509	-	3:05 PM	Prospect	Departs School via Orwell St (R)Heapey St (R)Flushcombe Rd (R)Azalea St (R)Heliotrope Cr (R)Clare St (L)Flushcombe Rd (R)Myrtle St to Dinton St (3:12pm), continues Myrtle St, Keyne St (R)Hilda St (R)Harrod St (R)Norman St (R)Myrtle St (L)Dinton St (R)Eltham St (L)Erith St (L)Lancelot St (R)Pendant Av (L)Keyworth Dr (R)Lock St to Bungarribee Rd (3:24pm).
6563	-	3:24 PM	Doonside South	Departs School via Orwell St (L)Julie St (R)Joseph St (L)Theresa St (L)Reservoir Rd (R)Archer St (L)Walters Rd to Evans High School, turns around & returns Walters Rd (L)Douglas Rd (R)Tallawong Av (L)Bungarribee Rd (R)Monash Rd (L)Solaris Dr (L)Astral Dr (L)Rosenthal St to Birdwood Av (3:41pm), continues Rosenthal St (L)Douglas Rd (L)Denis Winston Dr (R)Rosenthal St (R)Bungarribee Rd to Reservoir Rd (3:51pm), continues Bungarribee Rd (L)Patrick St, Westpoint Tunnel to Blacktown Station (4:00pm).
6614	-	3:25 PM	Blacktown	Departs School via Orwell St (L)Julie St (L)Taronga St (R)Kurrajong Cr (R)Reservoir Rd to Archer St (3:29pm). Then continues as Route 724 via (L)Archer St (R)Walters Rd (R)Bungarribee Rd (L)Balmoral Rd (R)Newton Rd (L)Patrick St to Blacktown Station (3:47pm).

Children's Crossing

The pedestrian crossing in Orwell Street is a part-time crossing that operates just before and after school hours. The crossing is highlighted by flags with the words **CHILDREN CROSSING** on them and is patrolled by a crossing supervisor. When the flags are displayed, traffic must slow down and stop before the stop line if a pedestrian is on or entering the crossing. You must not proceed until all pedestrians have left the crossing. The speed limit in a school zone is 40kph.

Car Parking Safety

Parking is only allowed:

- On Reservoir Road where indicated
- In the Church carpark (mornings only)
- On Orwell Street or surrounding streets.

Please do not park in the staff carpark, the area behind the Presbytery and at no time are you to park in Pete's Place School or Hedwig's Aged Care Centre that is adjacent to the school.

Parents Visiting the School

Limited parking is available for all volunteers in the small car park at the exit gate on Reservoir Road. Parents who have appointments or are picking up sick children can park in the staff carpark if a space is available between 9:30am-2:30pm, otherwise you will need to park on the street and walk into the school grounds via the Reservoir Road pedestrian gates.

Road Safety

Reservoir Road is a particularly busy and dangerous main road. All parents are urged to maintain safe practice by:

- Using marked crossings;
- Parking in signed areas;
- Following school signs when entering the grounds.

No parent vehicles are to enter school grounds from Reservoir Road between 2:30 and 3:15pm unless to access the disabled parking spaces.

In the interest of safety for all concerned and in particular for the safety of our children, we ask all drivers using the 'St. Michael's Drop Off Zone' from Reservoir Road in the morning to obey the following procedures:

- Use the 'Drop Off Zone' in the morning within St. Michael's School Grounds from Reservoir Road.
- All vehicles are to travel at walking pace only;
- No stopping or parking on the pedestrian ways;
- Vehicles are to remain in a single file with no overtaking;
- Drivers are not to leave their vehicles while in this zone;
- Do not stop in middle of this zone. Always be mindful of vehicles trying to get into this zone from Reservoir Road;
- There is NO RIGHT TURN into Reservoir Road from the 'Drop Off Zone'.

Please be considerate of our neighbours in adjoining streets and do not park in driveways. Do not park in the parish driveway; this needs to be kept clear at all times.

Student Supervision

School gates open at 8:15am in the morning. Playground supervision begins at 8:30am and finishes 3:20pm each afternoon. Parents are reminded that children should not be left at school outside these hours.

School Access

As a matter of security and student safety, the only access gates to the school between the hours of 9am and 3pm, is the pedestrian gates on Reservoir Road. Please enter the via the school office where visitor passes are issued.

School Arrival

Parents and carers need to obey the 'Kiss & Drop' points at entrances. The 'Kiss & Drop' area is supervised from 8:30am. We invite you to promote the independence of children by farewelling them at the gate and ensuring they carry their own school bags into school. No parent is to proceed into classrooms or toilet areas.

Once school begins, all visitors are asked to leave the school grounds immediately. If you are staying to help out in a class or other approved activity, you must sign in on the Visitors iPad at the office and wear a visitor's badge.

- No car parking is allowed in the Church car park except for parishioners attending morning mass.
- Parents will be able to drop students off at the large gates in the church car park and students can then proceed along path via the Ursula Companion Centre.
- The Orwell Street Bus Bay gates are open from 8:30 am.
- The Parish carpark gates open from 6:45am for students attending the Ambrose COSHC.
- All students arriving by bus will proceed from the bus bay area along the path from the basketball courts and via the Ursula Companion Centre.

School Departure

Reservoir Road and Waiters

There is no drive-through pick up in the afternoon in accordance with advice from the Road Traffic Authority and the Police Local Area Command. Parents picking up students from Reservoir Road must park on the street and walk into the school grounds and wait in the drive through area. From 2:55pm, teachers bring students to the infant quad area for dismissal at 3pm.

Students whose parents are running late, will remain at this point until 3.20pm. After this time, any students remaining will be taken to the office where parents will be phoned, or for repeat offenders, to the Ambrose School Aged Care where parents will be charged a fee for the afternoon session.

All Reservoir Road walkers will be escorted to the traffic lights at the intersection of Reservoir Road and Kurrajong Crescent and supervised as they cross the road.

Orwell Street

All students departing from Orwell Street will be escorted by teachers and assemble for car pick up between the Church and Orwell Street. Parents are required to drive slowly into the Parish car park and proceed to the pick-up point with **the family name clearly displayed in the front window.**

There will be no car parking permitted in the Church carpark at this time of the day, unless attending Parish business or in the event of a funeral. Supervision at this point concludes at 3.20pm. Any students remaining will be taken to the office, or for repeat offenders, to the Ambrose COSHC where parents will be charged a fee for the afternoon session.

All Orwell Street walkers will be escorted to the Orwell Street crossing and supervised as they cross the road. For Orwell Street pickup, parents park and walk in through the Church driveway and wait for their children at the end of the gate. Supervision at this point concludes at 3:15pm.

If you are delayed in picking up your children, please notify the office.

It should be noted that when collecting students at these points, respect for gardens, pathways and memorials must be upheld at all times

Bicycles and Scooters

In keeping with RTA and Department of Education guidelines **only children in Years 5 and 6** are permitted to ride bikes or scooters independently to school provided they:

- are at least 10 years old and
- have their parent's permission in writing - to be provided to the class teacher at the beginning of each year

- obey all road safety rules when travelling to and from school
- walk their bike/scooter while in the school grounds
- wear a helmet
- attended the C.A.R.E.S. Program.

For the protection of the children and other road and footpath users you are urged to take some time to talk to your child about bike safety and the laws they are required to follow. The privilege of riding to school will, after consultation with parents, be withdrawn from any student known to be behaving in a dangerous or unsafe manner while riding to and from school.

All Year 4 students participate in the C.A.R.E.S. (Community and Road Education Scheme) Bike and Road Safety Education Program.

COMMUNICATION

Parent/Teacher/Student Conferences

Early in Term One, parents are invited to attend a meeting with their child's grade teachers. The purpose of the meeting is for students to present their personal learning goals to their parents and for teachers to gain insight into the student by parents identifying strengths, interests and areas of need. In Term 2 & Term 4 a conference is available once reports are sent home. However, parents who have concerns regarding their child may request an interview at any time via the school office.

Social Media (Facebook, Instagram etc.)

With the popularity of Facebook and Instagram, it is essential to remind parents that photos of school events cannot be placed on personal pages or sites. This is to ensure that privacy and child protection practices are not breeched. Parents are also reminded that in keeping with our Catholic faith and respecting the dignity of each person, it is not appropriate to make comment on other parents, children or staff on social media sites.

Assessment and Reporting

Teachers employ a variety of techniques and strategies to monitor children's development of skills and knowledge, such as observations and written assessments, Standard Tests such as PAT-R and PAT-M and state-wide assessments such as the NAPLAN (National Assessment Program - Literacy and Numeracy).

Half Yearly and Yearly (Semester) Student Reports

Families will receive a written school report at the end of Term 2 and again at the end of Term 4. These standards-based reports use the mandated Plain English E to A scale for each Key Learning Area.

Student achievement is assessed against specific learning outcomes and assessment standards. These outcomes are taken from the syllabus documents set by the NSW Board of Studies for each Key Learning Area. The Term 4 report is emailed home at least seven days before the end of school via the COMPASS Parent Portal.

Important information to give teachers

So that we may do everything possible to meet your child's learning needs the class teacher must be informed if your child:

- has to wear glasses
- has a hearing aid
- is under medical treatment
- requires medication
- needs to be collected from school early
- has a medical appointment during school hours
- has recently experienced any major upsets, (e.g. family break-up, death of relative etc.)
- is attending speech/occupational therapy/psychologist
- any other information that is relevant to your child's learning.

Please inform the class teacher in writing via the school office.

Parent Newsletter and Information Updates

The *St. Michael's Parent Newsletter* is published fortnightly and emailed to each family via the COMPASS Parent Portal. It is also uploaded to the school's website and Facebook on Tuesday and archived to be read at your convenience. These newsletters are valuable sources of information about events within the school community and are the **main means of communication** between school and home.

It is important that parents read the newsletters and all notes carefully. Parents are able to register their email address via the school website so they can receive an automatic email each time there is a new Newsletter or when an important announcement is made.

Parents are invited to contribute to the Newsletters. If you or someone you know has family, cultural, sporting or other news or achievements you would like us to share and/or celebrate, please forward the details in writing to the school office.

Parent Calendar

A parent calendar of school events is available through Google Calendar. Also, see the website for Upcoming Events.

Website

St. Michael's website is regularly updated and is a valuable source of information. Families can access the Parent Handbook, relevant school policies and plans, newsletters, student matters and current news stories. The web address is: <http://www.stmichaelsblacktown.catholic.edu.au/>

VOLUNTEERS & VISITORS

Working With Children, Volunteer Training, Mandatory Reporting And Confidentiality

The NSW Child Protection (Prohibited Employment) Act 1998 requires schools to ask anyone who is performing a task for the school and may have direct, unsupervised contact with children, if they are a prohibited person. This includes all parents helping in classrooms, excursions, sporting events and any other activities where they may have direct, unsupervised contact with children.

If you want to Volunteer

Step 1: All Volunteers must complete the **'Building Child Safe Communities – Undertaking for Volunteers' Form** if you wish to help at *St. Michael's School*. A notification of your successful completion of the form will be sent via e-mail to school and to your email address. (Please click on the link below to find the form)

Step 2: It is also a system requirement that volunteers complete an on-line training module 'Child Protection Training'. An online training module is available to volunteers by accessing the link below. You must complete this module to be eligible to volunteer. After successful completion of the module, volunteers are required to fill out the form by typing your name, email address, contact number, contact address and the school. A notification of the successful completion of the module is sent via e-mail to the school and to the volunteer.
<http://childprotection.parra.catholic.edu.au/volunteers>

All volunteers have an obligation to maintain strict confidentiality regarding any student and to maintain appropriate volunteer/child boundaries at all times.

Visitors

For the safety of all students and staff members, parents and visitors are not allowed on the school grounds during school hours unless they have signed in at the office using the iPad and are wearing a visitor's label. Access to the school during school hours is via the office entrance in Reservoir Road.

If staff see someone on site without a visitor's label, they must make enquiries of them under Child Protection legislation.

STUDENT MANAGEMENT & WELLBEING

Positive Behaviour & Wellbeing

At *St. Michael's School* we believe that positive school behaviour and wellbeing grows from creating a school environment that fosters care for one another, respect of individual differences and trust through a sense of feeling safe. As members of the Catholic Community, we believe that child management is an ongoing process that nurtures the total development of the child. It cannot be a separate entity and is an interchange of values between home and school. With this in mind we aim to develop strong supportive relationships between teacher, parent and child.

Positive Behaviour Support for Learning (PBS4L)

Positive Behaviour Support for Learning (PBS4L) is a whole school approach to supporting the learning and wellbeing needs of all students at St. Michael's. The PBS4L framework is a research-based and proactive school-wide system that establishes clear behaviour expectations. The process involves explicitly teaching and re-teaching students how to enact positive behaviours. Our aim is to create positive learning outcomes for both students and teachers by creating positive learning environments that make St. Michael's an even better place to learn.

Our Shared Values

From Kindergarten to Year 6, we have shared values, which provide teachers and students with the language to discuss behaviour in a consistent way. These values are the basis for the agreements for responsible behaviour in each classroom, based on the *Positive Behaviour Support for Learning* (PBS4L) Framework that provides the focus for reflection about any behaviour. They include:

- **We are Safe**
- **We are Respectful**
- **We are Learners**

TEACHING & LEARNING

Statement on Learning

In planning programs, we take into account the wide and varied needs of students in our school. Each school curriculum is grouped into broad subject areas called *Key Learning Areas*. We follow the NSW Standards Education Authority (NESA) Syllabus documents, which outline what is to be covered in each Stage. In addition, we follow the Diocesan Syllabus for the teaching of Religious Education.

Following is an outline of how our classes are structured:

- **Early Stage 1** *Kindergarten*
- **Stage 1** *Years 1 & 2*
- **Stage 2** *Years 3 & 4*
- **Stage 3** *Years 5 & 6*

Homework

Our Homework Policy considers the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation and cultural pursuits. The responsibility for overseeing homework lies essentially with the parent. Homework need not be a cause of stress or upset for children or parents. The emphasis should always be placed on the learning value.

St. Michael's places a great focus and energy on literacy, numeracy and inquiry learning skills. Reading is a significant and essential component of homework in all grades. The rote learning of number facts, table & division facts and the spelling of sight words, familiar words and unfamiliar words is encouraged at home with parental guidance.

The time suggested for homework is:

<i>Kindergarten, Year 1 & Year 2 students-</i>	<i>approximately 15 – 30 minutes daily;</i>
<i>Year 3 and Year 4 students-</i>	<i>approximately 30 – 45 minutes daily;</i>
<i>Year 5 and Year 6 students-</i>	<i>approximately 45 – 60 minutes daily.</i>

"My Teacher Wasn't at School Today"

The educational scene is changing rapidly. Children now have multiple teachers in their primary school day -the PE/Sport Teacher, Librarian/IT Person, Diversity Teacher and so on. There are many teachers in the students' daily lives and this increases as they journey on to high school.

Teachers are now called upon to be experts/professionals in a broad range of areas - from technology, quality learning, curriculum, child welfare, etc. A doctor, for example, who is not continually updated on current medical practice, medical technologies, medicines or related medical issues (e.g., Counselling patients/parents) would quickly lose credibility and integrity.

Teachers are also continually called upon to develop themselves in all areas to better assist the child - from first aid to counselling to using technology in teaching, to developing themselves spiritually so they can better transmit Catholic values and teachings to the children. Teachers may be asked to attend various professional development opportunities to assist in the achievement of school goals (e.g. Mathematics meetings) or to assist the school (e.g. taking sporting teams to various carnivals).

Another complexity is the changing industrial entitlements in education and other sectors of society. Many teachers have accumulated significant amounts of long service leave over the years and are now encouraged by the CEDP to take this leave to assist renewal of our passion for education. Of course, other typical entitlements such as sick leave, maternity/paternity leave, funeral attendance, etc. are available to teachers, as you would expect.

Some teachers are also on our leadership team. They are given release time to carry out the educational and

organisational duties associated with their role in such a big school. Furthermore, Kindergarten and Year One teachers have extensive assessments to do with each child at the start and end of the year.

So occasionally, we have teachers away for a variety of reasons. Hopefully, this information will help you better understand the situation when your child comes home and says, "My teacher wasn't at school today!" When teachers are absent, qualified casual relief staff are employed to teach the children. Where possible, it is aimed to provide a degree of continuity. The casual relief teacher will work with the grade teacher and follow the grade program.

Excursions and Incursions

After careful consideration of the value of the excursion and incursion as a positive and relevant learning experience, teachers will inform parents about the details of venue, transport, costs, supervision and other arrangements.

Every effort is made to keep costs to a minimum. Other types of 'at school' incursions, e.g., cultural performances, Musica Viva are included in the Activities Fee. These are important and educationally enriching and give the children a wider experience of their curriculum.

Students on any excursion or incursion are strictly supervised by teachers and (where necessary) parent helpers who have completed the appropriate Child Protection training.

Student Assessment Protocol – beginning of the year

The first week of each school year is dedicated to completing individual student **Mathematics Assessment Interview** (MAI) to gauge growth points in Counting, Place Value, Addition and Subtraction; Multiplication and Division. This is organised through the on-line booking service provided by the school. In addition, Kindergarten also complete the **Early Year Assessments**(EYA), which is a compilation of literacy screeners.

The data collected from these assessments inform the direction that learning will take place in the classroom from the first week of school. All students are expected to attend these assessments.

SCHOOL UNIFORM POLICY

Each child at *St. Michael's School* is expected to wear the uniform as stipulated below. The wearing of the school uniform by students, demonstrate a pride in personal appearance and in their school. We ask for your support and cooperation in ensuring your child wears the correct uniform to school and on excursions at all times.

The full school uniform can be purchased from **LOWES** situated at Shop 15 Westpoint Blacktown. All products can be purchase on-line. Please note that the school hat, school bag and excursion/library bag can only be purchased from the school office.

Girls' Summer Uniform	Girls' Winter Uniform	Unisex Sports Uniform
<ul style="list-style-type: none"> School dress with crest Short blue socks Black leather school shoes (no black joggers) Navy school bucket hat with crest 	<ul style="list-style-type: none"> Blue long-sleeved blouse Navy blue butterfly tie Navy blue tunic Short blue socks or navy-blue tights Black leather shoes Navy blue knitted jumper or jacket with crest Navy school bucket hat with crest 	<ul style="list-style-type: none"> Sports shorts with crest Sports tracksuit pants Sports jacket with crest Sports polo shirt with crest White ankle socks White sports shoes with white laces Navy school bucket hat with crest
Boys' Summer Uniform	Boys' Winter Uniform	Compulsory Items
<ul style="list-style-type: none"> Blue short sleeved shirt with crest • Navy blue shorts with crest Navy blue socks with yellow stripe Black leather school shoes (no black joggers) Navy school bucket hat with crest 	<ul style="list-style-type: none"> Blue long-sleeved shirt Navy blue tie Long navy-blue trousers Navy blue socks with yellow stripe Black leather school shoes Navy blue knitted jumper or jacket with crest Navy school bucket hat with crest 	<ul style="list-style-type: none"> Library bag School backpack with crest on flap



St. Michael's school hat is compulsory to wear

("No Hat / No Play" policy is enforced for sun protection for all children.)

All articles of clothing and belongings must be clearly marked with your child's name.

Pre-Loved Uniforms can be purchased through the **Clothing Pool**.

Hair Styling, Grooming & Jewellery Expectations

Students are expected to keep their hair clean, neat and tidy at all times. Students are to keep hair off their face and out of their eyes. Haircuts are to be in a **sensible and conventional style**. There are to be no extremes of fashion in hairstyle cut or colour. Shaving of any part of the head, lines or undercuts, and haircuts with a number 1 or 2 blade are not permitted. Rat's tails of any sort and the use of gel and hairspray to spike hair, is not permitted.

For girls, long hair below the shoulder should be tied back by a ribbon, 'scrunchy', hair band or clip. Hair accessories are available from the uniform shop.

In the interest of safety and security, no jewellery should be worn. A watch, gold or silver bangle or bracelet that cannot be removed, are permitted. A plain gold silver or gold chain with a religious symbol or medal may be worn under the child's shirt out of sight. (However, this is not recommended due to valuable items being lost in the playground and children and parents being greatly upset at the loss).

If a girl's ears are pierced only one pair of sleepers or plain studs are to be worn in the lower ear lobe. Boys are not permitted to wear earrings at school or at any school activities. No other jewellery is permitted, and teachers will ask students to remove inappropriate jewellery. Children are not to wear leather necklaces with beads or the like. In extreme cases, jewellery will be confiscated, secured and returned at a later time to the student or parent.

Make-up and nail polish are not part of the school uniform. Students wearing make-up or coloured nail polish will be asked to remove it.

Valuables including Mobile Phones and Smart Watches

Valuable toys and equipment should not be brought to school. Children are encouraged to bring small inexpensive items to play with such as a tennis ball, skipping rope, small toy car or the like.

Students are NOT TO HAVE mobile phones at school. If, for an extreme emergency, your child needs to have a mobile phone for after school, they are required to leave it at the school office during the day. Mobile phones must be signed and out each day.

A letter of explanation will need to be sent seeking approval from the principal.

Students are not to wear smart watches that have photo, video or phone capabilities. These watches are causing a distraction to valuable learning time and breach child protection protocols.

Lost Property

Lost property is a source of great distress to a young child starting school, and a source of frustration to parents. There are lost property bins located outside the Pre-Loved Uniform Room. Please ensure that all your child's property is clearly labelled (tracksuit tops as well as bottoms). The chances of the lost item finding its way home are significantly increased if there is a name attached.

STANDARD COLLECTION NOTICE

1. Catholic Education Diocese of Parramatta (CEDP), including its schools, collect personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to educate students, exercise our duty of care and perform necessary associated administrative activities, which will enable students to take part in all relevant activities.
2. Some of the information we collect is to satisfy our legal obligations, particularly to enable us to discharge our duty of care.
3. Laws governing or relating to the operation of schools and child care require certain information to be collected and disclosed. These include relevant education, public health and child protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Commonwealth *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. We may disclose personal and sensitive information for legal, educational, administrative and support purposes. This may include to: other schools; government departments and agencies; Catholic Schools NSW; the local diocese and the parish; medical practitioners; people providing educational, support and health services, including specialist visiting teachers, coaches, volunteers and counsellors; providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN); people providing administrative and financial services; anyone you authorise us to disclose information to; and anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.
6. If you make an Enrolment Application to another school within CEDP, personal information provided during the application stage may be collected from, or shared with, the other school. This personal information may include health information and other sensitive information and is used for the purpose of considering and administering the enrolment of the student within CEDP.
7. We may disclose personal and sensitive information to the Catholic Diocese of Parramatta Services (CDPSL) and the Ambrose Catholic Early Learning Centres and Ambrose School Aged Care services operated by CDPSL where they are co-located on CEDP school premises or are on Parish premises adjacent to CEDP school premises, for the purpose of ensuring we can fulfil our duty of care to students and to promote the wellbeing of students who attend our schools and also attend these services.
8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. We may use third party online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. Further information about our use of third party online or 'cloud' service providers is contained in the CEDP Privacy Policy.

10. The CEDP Privacy Policy, accessible on the CEDP website, sets out how parents or students may seek access to and request correction of their personal information which we have collected and hold. However, access may be refused in certain circumstances, such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of our duty of care, or where students have provided information in confidence.
11. The CEDP Privacy Policy also sets out what action parents and students can take in relation to a breach of privacy laws.
12. We may, from time to time, engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist our fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
13. Occasionally, information such as academic and sporting achievements, student activities and similar news is published in our newsletters, magazines, and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. We will obtain permissions from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos, or other identifying material, in our promotional material or otherwise make this material available to the public, such as on the internet.
14. We may include students' and parents' contact details in a class list and in our directories.
15. If you provide us with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to us and why.
16. You may obtain further information by contacting the Catholic Education Diocese of Parramatta on (02) 9840 5600 or at privacy@parra.catholic.edu.au

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every learner every day

ABSENCES ADD UP!



DID YOU KNOW



1 IN 6

PRIMARY STUDENTS ARE NOT
ATTENDING SCHOOL REGULARLY!

EACH DAY MISSED:

- ▶ Puts your child behind and makes it harder for them to catch up
- ▶ Can lead to lower achievement in reading, writing and numeracy
- ▶ Can lead to gaps in learning and social connections

WHAT PARENTS CAN DO



GOOD HABITS BEGIN EARLY



Good attendance starts in Kindergarten and sets students up for success in their school life

SCHOOLS ARE THERE TO HELP



If you're having attendance issues with your child, speak to your school about ways to address it.

every learner
every day 



Some *infectious diseases* of children

For more information please contact your **local public health unit, community health centre, pharmacist or doctor**

Chicken pox

Time from exposure to illness
2 to 3 weeks.

Symptoms

Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab. Can be more severe in pregnant women and newborns.

Do I need to keep my child home?

Yes, for 5 days after the rash first appears and until the blisters have all scabbed over.

How can I help prevent spread?

Immunisation is available for children over 12 months old. It is recommended for people over 12 years who are not immune.

Conjunctivitis

Time from exposure to illness
1-3 days.

Symptoms

The eye feels scratchy, is red and may water. Lids may stick together on waking.

Do I need to keep my child home?

Yes, while there is discharge from the eye.

How can I help prevent spread?

Careful hand washing; avoid sharing towels. Antibiotics may be needed.

Gastroenteritis

Time from exposure to illness
Depends on the cause: several hours to several days.

Symptoms

A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches.

Do I need to keep my child home?

Yes, at least for 24 hours after diarrhoea stops.

How can I help prevent spread?

Careful hand washing with soap and water after using the toilet or handling nappies and before touching food.

German measles (Rubella)

Time from exposure to illness
2 to 3 weeks.

Symptoms

Often mild or no symptoms; mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected.

Do I need to keep my child home?

Yes, for at least 4 days after the rash appears.

How can I help prevent spread?

Immunisation (MMR) at 12 months and 4 years of age.

Glandular fever

Time from exposure to illness
4 to 6 weeks.

Symptoms

Fever, headache, sore throat, tiredness, swollen nodes.

Do I need to keep my child home?

No, unless sick.

How can I help prevent spread?

Careful hand washing, avoid sharing drinks, food and utensils and kissing.

Hand, foot and mouth disease

Time from exposure to illness
3 to 7 days.

Symptoms

Mild illness, perhaps with a fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area.

Do I need to keep my child home?

Yes, until the blisters have dried.

How can I help prevent spread?

Careful hand washing especially after wiping noses, using the toilet and changing nappies.

Head lice

Time from infestation to eggs hatching

Usually 5 to 7 days.

Symptoms

Itchy scalp, white specks stuck near the base of the hairs, lice may be found on the scalp.

Do I need to keep my child home?

No, as long as headlice management is ongoing.

How can I help prevent spread?

Family, friends and classroom contacts should be examined and managed if infested.

Hepatitis A

Time from exposure to illness
About 2 to 6 weeks.

Symptoms

Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.

Do I need to keep my child home?

Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.

How can I help prevent spread?

Careful hand washing; close contacts may need to have an injection of immunoglobulin; immunisation recommended for some people.

Impetigo (school sores)

Time from exposure to illness
1 to 3 days.

Symptoms

Small red spots change into blisters that fill with pus and become crusted; usually on the face, hands or scalp.

Do I need to keep my child home?

Yes, until treatment starts. Sores should be covered with a watertight dressing.

How can I help prevent spread?

Careful hand washing.

Influenza

Time from exposure to illness
1 to 3 days.

Symptoms

Sudden onset fever, runny nose, sore throat, cough, muscle and headaches.

Do I need to keep my child home?

Yes, until they feel better.

How can I help prevent spread?

Immunisation, is recommended for the elderly and people with chronic illnesses.

Measles

Time from exposure to illness

About 10 to 12 days until first symptoms, and 14 days until the rash develops.

Symptoms

Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.

Do I need to keep my child home?

Yes, for at least 4 days after the rash appears

How can I help prevent spread?

Immunisation (MMR) at 12 months and 4 years. Contacts who are not immune should not attend school or work for 14 days.

Meningococcal disease

Time from exposure to illness
2 to 10 days.

Symptoms

Sudden onset of fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness and rash.

Do I need to keep my child home?

Seek medical help immediately.

Patient will need hospital treatment

How can I help prevent spread?

Avoid sharing drinks. Close contacts should see their doctor urgently if symptoms develop, and may need to have a special antibiotic.

Mumps

Time from exposure to illness
14 to 25 days.

Symptoms

Fever, swollen and tender glands around the jaw.

Do I need to keep my child home?

Yes, for 9 days after onset of swelling.

How can I help prevent spread?

Immunisation (MMR) at 12 months and 4 years of age.

Ringworm

Time from exposure to illness

Varies (may be several days).

Symptoms

Small scaly patch on the skin surrounded by a pink ring.

Do I need to keep my child home?

Yes, until the day after fungal treatment has begun.

How can I help prevent spread?

Careful hand washing.

Scabies

Time from exposure to illness

New infections: 2 to 6 weeks;
reinfections: 1 to 4 days.

Symptoms

Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.

Do I need to keep my child home?

Yes, until the day after treatment has begun.

How can I help prevent spread?

Close contacts should be examined for infestation and treat if necessary. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

Scarlet fever

Time from exposure to illness
1 to 3 days.

Symptoms

Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours.

Do I need to keep my child home?

Yes, until at least 24 hours of treatment has begun and the child is feeling better.

How can I help prevent spread?

Careful hand washing. Sick contacts should see their doctor.

Slapped cheek

(Erythema infectiosum, Fifth disease, Parvovirus B19)

Time from exposure to illness
1 to 2 weeks.

Symptoms

Mild illness; fever, red cheeks, itchy lace-like rash and possibly cough, sore throat or runny nose. Can cause foetal disease in pregnant women.

Do I need to keep my child home?

No, most infectious before the rash appears.

How can I help prevent spread?

Careful hand washing; avoid sharing drinks.

Whooping cough (pertussis)

Time from exposure to illness
7 to 20 days.

Symptoms

Starts with runny nose, followed by persistent cough that comes in bouts. Bouts maybe followed by vomiting and a whooping sound as the child gasps for air.

Do I need to keep my child home?

Yes, until the first 5 days of a special antibiotic have been taken .

How can I help prevent spread?

Immunisation at 2,4,6, and 18 months and 4 years of age. A special antibiotic can be given for the patient and close contacts. Unimmunised contacts may be excluded from child care until the first 5 days of a special antibiotic has been taken.

Worms

Time from exposure to illness
Several weeks.

Symptoms

Itchy bottom.

Do I need to keep my child home?

No.

How can I help prevent spread?

Careful hand washing. Whole household should be treated. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.