



St Michael's Primary School

Newsletter

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Baulkham Hills

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Issue 1

Term 1 Week 1

Thursday 1 February 2018

From the Principal

Dear Parents



Welcome back to our new students and families starting in Kindergarten and in Years 1-6. For our Kindergarten children this is the beginning of a 13 year journey. These children will complete their schooling in 2031. We hope that everyone had a relaxing break and that all students have returned with a positive attitude to learning as we work together to help our students build cognitive, interpersonal and intrapersonal dispositions which will help them survive and thrive both at school, at home and in the community.

We welcome our new staff members to the school community and thank all the staff who worked hard during the holidays to prepare wonderful learning experiences and environments for their students. We hope this is a happy and successful year for everyone.

Welcoming Mass

We extend an invitation to all of our families to join us for Welcoming Mass and induction of our school leaders which will take place on **Friday 9 February at 10.15 am in the Church.**

Parent-Teacher Meet and Greet "Collaboration for Success"

This year St Michael's school will provide an opportunity for parents to meet their child's teacher and spend five minutes sharing information about their child as a learner and person. This is a one on one meeting for every parent which will replace our parent information nights. Parents will continue to receive a letter each term outlining the learning for each curriculum area, the expectations, outcomes and how parents can support their children's learning. General information will also be included regarding sport days, homework and excursions.

Each grade will send home the details of when they will hold their "meet and greet meeting".

Reflection

We all know that children receive the best education when parents and teachers work as a team. Parents' enthusiasm, support and involvement are integral to the success of our school as are the skills, dedication and professionalism of teachers. Together, staff and parents can provide educational excellence for every student, so that they can achieve their personal best. Together, we can support one another to provide a friendly academic environment and, when appropriate, celebrate our achievements.

We hope that throughout the year, our school will be a place where staff, students and families have opportunities to experience God's presence in our lives. Although he lived about two and a half thousand years ago, the prophet, Jeremiah, has words that are still relevant for us at the beginning of this new school year: "The Lord says, I know the plans I have for you . . . Plans to prosper you and not to harm you, plans to give you hope and a future." *Jeremiah 29:11.*

Within our school, we can all try to model God's love for each one of us, by being a renewing community where all members are valued, affirmed and empowered; where our commitment to Gospel values is expressed in every facet of our school's endeavours.

For this sentiment to continue throughout the year, it will require our collective wisdom and generosity of spirit to be at the forefront of all our communications.

"God, our Father, we ask that Your Spirit be a constant influence in the lives of all who make up our school community this year. Help our students to be discerning, so that the outcomes of their choices will be in accord with Christian values. Amen."

Wishing you every blessing for the week ahead.

Danuta Maka

St Michael's Parish

Parish Priest: Fr. Wim Hoekstra

Assistant Priests: Fr Zvonimar Gavranovic, Fr John Byung Chan Ji

2017 Staff of St Michael's

Principal:	Mrs Danuta Maka	1G RED	Miss Erin Giumelli
Assistant Principal:	Mrs Rosalie Knispel (Year 3 Leader of Learning)	1F YELLOW	Mrs Danielle Fleming
Librarian	Mrs Patricia Lee Kindergarten Leader of Learning)	2K BLUE	Mr Vaughan Knight
PDHPE:	Mr Steven Kovelis	2J GREEN	Mrs Brigitte Joseph
Music	Mrs Lyndall Parker Miss Kathryn Young	2P RED	Mrs Natasha Petrenas (Year 2 Leader of Learning)
Support Services:	Mrs Sue Ellen Adler, Mrs Karen Brown, Mrs Mary Anne Parsons, Mrs Bronwen Wahab.	2L YELLOW	Mrs Candice Lazaroo
Reading Recovery:	Mrs Berenice Gerometta (Year 1 Leader of Learning) Mrs Bronwen Wahab	3B BLUE	Mrs Aprill Bray
Teacher's Aides:	Mrs Jennifer Buck, Mrs Belinda Connellan, Mrs Narelle Harding, Mrs Jenny Holliday, Mrs Marianne Seny	3H GREEN	Miss Gabriella Hertzog
Finance:	Mrs Tanya Eastaway	3C RED	Mrs Philippa Cox
Administration:	Mrs Marie Caloia, Mrs Veronica Isaac, Mrs Janelle Reid	3OC YELLOW	Mrs Marie Orehek Miss Marian Craven
Library Assistant:	Mrs Marianne Seny	4BM BLUE	Mrs Annemarie Bond Mrs Noella Michie
Maintenance:	Mr Peter Watts	4G GREEN	Mrs Maureen Gleeson (Assistant REC)
Teacher release:	Mrs Ros Brighton	4P RED	Mrs Julie Pye
KQ BLUE	Mrs Iciar Quintana	4I YELLOW	Mr David Ison (REC and Year 4 Leader of Learning)
KvG GREEN	Mrs Louise van Gend		Mrs Kath Downie
KR RED	Mrs Therese Restuccia	5K BLUE	Mrs Carmel Kevill
KRT YELLOW	Mrs Chriss Rogers Mrs Natalie Tierney	5S GREEN	Mrs Carmel Shields
1SM BLUE	Mrs Noella Michie Mrs Marise Siountris	5M RED	Mr Luke Moxon (Year 5 Leader of Learning)
1Y GREEN	Mrs Stephanie Yogev	5OD YELLOW	Mrs Julie Day Mrs Rosa Oliveri
		6F BLUE	Mr George Francis
		6B GREEN	Mr Andrew Baker
		6R RED	Mrs Julie Rugg
		6M YELLOW	Mrs Genevieve Mifsud (Year 6 Leader of Learning)

2018 School leaders

School Captains:

Angela Woodward
Daniel Cavallo

Vice Captains:

Caitlin Lynch
William Cowling

Colour House Captains:

Blue: Luke Alderson, Ashley Jay
Green: Lachlan Carey, Kaitlyn Nada
Gold: Sebastian Charon, Olivia O'Sullivan
Red: Scarlett Jackson, Thomas Williams

Community leaders:

Aidan Donnelly, Sarah Duda,
Lucas Faulkner, Tiffany Halcrow,
Megan Loveridge, Jalen Metierre,
Joshua Stevens, Audrey Velez

P&F Committee

Thank you to the following parents who have volunteered to be part of the P&F Committee this year.

President - Marina Grainger
Vice President - Bernard Fisher
Treasurer - Simone Bisson
Secretary - Phil Grainger

Calendar Dates

WEEK 1

Fri 2 Feb School Assembly—Prayer 6 Red 8.50 am

WEEK 2

Fri 9 Feb School Census Day
Whole school Welcoming Mass 10.15 am

Sat 10 Feb Kindergarten Teddy Bear's Picnic 11.00 am-1.00 pm School Hall and undercover area

WEEK 3

Mon 12 Feb/ Tue 13 Feb Parents' Information Evening and Registration for Penance/Reconciliation 7.30 pm in the Church

Wed 14 Feb Ash Wednesday Mass 12.00 pm

Fri 15 Feb School Assembly 8.50 am

WEEK 4

Mon 19 Feb Hills Zone Swimming

Wed 21 Feb Yr 3 Skyworks Incursion—Hall

Thu 22 Feb Year 5 "Alice in Wonderland" Excursion—Riverside Theatre

Fri 23 Feb Diocesan Swimming—Blacktown
School Assembly 8.50 am

Please note that from time to time there may be unavoidable circumstances that may occur and dates advertised for events may need to be changed. Every effort is made to give as much notice as possible when changes occur. We apologise for any inconvenience this may cause.

Events, including representative sport are regularly added to the school's calendar on our website:

<http://www.stmichaelsbhills.catholic.edu.au/calendar-of-events>

School Terms 2018

Term 1—Monday, 29 January to Friday, 13 April 2018

- Staff Development Days - MAI Testing:
Monday, 29 January and Tuesday, 30 January
 - Wednesday, 31 January: Years 1-6 Commence
 - Thursday, 1 February: Kindergarten Commence
- Easter break:
- Good Friday, 30 March to Easter Monday, 2 April 2018

Term 2—Monday, 30 April to Friday, 6 July 2018

Term 3—Monday, 23 July to Friday, 28 September 2018

Term 4—Monday, 15 October to Friday, 21 December 2018

- Students finish Wednesday 19 December 2018

Social Skills and Mantras Program

Week 1: R from Respect

- *Respect myself, others and property.*
- *Recognising the worth, quality and importance of others despite their differences.*

Week 2: E from Respect

- *Everyone has the right to learn.*

Week 3: S from Respect

- *Strive to be the best you can be.*

Prayers

Please keep in your prayers Olivia, Thomas (Yr 3) and Chloe (Yr 1) on the passing of their paternal grandfather recently.



May he rest in peace. We ask this through Christ Our Lord, Amen.

2019 Enrolments

School Open Morning for 2019 Enrolments

Wednesday 14 March from 9.30 am to 11.00 am

Enrolment packages for Kindergarten 2019 can be collected from the school office from 1 March. Please contact the school office on 9639 0518 for further information.

Religious Education

Jesuit Refugee Service

We congratulate all of the children at St Michael's in 2017 for putting into action their learning in RE and making Jesus' message alive to all. The children raised \$2,141.10 for the Jesuit Refugee Service - Australia

Parish Church Attendance

Each class attends 9.15 am Parish Mass twice a term. These dates will no longer be advertised in the newsletter or placed on the school's website calendar.

Each year group attend Friday liturgy twice a year as a cohort and an invitation is extended to parents to attend.

Whole school liturgies take place from time to time to commemorate feast days and other important school events. All are welcome to attend.

Year Groups and Whole School liturgies will be advertised events in the newsletter and school's website.

St Michael's Parish Sacramental Program

A full list of sacramental program dates for this year is included with this newsletter.

Canteen ordering

The canteen is fully operational and can take online orders or you can order via cash by sending in a lunch bag and money sent in with your child. Full details of the ordering system and canteen menu are available on our website and from the school office.

Library books

Please assist us by returning any St Michael's books to our library that you may have found during the holidays. Our books are clearly distinguishable with a **St Michael's School Library Barcode** on the front cover. Thank you.

General School Information

Wellbeing policy

St Michael's aim is to provide a safe, pleasant environment for all children, staff and parents which fosters a sense of belonging, positive self-esteem and a love of learning.

The Wellbeing Policy is contained in our Parent Handbook and is also available for viewing on our website at the following location:

<http://www.stmichaelsbhills.catholic.edu.au/SiteData/162/UserFiles/Policy/Wellbeing%20Policy.pdf>

Curriculum

This year we will continue to focus on literacy and numeracy. Our goal in literacy is to improve the comprehension skills and vocabulary of all students. The focus in numeracy is to develop each student's reasoning strategies to solve multiplication and division problems. In Religious Education our goal is to help the students develop a deeper understanding of sacred scripture. The staff at St Michael's are committed to providing quality education for all students.

Communication with families

Communication between St Michael's and students' families is vital in the ongoing partnership that exists between school and families.

We will communicate with parents via our Skoolbag App alerts, electronic newsletter distribution and letters sent home. Instructions on downloading the Skoolbag App are contained in this newsletter and on our website. If you change your email address at any time, please inform the school office as soon as possible.

Skoolbag—updates for 2018

Our Skoolbag App enables us to get alerts out to parents quickly.

Alert category changes 2018:

- Please **change your alert categories to the current Year/Grade** that your child is in so that you receive the correct alerts. (eg if your child was in Year 1 in 2017, please change the category to Year 2 for 2018).
- **BUS** category—if your child catches the bus, please include this category for information on late running bus alerts.

Early collection of children from school

If there is a need to collect your child early from school, please send a note to the classroom teacher in the morning and proceed to the school office when you arrive. On your arrival at the school office, staff will contact the class teacher and your child will then meet you at the school office. While you are waiting for your child, you will be asked to sign them out of the school.

Parents are not permitted to go directly to classrooms or other areas to collect their children.

Recess is from 11.00—11.30 am and Lunch is from 1.00—1.40 pm.

If you are collecting your children around Recess and Lunch, we suggest you arrive at the school prior to or after the Recess and Lunch times.

Please allow plenty of time as it will take a few minutes to contact your child, have them pack their bag and walk to the school office.

School Attendance

It is important for your child's wellbeing and academic progress that they attend school regularly and complete each school day.

Children need to attend school every day from 8.45 am until 3.10 pm unless illness prevents their attendance. Please ensure that appointments are made outside of school hours in order to ensure that your child can maximise their learning potential. Learning takes place from 8.45 am until the final bell at 3.10 pm. **Being late or taking your child early from school, particularly on a regular basis, may hinder their personal and academic progress.** This is often reflected in school reports.

Parents taking their children out of school on a regular basis will be contacted by the Principal. Should you need to take your child out of school early on an unavoidable occasion, a note should be sent in to the class teacher. This will minimise the interruption to learning time for all students. Please avoid disruption to teachers and students by arriving unexpectedly to pick up children without prior notice.

School absence

If your child is sick you can send a Skoolbag app notification, email or call* the school office.

If you inform us with a Skoolbag notification or via email, you do not need to send in another note.

**Please note—If you phone the office you will still need to send a signed note listing the days absent and reason.*

Taking leave for family holidays during the school term

Government regulations require you to seek leave approval from the school for holidays of 5 days or more prior to your journey. Contact the school office for an *Application for Extended Leave (L) – Travel Leave - Form A.1*. This form is also available on our website.

Travel leave – 1-4 days – please send in a written note to the school prior to your leave.

Taking leave for the entertainment industry or an elite sporting event

Government regulations require you to seek an exemption from the school for **all leave** in the entertainment industry or elite sporting events. Contact the school office for an *Application for Exemption from Attendance at School (M) - Form A.2*. This form is also available on our website.

School Assemblies

Parents are invited to join us for our Friday morning assembly which takes place from 8.50 am every Friday, unless there is a whole school mass taking place.

School Uniform

Thank you to all our families for supporting the school uniform policy and by ensuring your child is wearing the correct uniform. This includes wearing joggers that are predominantly white. It is essential that students wear their hats during recess, lunch and sport. Please ensure your child's hat is labelled and that they assume responsibility for looking after their hat at all times.

We do not encourage children to share hats and the office does not provide spare hats to students who have forgotten their hats. This is for health and hygiene reasons.

Important Information regarding Arrival and Departure



Outlined below is some important information regarding safety in the mornings and afternoons around the school as you walk and drive in the streets around the school.

Please remember at the beginning of the year that we have many new parents to the school who will take time to adapt to our school routine. We thank you for your assistance and patience in helping our new parents as they find their way with our normal school routine.

Arrival of children in the morning

- Teachers are on duty for supervision of children from 8.20 am. Children currently wait in the undercover area on the top playground.
- Parents are responsible for their children until teachers go on duty at 8.20 am. If at all possible, please do not send your children to school before 8.20 am.

Stop and Drop – Church car park

To ensure the Stop and Drop runs smoothly and efficiently please note the following:

- The **zig zag yellow lines** along the fence line of the school in the Church car park are for **pedestrians** only and there is **no parking along these lines**.
- In the morning the children need to **exit** the car in front of the new entry into the school on the **passenger side** of the vehicle, not the driver's side.
- **Bags** need to be with your child not in the boot.
- If you are in the Stop & Drop line, please **do not exit your car** to take bags out of the boot.
- Please say your **goodbyes** to the children before they exit the car.
- Please be **patient and show courtesy** to the **volunteers** and **other users** of the Parish car park. If the car in front of you is not moving on, please be patient and give them a chance. Please **remember** that we have many **new families** to the school and parents are learning the Stop & Drop system.

Collecting children from school in the afternoon

- Children go home via the back path, slow and go, bus, parent pick up or go to OOSH.
- The safety of all children and families is the highest priority at the beginning and end of each school day in the car park and streets around St Michael's, Crestwood Public and Crestwood High School. Please give **safety your first priority** as you drive to school and/or park.
- **We urge you to drive safely, follow and obey the road rules, park in designated areas only and be constantly aware of children, adults and cars as you arrive and depart at this peak time.**

Slow & Go – Church car park

- Slow & Go takes place in the Church car park.
- The **zig zag yellow lines** along the fence line of the school in the Church car park are for **pedestrians** only and there is **no parking along these lines**.
- Please **do not queue** in the Slow & Go in the Church car park **until 3.20 pm** as pedestrians are exiting the school in large numbers via the yellow zig zag path along the fence line.
- Please remember this is a **high traffic area for pedestrians** with many small children around.
- **Safety is everyone's responsibility.**

Pedestrians in Church car park

- If you and your children are pedestrians entering the car park in the morning or exiting the car park in the afternoon, please keep your **children by your side and hold their hand**.
- Please be **conscious of cars** that may be **reversing** out of car parking spaces. Please remember that it can be **harder to see a smaller person** than an adult.

Back path street area - Therese Court, Bernadette Place, Miriam Court, Coolock Crescent

- A reminder to everyone to be **respectful of our neighbours**.
- Please **do not park across the driveways** of homes or double park.
- Please keep your **children by your side** and do not allow them to play in neighbours' front yards.
- Parents need to **move on** from these streets as soon as they have collected their children so that we are not creating a backlog of traffic in the area.
- Please do not allow your children to play in the creek area.

Carpark

It is a privilege for St Michael's to use the Parish car park. For this practice to continue we need to treat our parish community with respect and not park in the Parish allocated spaces. There is also no parent parking in the St Michael's Family Centre or in any areas around the Church entry and exit.

Safety of children and adults is critical when collecting children from school. Please observe all parking signs and road rules when collecting children to ensure the safety and wellbeing of all members of our school and community.

We thank you for your assistance and courtesy in ensuring the safety of everyone during access to the school.



Parish Car Park—Slow & Go

A 'Slow & Go' system operates in the afternoons through the Parish car park for the safe and easy pickup of children.

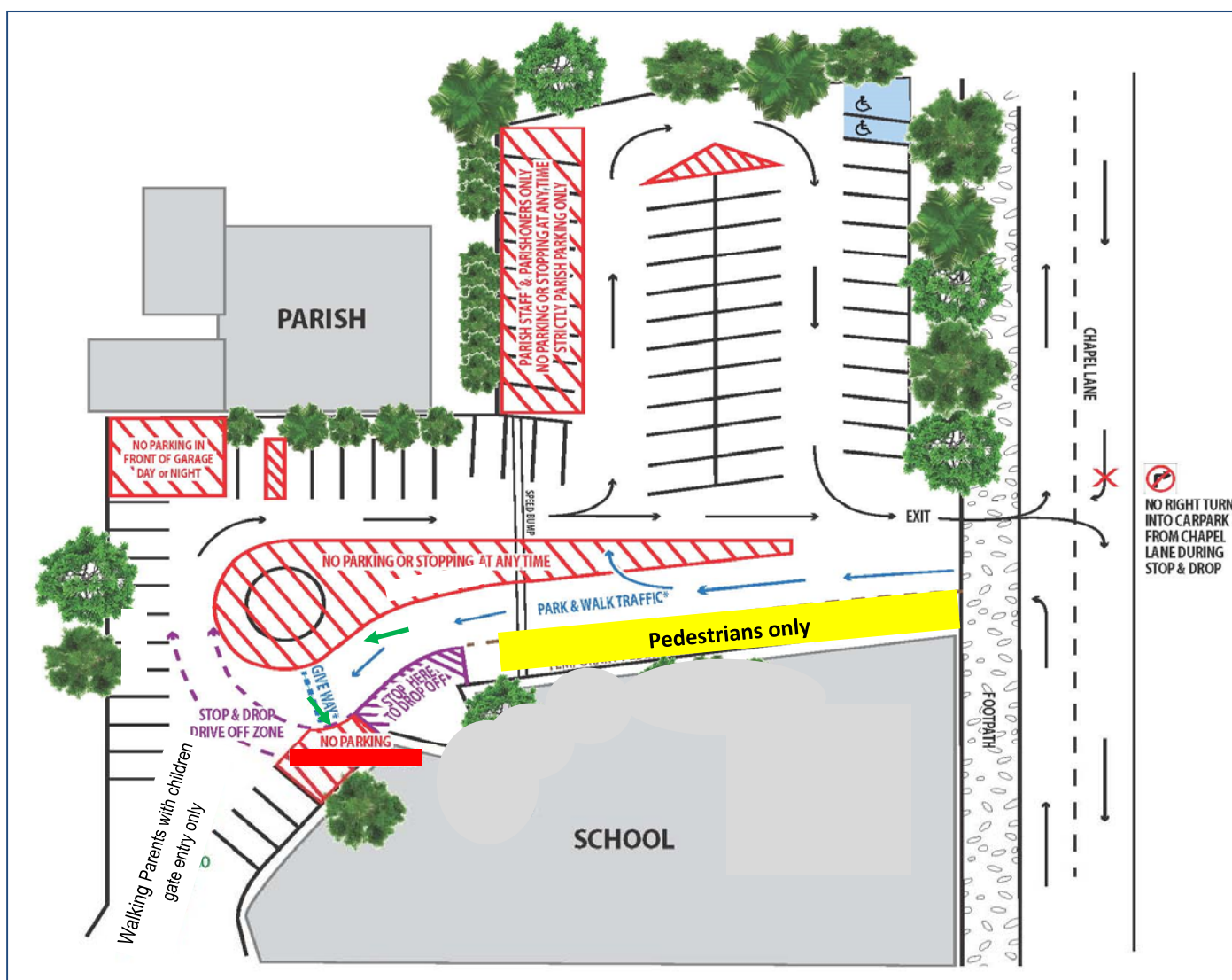
Parents are required to have a Slow & Go number. The Slow & Go number is provided by the school at the beginning of the school year. A note is sent home to new families explaining the 'Slow & Go' system with a tear off slip to apply for a Slow & Go number.

'Slow & Go' commences at 3.20 pm and finishes at 3.40 pm. It is expected that all children will be collected by 3.40 pm. Any children not collected by this time will wait at the office for collection. A phone call is expected to explain the delay.

Slow & Go Procedures

- The Slow & Go number needs to be displayed on the left side of the front window of the car. Children must know their family number.
- Slow speed and safe driving at all times when entering and leaving the parish car park. **Maximum speed limit 10 km/ph.**
- Always be alert for pedestrians and other vehicles. Please do not overtake any car in the car park or on the Slow & Go line.
- **Cars enter the car park turning left only from Chapel Lane after 3.20 pm.** Please queue down Chapel Lane alongside the school from 3.20 pm onwards. (There is no right turn from Chapel Lane into the car park at this time).
- Please **do not queue prior to 3.20 pm** as no standing zones are located along Chapel Lane.
- **Please follow all staff directions at all time.**
- A teacher waits at the top of the car park and calls your child/ren's Slow and Go number over the microphone so that they can walk up to the collection point ready for pick up. Once your child is safely in your car, please drive slowly and safely around the roundabout and out of the car park onto Chapel Lane.
- Please be mindful that bus bays outside Crestwood High School and St Michael's Primary must be kept clear for the school buses and that neighbours' driveways are to be left free for vehicle access.
- **Please be courteous at all times to our staff, other families using the service, neighbours and other road users.**
- Slow & Go finishes at 3.40 pm. It is expected that all children will be collected by 3.40 pm. Any child not collected by this time will wait at the office for collection. A phone call is expected to explain the delay.

For the Slow & Go service to continue we need every parent to follow the procedure to ensure the safety and wellbeing of all involved. Thank you for your co-operation, support and understanding.



2017 Assembly Awards

How can I help my child succeed in school?

- Read every day! Take turns at reading to your child and having your child read to you, asking questions to promote comprehension skills.
- Be positive, speaking well of school and learning. Encourage your child to talk about all of the fun things they have done or are going to do at school.
- Create a consistent after-school routine including meal times, homework time and play time (creating a visual display of this for your child can be very beneficial).
- Ensure your child is getting plenty of sleep on a school night, so they are fresh for school in the morning.
- Encourage your child in all aspects of academics, praising them both in their success and their efforts.
- Teach your child to be responsible for their actions, encouraging them to take responsibility for getting ready.
- Stay involved! If interested, inquire about volunteering within the classroom or about ways to support your child's learning at home.
- Communicate! Keep in regular contact with your child's teacher..

Term 4 Students of the Term

KQ Blue	Scarlett Barakat
KvG Green	Madeleine Margiotto
KR Red	Christy Huynh
KRT Yellow	Archer Chen
1HS Blue	Willem Yates
1S Green	Giselle Khouri
1G Red	Sophie Lynch
1F Yellow	Patrick Savill
2R Blue	Isabelle Hughes
2J Green	Jessica Liu
2P Red	Genevieve Bowles
2L Yellow	Yohan Menezes
3B Blue	Lucianne Mansour
3H Green	Sophie O'Brien
3C Red	Connor Smith
3RC Yellow	Ellen Hoddinett
4BM Blue	Mitchell Essex
4G Green	Riley Hale
4P Red	Cristina Hurtado
4I Yellow	Julia Patanjali
5K Blue	Hannah El-Akhras
5J Green	Lachlan Carey
5M Red	Thomas Barakat
5OD Yellow	Mikyla Eleter
6F Blue	Tim Goh
6B Green	Jakub Walkow
6R Red	Victoria Garnsey
6M Yellow	Samuel Durantini

Term 4 Citizens of the Term

KQ Blue	Samuel Rizk
KvG Green	Luke Hoddinett
KR Red	Alex Ena
KRT Yellow	Eden Khoury
1HS Blue	Mattea Volpe
1S Green	Kabir Sabnani
1G Red	John Bazouni
1F Yellow	April Simmons
2R Blue	Eadie Velez
2J Green	Andrew Zammit
2P Red	Marcus Catford
2L Yellow	Mia Aani
3B Blue	Tyrashay Gloss
3H Green	Edward Gonzalez
3C Red	Millie MacDonald
3RC Yellow	Shanelle Braganza
4BM Blue	Celina Sukkar
4G Green	Mary Boutros
4P Red	Riley Miller
4 Yellow	Dominic Daher
5K Blue	Joshvin Prakash
5J Green	Emily Ward
5M Red	Amelia Vella
5OD Yellow	Naden Cooray
6F Blue	Harrison Wilton
6B Green	Joseph Grasso
6R Red	Brayden Barton
6M Yellow	Alana Burke

School Fees

School fee statements will be sent out by the Catholic Education Office between 7 February and 16 February. The first of three payment instalments is due on the 21 March 2018.

If you have recently changed your address, email or phone number please contact us by sending a note to the school office or via email at stmichaelsbhills@parra.catholic.edu.au so that we can update the school's records.

Any enquiries regarding school fees, please contact Tanya Eastaway on 9639 0518.

Photographs taken at school

From time to time photographs may be taken of your child whilst they are at school. These photos may be used in school Newsletters, publications and the school website. They may also be used by Catholic Education, Parramatta Diocese in their publications and website.

If you do not wish your child's photo to be taken, please contact the school office on 9639 0518.

Balls and valuables

All soccer balls, netballs, basketballs etc MUST be carried to and from school in a bag (either school bag or other bag) for safety reasons and should be labelled with the child's name. Balls should not be played with before and after school.

Please do not allow your child to bring valuable items to school. Your child is responsible for any item brought to school.

School Volunteers at St Michael's

All volunteers who would like to assist at the school in the classroom, on excursions or sporting events at St Michael's need to complete Steps 1 and 2 below as follows:

- Go St Michael's website - <http://www.stmichaelsbhills.catholic.edu.au>
- Click on Parents, go to Parent Involvement, click on Child Protection Course. You will then be directed to the Catholic Education Office – Diocese of Parramatta website

<http://childprotection.parra.catholic.edu.au/home>

Complete Steps 1 and 2

1) **Step 1: Complete 'Building Child Safe Communities - Undertaking for Volunteers' Form** (New procedure across all CEDP schools)

2) **Step 2: Complete the online training module** (Updated content to be completed every two years)

Once you have successfully completed the training, an email will be sent to St Michael's for our records.

Unfortunately if you offer to assist and have not completed all the volunteer requirements, you will not be able to assist until the volunteer requirements have been completed.

All volunteers need to sign in at the school office.

If you have any questions regarding Volunteering at school, please contact the school office on 9639 0518.

ST MICHAEL'S BAULKHAM HILLS - ALLERGY AWARENESS

Throughout our school we have a number of children with **life threatening allergies** (Anaphylaxis) to various forms of food, latex, dust, cats and insect stings. This is a serious matter, one that our school must address.

Some children have allergies that are so severe that smells or touch could trigger a reaction.

In order to do this we appeal to all parents to assist us in caring for these children by considering the type of foods you pack for your own child's recess and lunch.

Our aim is to minimise the amount of peanut and tree nut products brought into the school. These foods are extremely dangerous to our children with allergies and cause 50% of food allergic deaths.

Common foods that trigger an allergic reaction are listed below and we ask you to refrain from sending them to school and to seek suitable alternatives.

FOOD TYPE	EXAMPLES
Peanuts	Any kind of peanut
Tree nuts	Hazelnuts, almonds, cashews, pecans, walnuts, macadamia – any kind of nuts
Peanut butter	Any kind of peanut butter
Nutella	Any brand
Biscuits containing or topped with nuts	Particularly chocolate biscuits
Cakes or slices containing nuts	
Snack packs containing nuts	Dried fruit + nut mixes, snack-a-bouts, Dunkaroos
Chocolates containing nuts	Picnics, Snickers, Mars Bars (almond), Nut Breaks, Ferrero Rocher, Fruit and Nut, Praline based chocolates – Guylian, Marble Blocks
Chocolate lollies containing nuts	Peanut M&Ms
Marzipan and nougat	
Breakfast cereals containing nuts	Crunchy Nut or Honey Nut Cornflakes, Muesli, Nutri Grain, Just Right etc
Muesli Bars and Snack Bars containing nuts	
Yoghurt with nut mixer packs	Ski Double Up
Confectionary items	Lolly Gobble Bliss Bombs, Rocky Road
"Health Food" confectionary bars containing nuts	
Foods containing satay	Thai, Malaysian, Indonesian meals
Some moisturisers	

The Canteen does not sell any of these products.

In the case of a child bringing a nut product to school, teachers will bring the matter to the attention of parents.

There are many foods that DO NOT contain peanuts or nuts in their ingredients list, but the food package has the statement. "May contain traces of dairy, nut or seed". This food may be brought to school and consumed only by non-allergic children.

Due to safety and concerns, we discourage children from sharing food and drink. We would also appreciate parents speaking to their children regarding this matter. Your child's diet at home need not change.

Below is a list of foods that are safe for you to choose from. We're sure you can think of many others.

- Fruit and vegetables
- Dried fruits, Fruit snack packs
- Vegemite, jam, honey, cheese spreads
- Parker's Pretzels, Rice crackers
- Chips, Popcorn
- Plain biscuits – sweet or savoury – without nuts
- Chocolate biscuits – without nuts
- Plain Cornflakes, Rice Bubbles, Weetbix, etc – without nuts
- Fruit based muesli bars and snack bars – without nuts
- Yoghurt – without nuts mixes
- Lollies and confectionary items – marshmallow, spearmint leaves, jelly babies, snakes, raspberries, etc without nuts.



Basically we ask you not to send food to school with your child that contains a nut or nut product listed in ingredients.

We thank you for helping us to provide a safe environment for all children at St Michael's.



NEWS

Community • Friendship • Education

St Michael's Primary School Parents and Friends Association Baulkham Hills



HELLO 2018!

Here we go! Another new year begins.

We trust you all had a great Christmas and New Year!

The P&F welcomes all new families to the school and our new Kindergarten children. By the time you read this, the first day of Kindy has happened and we all hope it was a very good one!

The P&F Committee for 2018 are:

President - Marina Grainger
Vice President - Bernard Fisher
Secretary - Simone Bisson
Treasurer - Phil Grainger

It was decided at the end of 2017 that this year's greater Committee will consist of a few specific secondary roles. We will talk about those more at our first meeting which we will advise you all of as soon as we can.

If you are happy to occasionally help out, please join our Facebook Helpers Group. See the advert on a page following.

Harcourts Hills Living

We are looking forward to working with our school sponsor, Harcourts Hills Living, this year. They have tremendously supported our school and the P&F. You'll see Kevin around at some of our events, probably cooking on the BBQ! His BBQ finesse is excellent and he's always happy for a chat. So do say hello! Thank you Kevin for coming to help, we very much appreciate it! Harcourts are well and truly a part of our St Michael's family. Please support them!

Feels like home



P&F



Community • Friendship • Education

St Michael's Primary School Parents and Friends Association Baulkham Hills

NEWS

KINDERGARTEN TEDDY BEAR'S PICNIC

The P&F are very pleased to be able to hold this lovely event this year, now that the construction is all finished! It's on **Saturday 10th February 11am - 1pm.**

See the flyer following. The businesses below are very kindly sponsoring our event. Be sure to say hello to them on the day and support them!

Harcourts Hills Living
Feels like home



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ABN: 18545092478



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Please go and "LIKE" our page for updates & news!

If you have any concerns or feedback, please email: pandfstmichaels@gmail.com -
We thank you for your continued support!

P&F Helper's Group



Community • Friendship • Education

St Michael's Primary School Parents and Friends Association Baulkham Hills



Find us on
Facebook

<https://www.facebook.com/groups/1731067690529537/>
or search for **"St Michael's P&F Helpers"**



About the Helper's Group

No Meetings, Not a Committee, Opt in/Opt out, Occasional Help Only

The P&F is a group of volunteer parents that believe in fun & friendship whilst helping the school through fundraising events during the year. We also cater some special morning tea events.

Sometimes we need a few extra hands to help. We've started the Helper's Group. If you are interested in occasionally helping out, then this is the group for you. No meetings, not a committee, opt in/opt out, occasional help only - entirely up to you.

The Helper's Group is on Facebook. However if you are not on Facebook, no problem! Just email us your details or drop off the form below to the office and we will email or text you when helpers are needed, then it's up to you if you are available. No stress.

Email: **pandfsmichaels@gmail.com** *Thank you for your support!*



Please pop into an envelope marked P&F Helpers and drop into the office.

☐ Yes - I would like to help on some occasions only, please add my details to the Helper's Group. **I am not on Facebook.**

Name: _____

Phone: _____ Email: _____

Eldest Child: _____ Class: _____



P&F

Community • Friendship • Education

St Michaels Primary School Parents and Friends Association Baulkham Hills

would like to
invite you to the

Kinder 2018 Teddy Bears' Picnic!



When: Saturday 10th February 2018

Time: 11:00am - 1:00pm

Venue: School Hall

Bring a blanket, chair, a Teddy Bear and the P&F will supply lunch on the day.

Come and meet the teachers, parents and the community of St Michael's.

**COLOUR IN THE
PAGE!**

Please RSVP for the Teddy Bears' Picnic, by **Monday 5th February 2018** for catering purposes by emailing us with the details below to: **pandfstmichaels@gmail.com** or by dropping the form below into the school office in an envelope marked "P&F Teddy Bears' Picnic" - We look forward to seeing you there!

Child's Name: Class: No. of people attending:
Adults & Children

Email address: Your contact number:

Names of people attending: Adults: Children:

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**Kinder 2018
Teddy Bears'
Picnic!**

TERM 3/4 2018 SACRAMENT OF EUCHARIST

For children eight/nine years of age or older who have received the Sacrament of Penance.

Mon 13 or Tue 14 August 7.30pm in the Church
Parents' Information Evening and Registration for Eucharist

Weekend 25 & 26 August

Enrolment Masses Saturday Vigil 5:30pm
Sunday 8, 10 and 6pm

Session 1 Parents Only – Tuesday September 4 ~ 7:30pm or
Wednesday September 5 ~ 7:30pm

Session 2 Parents/Children – Tuesday September 11 ~ 7:30pm
or Wednesday September 12 ~ 7:30pm

Session 3 Parents/Children - Tuesday September 18 ~ 7:30pm
or Wednesday September 19 ~ 7:30pm

Session 4 Parents/Children - Tuesday September 25 ~ 7:30pm
or Wednesday September 26 ~ 7:30pm

Session 5 Rehearsal – Tuesday October 16 ~ 7:30pm or
Wednesday October 17 ~ 7:30pm

Any of the Parish Masses on weekend of 20 and 21 October
or

Fri 19 October 7.30pm, Sun 21 October 12noon and 2.30pm

Attendance at Weekend Masses is expected throughout the whole programme.



PARISH OF BAULKHAM HILLS

ST MICHAELS CHURCH

9639 0598

2018 Programme Details for

**The Sacraments of Initiation and the Sacrament of Penance
for Children
of Catechetical Age who have been baptised.**

Email: sacssm@parishofbaulkhamhills.org.au

Payments may be made via EFT
BSB: 067 950 Account No.: 00000214
Account Name: St Michaels Parish with *reference Rec/Conf/Euch*
plus your surname

TERM 1/2 2018 SACRAMENT OF PENANCE

For children 7 or 8 years of age or older who have not received the Sacrament of Penance.

Mon 12 or Tuesday 13 February 7.30pm in the Church
Parents' Information Evening and Registration for
Penance/Reconciliation

Weekend 24 & 25 February
Enrolment Masses Saturday Vigil 5:30pm
Sunday 8, 10 and 6pm

Session 1 Parents Only – Tuesday February 27 ~ 7:30pm or
Wednesday February 28 ~ 7:30pm

Session 2 Parents/Children – Tuesday March 6 ~ 7:30pm or
Wednesday March 7 ~ 7:30pm

Session 3 Parents/Children – Tuesday March 13 ~ 7:30pm or
Wednesday March 14 ~ 7:30pm

Session 4 Parents/Children – Tuesday March 20 ~ 7:30pm or
Wednesday March 21 ~ 7:30pm

Celebration of First Penance
Wednesday 11 April – Thursday 12 April
Times to be advised

Attendance at Weekend Masses is expected throughout the whole programme.

TERM 2 2018 SACRAMENT OF CONFIRMATION

For children ten/eleven years of age or older who have received the Sacraments of Penance and Eucharist.

Mon 14 or Tues 15 May 7.30pm in the Church
Parents' Information Evening and Registration for Confirmation

Weekend 26 & 27 May
Enrolment Masses Saturday Vigil 5:30pm
Sunday 8, 10 and 6pm

Session 1 Parents Only – Tuesday June 5 ~ 7:30pm or
Wednesday June 6 ~ 7:30pm

Session 2 Parents/Children – Tuesday June 12 ~ 7:30pm or
Wednesday June 13 ~ 7:30pm

Session 3 Parents/Children – Tuesday June 19 ~ 7:30pm or
Wednesday June 20 ~ 7:30pm

Session 4 Parents/Children – Tuesday June 26 ~ 7:30pm
(including rehearsal) or
Wednesday June 27 ~ 7:30pm
(including rehearsal)

Celebration of Confirmation Masses 7.00pm
Monday 2, Tuesday 3, Wednesday 4 July

Attendance at Weekend Masses is expected throughout the whole programme.

Complaints and Grievances Policy and Procedures

At St Michael's Primary School, Baulkham Hills, the dignity of each individual is valued and the rights and beliefs of all members of the community are respected. St Michael's follows the Catholic Education Diocese of Parramatta Complaint Handling Policy and Procedures which is available from the school office and on the school website.

However, from time to time concerns may arise between different groups within the school community. At St Michael's we aim to attempt resolution as soon as any concerns arise.

Procedural Fairness

We endeavour to ensure that our student behaviour procedures and strategies allow for procedural fairness. We believe that procedural fairness is a basic right of all when dealing with school authorities. We apply the "right to an unbiased decision" and the "hearing rule".

The "right to an unbiased decision" includes the right to:

- impartiality in an investigation and decision making
- an absence of bias by a decision-maker

The "hearing rule" includes the right of the student against whom an allegation has been made to:

- know the allegations related to a specific matter and any other information which will be taken into account in considering the matter
- know the process by which the matter will be considered
- respond to the allegations
- know how to repair relationships and to "make things right"
- know how to seek a review of the decision made in response to the allegations.

In order to ensure procedural fairness, school staff need to be allowed to investigate and respond to matters in an appropriate manner. Parents must always communicate directly with the staff of the school when they have concerns about student behaviour, rather than approach individual students or parents with their concerns.

Parents

Complaints or grievances pertaining to classroom issues or that relate to other children are to be dealt with by school personnel. It is not appropriate for parents to approach other children or other parents while on school premises to resolve issues.

The recommended procedure to be followed by parents is:

- The first point of contact is the child's class teacher. An appointment with the teacher should be made via the school office or directly with the teacher.
- If parents are not satisfied with the solutions offered or believe they have not been given a fair hearing, they are encouraged to make an appointment with either the Principal or Assistant Principal, to discuss the issue further.

- Parents are reminded that there are always two sides to every story and while it is important to listen to their own child, it is also just as important not to draw conclusions or make accusations until all the facts are known.
- Parents may also contact Catholic Education, Diocese of Parramatta for further discussion.

All parties should aim to work towards a mutually agreeable solution to the grievance.

Students

The recommended procedure for students who have complaints or grievances is:

- If and when issues arise in the classroom, students are encouraged to speak to the class teacher in order to seek assistance in finding a resolution.
- Students encountering problems on the playground are asked to talk to the staff member on duty, who will then if necessary refer it to the class teacher or one of the school's Leadership team.
- Students may also speak to any other staff member regarding any issues.

Employees

The recommended procedure to follow is the procedure set out in the Diocesan "Complaint Handling Policy and Procedures."

Appeal

A person who is not satisfied the matter has been resolved appropriately may choose to appeal to the Principal of the school if the Principal has not been involved in investigating or examining the complaint, or is not the person named as the source of the grievance / complaint.

Alternatively an appeal may be made to the Director of Performance for the school who may be contacted at the CEDP.

For CEDP matters an appeal may be made to the Executive Director of Schools.

Enrolment at St Michael's Primary

- St Michael's Primary School has been established to cater especially for the communities immediately in the vicinity of St Michael's Primary School. Enrolment procedures will be followed to ensure that priority is given to families who share and support the special character of our Catholic schools.

Enrolment Process

Enrolment at St Michael's Primary Catholic Primary School includes your return of the **Enrolment Application** with the following:

- Birth Certificate
- Baptism Certificate
- Immunisation History Statement (visit www.medicareaustralia.gov.au or call 1800 653 809 and request your statement)
- Passport with visa (if not Australian Citizens).

It is essential that both parents/guardians sign the different sections of the Enrolment Application. Your prompt return of this form will be appreciated.

When you return your form, you will be invited for an interview. Both parents/guardians and child are asked to attend this interview.

Further Information—For further enquiries please contact the school office on 9639 0518.



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