



St Michael's Primary School

Newsletter

3-5 Chapel Lane,
Baulkham Hills

Tel: 9865 1600 Fax: 9865 1699
Email: stmichaelsbhills@parra.catholic.edu.au

Issue 7

Term 2 Week 4

Friday 24 May 2019

From the Principal

Dear Parents

Thank you

Thank you to the P&F committee and to all the helpers who were involved in providing our mums and grandmothers with such a wonderful Mother's Day breakfast. All the hard work and support is very much appreciated.

Thank you also for organising the beautiful selection of gifts that contributed to making Mother's Day a very special celebration for our mums.

Farewell

Farewell and thank you to our Groundsman, Mr Peter Watts, who was part of our school community for over four years. Peter did an exceptional job in making sure that our school grounds and facilities were always impeccable. We wish him all the best in his new position.

Reflection

There is a huge amount of research data that states that when parents are involved in their children's education at home, their children perform better at school. This performance is further enhanced if there is a good relationship between teacher and parent based on mutual respect and trust.

The principle criterion for parents to have a positive effect on their **child's attitude** towards learning is not the level of the parent's income nor the level of education, nor employment status nor language ability, it is the **parent's attitude** towards learning. Probably, there is every variety of difficulty experienced by a parent when it comes to being involved in a child's education. However, a parent can show how much they value education by taking an active interest in what's happening with their child.

A parent's positive attitude towards learning could be expressed by providing a quiet area for homework, by limiting TV, computer games and mobiles on school nights and by talking about what's happening at school.

A group called the "Children's Society" claims that too many parents have lost the art of play and do not allow their children's imaginations to be fully expressed. Children's play is often too "stage-managed" and "rule-bound" for children to really enjoy; parents are encouraged to loosen the reins and allow children to have more time to run free. When surveyed, children complained that their parents are too tired or too busy, are no fun because they are too bossy or have forgotten how to play.

An article that first appeared in the London Times contained this paragraph:

"Play is most important because it's how children enjoy their lives. They learn about rules, sharing, taking turns, community and all those social behaviours that make us rounded people. It's about relationships. Play with a parent is just as much about relationships and trust. If a family doesn't play well together, communication and security suffer. No one ever grows old regretting the time they spent playing with their children."

Of course, play is not only about getting off the couch and onto the floor for, as children grow and mature, play becomes more sophisticated; but whatever its shape or form, parents should be important participants.

God our Father, As we go about our life today may Your Spirit go with us.

Help us in our efforts to be participants in the lives of our children

In ways that are helpful to their development as persons made in your image and likeness. Amen.

Danuta Maka



Religious Education

Sacrament of Confirmation

Enrolment Masses – Weekend 1 & 2 June

Session 1 Parents only

- Tuesday 4 June 7.30 pm or
- Wednesday 5 June 7.30 pm

Session 2 Parents / Children

- Tuesday 11 June 7.30 pm or
- Wednesday 12 June 7.30 pm

Session 3 Parents / Children

- Tuesday 18 June 7.30 pm or
- Wednesday 19 June 7.30 pm

Session 4 Parents / Children

- Tuesday 25 June 7.30 pm or
- Wednesday 26 June 7.30 pm

Session 5 Rehearsal

- Tuesday 23 July 7.30 pm or
- Wednesday 24 July 7.30 pm

Celebration of Confirmation Masses 7.00 pm

Wednesday 31 July, Thursday 1 August, Friday 2 August

For all enquiries, please contact the Parish Office on 9639 0598.

The Jewish Jesus in the Eucharist Wednesday 12 June

The Northern Deanery Pastoral Council is hosting a presentation from the Institute for Mission on The Jewish Jesus in the Eucharist on Wednesday 12 June at St Michael's School Hall, Baulkham Hills from 7 pm to 9 pm. A light supper will be provided.

To RSVP for catering purposes, contact Wendy on 0427 863 149 or deanerypc@parishofbaulkhamhills.org.au

Social Skill Tips for Parents

Week 4: Being positive

- People with a positive approach to life. Positive thinking: Looking for the good things is a way to succeed.

Week 5: Giving and receiving compliments

- Good mates look for the good things about others.

Weeks 6 & 7: Approaching and joining in and including others

- Go and join in – don't wait to be asked. (The dos and don'ts)
- Including others makes everyone feel good.

Prayers

We also pray for those in our community who may be unwell or suffering at the moment.

We ask this through Christ Our Lord, Amen.



2020 Enrolments

Our remaining School Open Morning for Kindergarten 2020 Enrolments is:

Wednesday 5 June from 9.30 am to 10.30 am

Enrolment packages can be collected from the school office between 8.00 am and 4.00 pm.

We have received a large number of enquiries for 2020.

All offers for positions for Kindergarten 2020 should be finalised by the end of Term 2.

We are continuing to contact families who have submitted an enrolment application for 2020 to organise an appointment for you and your child to attend an interview. If you are an existing family and have not submitted your enrolment form, we would urge you to make contact with us as soon as possible to organise your interview before the end of the Term. 2

For further enquiries, please contact the school office on 9865 1600.

Did you know

Your child's best learning time is the start of the school day just a little bit late doesn't seem much but

He/she just missing,	That equals ..	Which is ...	and over 13 years of schooling that's ...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly half a year
20 minutes per day	1 hour 40mins per week	Over 2.5 weeks per year	Nearly 1 year
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 and a half years
1 hour per day	1 day per week	8 weeks per year	Over 2 and a half years

Calendar Dates

WEEK 5

Wed 29 May Year 3 Incursion - Zoomobile

Fri 31 May School Assembly 8.50 am - Prayer 1 Ward
Year 5 Grade Mass 10.15 am

WEEK 6 - Wellbeing week

Tue 4 Jun Years 2-6 Athletics Carnival

Wed 5 Jun 2020 Kindergarten Enrolment Open Morning
9.30 am

Thu 6 Jun Year 4 Incursion - Material Matters

Fri 7 Jun School Assembly 8.50 am - Prayer K Restuccia
School Musical Rehearsal

Sat 8 Jun - Sun 9 Jun Pentecost - Parish Hall

WEEK 7

Tue 11 Jun School Musical Rehearsal - Actors only 3.10 pm-
4.15 pm

Wed 12 Jun Eels Cup Knockout Rugby
P&F Meeting 6.30 am followed by Guest
Speaker, Megan Taylor from "Think Out Loud"
regarding children's emotional and mental
wellbeing

Thu 13 Jun Year 4 Excursion "Me and My Shadow"
Riverside

Fri 14 Jun School Assembly 8.50 am - Prayer 6 Rugg/
Downie
Year 4 Grade Mass 10.15 am

WEEK 8

Mon 17 Jun St Michael's Performance Band @ Eisteddfod

Fri 21 Jun School Assembly 8.50 am - Prayer 5 Hakim

WEEK 9

Tue 25 Jun School Musical Rehearsal

Thu 27 Jun Year 6 Canberra Excursion

Fri 28 Jun Year 6 Canberra Excursion
K-5 The Most Sacred Heart of Jesus Mass
10.15 am

School Terms - 2019

Term 2—Monday 29 April to Friday 5 July

Term 3—Monday 22 July to Friday 27 September

Term 4—Monday 14 October to Friday 20 December

- Students finish Wednesday 18 December
- Staff Development Days Thursday 19 December & Friday 20 December

Chapel Lane - Townhouse driveway

We have received a phone call from Baulkham Hills Council asking us to advise our parents **not to block the entrance to the townhouses on Chapel Lane during the slow and go pick up in the afternoon.**

Please remember the same rule applies to stop and drop of a morning.

Parish car park

Please remember that there is No right turn into the car park between 8.15 am and 8.45 am.

Courtesy

Please be mindful and respect our neighbours in surrounding streets and all who use the carpark.

When incidents occur, which are usually accidental, please model appropriate behaviour and show respect to all involved.

Thank you once again for your understanding and co-operation.

SCHOOL OPAL CARDS—Bus students

Bus inspectors are currently inspecting students' Opal Cards.

Please remind your child to carry their Opal Card and tap on and off their Opal Card when they travel to and from school.

Busways have advised that Opal data gathered by tapping on and off is used to determine demand for bus services. If students don't tap on and tap off, services may be cancelled due to the lack of recorded patronage.

With this in mind, we ask for your assistance in reminding your child that tapping on and off at the beginning and end of each trip is one of the conditions of using a School Opal card.

Your assistance helps us ensure that Busways are able to provide the appropriate level of service to our students.

School Fees

The second instalment of school fees has now been issued. All fees are due by 5 June 2019.

Thank you to all families who have paid their first instalment of the 2019 school fees and those continuing with their weekly, fortnightly or monthly arrangements.

If you are not on an arrangement and have outstanding fees we request these be paid immediately.

Should you be experiencing financial hardship, please contact Rasha Azar, Finance Officer on 9865 1600 for a confidential discussion. Thank you for your continued support.

Catholic Education Office leaving the school policy

If you are leaving the school, one term's notice in writing is required otherwise you will be charged the term's school fees as per the enrolment agreement. Thank you for your understanding.

Assembly Awards—Students of the Week

Class	Teacher	Week 1	Week 2	Week 3
KQ BLUE	Ms Quintana	Alexis S	Zaiah N	Penelope M
KvG GREEN	Mrs van Gend	Felix B	Annabelle W	Christopher P
KR RED	Mrs Restuccia	Isaac E	Samantha L	Lily O
KIR YELLOW	Ms Rogers/Mrs Irvine-Hendry	Elsie L	Max L	
1MT BLUE	Mrs Michie	Evelyn M	Mollie K	Lily P
1Y GREEN	Mrs Yogev	Leighton S	Summer M	Ajitesh S
1W RED	Mrs Ward	Lucy L	Dominic C	Savanna H
1F YELLOW	Mrs Fleming	Joshua W	Charlize T	Alexis C
2F BLUE	Miss Flannery	Scarlett B	Christopher B	Lachlan L
2J GREEN	Mrs Joseph	Violet D	Xavier U	Alanah D
2P RED	Mrs Petrenas	Boris J	Landon G	Madeleine M
2C YELLOW	Mrs Cox	Halle F	Monai G	Dane P
3G BLUE	Mrs Gleeson	Keira T	Christos K	Erin C
3H GREEN	Miss Herzog	Alexander C	Nicholas M	Claire S
3S RED	Mrs Sloan	Marcus S	Sofia H	Eli K
3OC YELLOW	Mrs Orehek/Mrs Craven	Oscar H	Bianca M	Marco T
4FR BLUE	Mr Francis	Alfie C	Taylor D	Kyuss B
4L GREEN	Mrs Lazaroo	Siella N	Watson S	Olivia T
4F RED	Mrs Feil	Charlotte R	Midhushan P	Drew F
4I YELLOW	Mr Ison	Lillian S	Jaiden J	Sam R
5K BLUE	Mrs Kevill	Gemma L	Gracie L	Paul K
5H GREEN	Mrs Hakim	Charlotte G	Thomas S	Jonathan B
5M RED	Mr Moxon	Andrew S	Jack L	Gabi P
5OD YELLOW	Mrs Oliveri/Mrs Day	Archie F	Sophie O	Lachlan C
6K BLUE	Mr Knight	Lara B	Sarkis B	Alexander I
6B GREEN	Mr Baker	Jemma A	Cooper C	Joshua S
6RD RED	Mrs Rugg/Mrs Downie	Christian F	Mitchell E	William H
6BR YELLOW	Mrs Bray	Charlie S	Alannah D	Samuel T

P&F Meeting and Information Event Wednesday 12 June, 6.30 pm in the School Hall

A quick General P&F meeting then Megan Taylor from “Think Out Loud” will discuss children’s emotional and mental wellbeing. She will discuss how to recognise signs, when to get help and strategies to help your child.

A little about Megan and Think Out Loud

“Megan Taylor established Think Out Loud as the culmination of over twenty years’ experience working as a psychologist in a range of settings, including hospitals, community centres and private practice. She has extensive experience working with adults, adolescents, young children and their families.”

Megan Taylor Clinical Psychologist Think Out Loud Clinical Psychology
9/35 Old Northern Rd Baulkham Hills 2153 Phone 0417 291 455



Chatterbox Live with Greg Whitby

Parents are invited to a live Q&A session with the Executive Director of Catholic Education Diocese of Parramatta, Mr Greg Whitby.

You'll have the opportunity to ask questions on the issues that matter to you when it comes to learning in today's world. The event will take place from 7pm on June 13 with light refreshments followed by the Q&A.

To register for a free ticket before they are all reserved, please visit this link and click REGISTER:

<https://www.eventbrite.com.au/e/chatbox-live-qa-with-greg-whitby-tickets-59149834748>

If you have any questions, please contact Lachlan Andrews from Catholic Education Diocese of Parramatta on 9840 5790.

Tell Them From Me (TTFM) Partners in Learning Survey

In the coming weeks we will be inviting students, teachers and parents to provide feedback on their experience of our school using an online survey. The surveys are an important part of our whole school evaluation and planning process.

We would like to invite you to complete the *Tell Them From Me (TTFM) Partners in Learning* survey. As we value the role of parents and carers within our school community we would greatly appreciate your feedback. The information you provide will be used to maintain our commitment to working together in partnership to further improve student learning and wellbeing at St Michael's Primary School.

The survey is anonymous and will take approximately 20 minutes to complete. You are able to access the parent survey from today on your computer or mobile device by using the URL below:

<http://tellthemfromme.com/rn6j3>



Maths Mania Challenge Question!!

1. In an Oz Tag club, there are between 20 and 50 players. There are 3 times as many boys than girls in the club. How many boys and girls might there be in our Oz Tag club?
2. The total cost of one adult ticket to the circus is more than \$10 but less than \$50. The adult tickets are twice the cost of the children's tickets. What might be the cost of the children's tickets?

*See how many different answers you can find!

Mrs Natalie Sloan, Mathematics Coordinator



2P Red - Mrs Petrenas - Reflections from the Classroom . . .

What we enjoyed about Term 1 at St Michael's

I enjoyed doing Creative Arts because we got to make fireworks with silver sparkles all over. Basketball was my favourite sport because I'm really good at it.

I like writing this term because it helps me to improve writing and reading. **Madeleine M**

I have enjoyed when me and Shrish made a zoo. I have liked Sport because we play basketball. I have had fun making butterflies. I had real fun making new friends and playing Funball. **Charlie T**

I like Cross Country because I like races and the cross country is a huge race. **Joshua L**

I enjoy Art because I liked doing the butterflies with Mrs Connellan. I liked the Cross Country because when we were running there were cups of drinks so I stopped and had a sip. What I learned in Mathematics is number busting with the equipment and learning my times tables. **Ema K**

In Religion I have been learning about the Last Supper and the Easter Triduum. In Creative Arts I have been learning about the fireworks at my class. I have been enjoying going on Technology and I have been learning to be safe online. **Therese M**

I enjoyed Creative Arts because it is fun in Year Two. I like Sports and Music because I can learn new things. I like Religion because we can learn more. **Ella H**

At school, I like Religion because we get to talk about Jesus dying on the cross and all types of things. I like setting my writing out neatly. I like drawing in Religion, it's fun, that's why I like it. **Charlotte A**

At school, I like to play basketball to learn new skills. I also like writing in English and in my Blue book. But my favourite subject is Maths. But also if we do English I will do good writing. I like writing great sentences. I like going to Assembly and getting Student Of The Week. **Blake B**

This term, I have learned in Creative Arts about Minibeasts. Minibeasts are small animals with no backbones. I like Sports because it helps us to exercise. I like Mathematics because it helps us with Maths strategies. **Ryan T**

I have enjoyed Creative Arts. In Creative Arts, we've done butterflies, magnifying glasses and fireworks. I also enjoyed doing Maths. We did number sentences. **Zoe Z**

I like Art and Religion and Sport and Music. I also like my times tables and Mathematics. **Amelia S**

I like the Cross Country carnival because you can run around a park course, also, have fun at the same time. I came in tenth place. I like it because you can exercise. **Liam W**

This school is perfect because there is Mathematics. I have been improving in my times tables. Look at this: $2 \times 8 = 16$, $2 \times 7 = 14$, $5 \times 5 = 25$. I have enjoyed Cross Country because I came second, but Ella C came first and beat me. **April W**

I liked Maths this term because I liked the number lines, the measuring of the classroom and area. I also liked the Arts, like the fireworks, flowers and the butterflies. I like the Cross Country because I enjoy running a lot. **Akshara K**

I have enjoyed Creative Arts because we have been drawing lots of natural animals. It is also linking into Science which is about animals. I have also liked Maths because I have learned how much space, area something is. Also, I have been doing number lines, another way of number busting. **Evie D**

I have a question / concern regarding my child / their learning

Class Teacher

Your child's class teacher is the first person to contact if you have any concerns regarding your child. If you need your child's teacher to be aware of something simple, please write a note in your child's diary.

For matters which require discussion or an interview, please make a request via your child's diary or email the school so that your message can be passed on to the teacher.

Your child's teacher will not be able to talk to you during school hours as they are teaching or may be on duty at recess, lunch, before or after school. Your child's teacher will get in touch with you as soon as they can.

Year Coordinator

If you have spoken with the class teacher and you still have concerns, please contact the Leader of Learning for your child's grade.

Assistant Principal / Principal

If you have spoken to the teacher and the Leader of Learning for your child's grade and you still have concerns, please contact Mrs Rosalie Knispel, Assistant Principal / Mrs Danuta Maka, Principal.

Opening a School Canteen Account

Opening a school canteen account works in credit!

Some days, your child/children may need a refreshment such as a juice or even a frozen fruit ice block on a hot day, but most importantly, there may be a time your child forgets their lunch at home or you simply forgot, having a canteen account puts a parents worry at ease. If this happens, simply ring the school canteen and one of our lovely staff members will be happy to take your child's lunch order by simply adding it on your school canteen account!

Having a school canteen account is also a great idea for the little ones who may lose their loose change, so we think having a school canteen account is more simplified.

Once the credit runs low, an SMS or a note will be sent to you, to let you know its time to top up again!

All your child needs to do is go to the canteen, and let them know their name and class and their purchase will be subtracted off the account.

This school canteen account has been trialled in other schools in NSW and works well for parents and the school!

- We ask if all parents can open a school canteen account for your child/children to be available if needed!
- Please fill out the form and send it off to your school canteen with the correct amount of money!

School Canteen Account

Use this form to open a new account
or to simply Top Up your account..

1	\$25.00 Credit	\$25.00
2	\$50.00 Credit	\$50.00

Student/s Name: _____ Class: _____

Parents Name & Mobile No: _____

Please ensure correct money is inserted in an envelope with this form and dropped off at the canteen this week!

School Photos

The Group Photos for Junior Band, Performance Choir, Senior Band and Student Leaders are available online for any parents who would like to purchase them.

The Year 6 photo is also available for purchase for those parents who would like a print of the Year 6 photo in addition to the photo they will receive in the Year 6 Graduation Booklet at the end of the year.

To order photos please ask your child to collect a note from the school office with the details (if they have not already received one).

The photos are \$15.00 each and will not incur a postage and handling fee. All orders will be sent to parents postal addresses and not to the school.



Lost hats and jackets

Please check your child's jacket and hat to make sure that they have their own items of clothing.

If your child has a hat or jacket that belongs to another child please return it to the school office so that we can give it to the owner.

The school office does not loan out hats due to the risk of head lice.

Unfortunately, we do not have any second-hand jackets or hats for sale.

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.

Further information can be found on our school website:

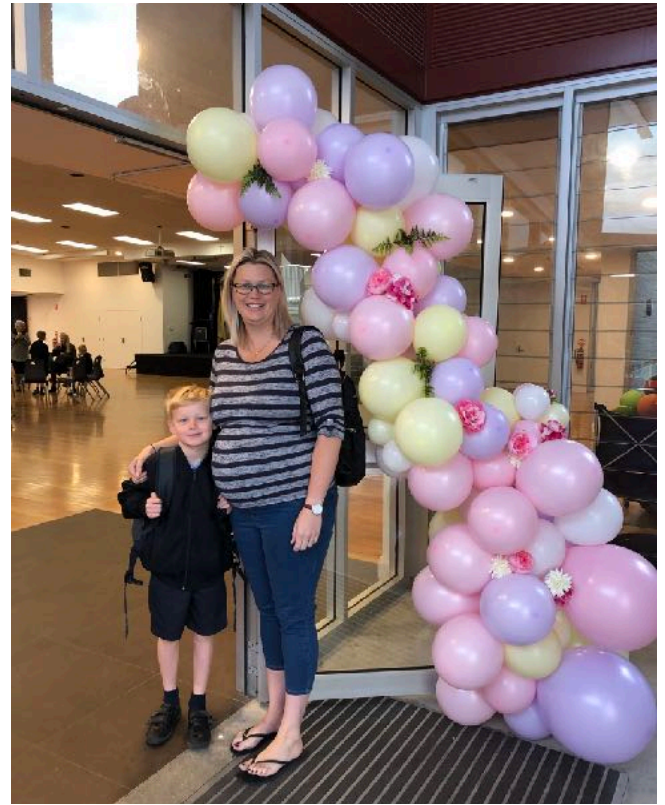
<http://www.stmichaelsbhills.catholic.edu.au/-/media/Files/CEDP/Global/Policies/Complaint-Handling--Policy.ashx>

Mother's Day Breakfast

Friday 10th May 2019

Thank you to Sip Happens Espresso Bar, Party Palace Australia and Fancy Bakes for their contributions to help make the day successful. Also a massive thank you to all the volunteers that pitched in and made the morning a huge success.





Mother's Day raffle

Congratulations to all the winners and thank you to all the businesses that donated prizes.

 **ROBERT CLIFF MASTER JEWELLERS**



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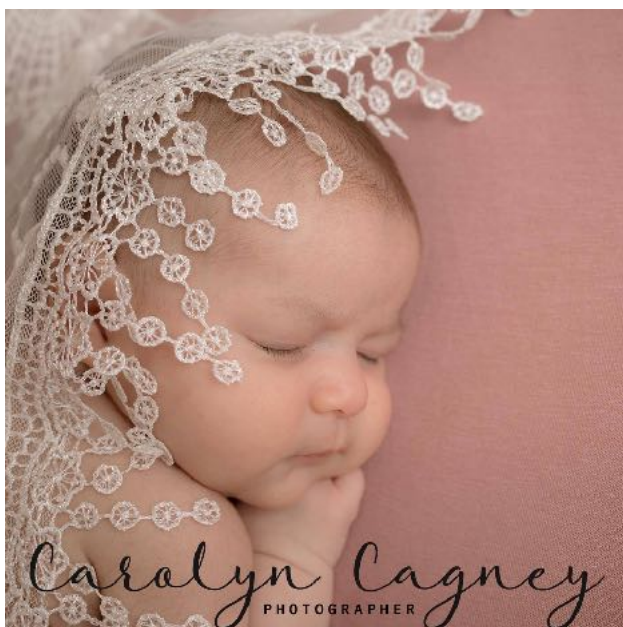
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HOW TO RAISE HAPPY AND RESILIENT CHILDREN

Join the PRC to hear one of Australia's leading Psychologists talk about the journey from childhood through to young adulthood, as it seems to have become so much harder to navigate.



Hear about the latest news from the science of positive psychology and how its applied to bringing up children and teenagers.

Our guest speaker for the evening is:

Dr Michael Carr-Gregg

Adolescent and Child Psychologist

Register FREE now: www.prc.catholic.edu.au



Monday, 3rd June 2019

Doors open: 6:15 pm for 7:00pm (2 hours)

(PRC General Meeting - will be held prior to guest speaker)

John XXIII Catholic College

160 Perfection Ave, Stanhope Gardens, NSW, 2768

Light supper and refreshments will be provided, and a lucky door prize will be up for grabs!

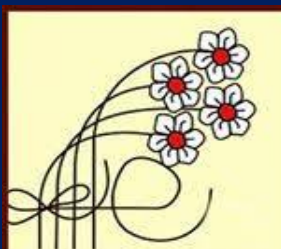
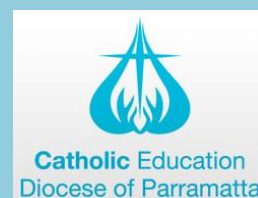
www.prc.catholic.edu.au



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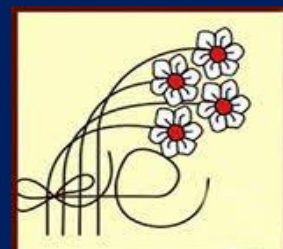


THANK YOU TO OUR 2019 SPONSOR

Floral Expressions

For details on the School fundraising program

Call Charles Lukasik on 02 9683 1116



School Volunteers at St Michael's

In order to become a school volunteer at St Michael's Primary School, all parent / grandparent volunteers must complete a Diocese of Parramatta Child Protection Training Course and Undertaking.

These requirements can be accessed via the St Michael's website: <http://www.stmichaelsbhills.catholic.edu.au>

Click on Enrol Now, 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

- Step 1: Complete 'Building Child Safe Communities - Undertaking for Volunteers' Form
- Step 2: Complete the online training module

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

These steps need to be completed every two years.

Teachers will send home a note regarding volunteering in the classroom. All volunteers will receive a Classroom Volunteer Handbook from their child's teacher..

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 9865 1600.

School absence

If your child is sick for 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 ensure that if your child is absent for one day that the Away date and Finish date are the same. Finish date should always be the last day of the child's absence

**Please note—If you call 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—From A.1*. This form is also available on our website under School Notes.

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 1.2*. This form is also available on our website.



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 put this in writing and address to the Principal, Mrs Maka.

