



# St Michael's Primary School

## Newsletter

3-5 Chapel Lane,  
Baulkham Hills

Tel: 9865 1600 Fax: 9865 1699  
Email: [stmichaelsbhills@parra.catholic.edu.au](mailto:stmichaelsbhills@parra.catholic.edu.au)

Issue 8

Term 2 Week 8

Thursday 18 June 2020

### *From the Principal*

Dear Parents

#### *Parent / Teacher Meetings*

Since our return to school on the 25th May the teachers have been teaching and assessing our students in order to ascertain each child's level of successful learning during their remote instruction and where their learning is now, including where there may be gaps in their learning.

The teachers make day by day and minute to minute assessments of what students know, and alter their teaching accordingly to meet students' needs. It is now timely for parents and teachers to meet and discuss each child's learning strengths and challenges and set a learning goal for Semester 2.

Weeks 9 and 10 have been set aside for these Parent Teacher meetings. Thank you in advance for making an appointment to meet with your child's teacher.

Appointments are 10 minutes in duration with a 5 minute gap between each appointment so that we can ensure social distancing and the sanitisation of desks and chairs. Teachers will use a timer at the start of your meeting to ensure that we keep to the schedule.

Before and after school meetings will take place in the classroom. Daytime meetings in school hours will take place in the Mercy Room which is opposite the Hall. **Please be punctual** - meetings that require more than 10 minutes need to be rescheduled to another time.

Children are welcome to sit in with their parents and teacher or outside the classroom. Siblings can sit outside the classroom or come inside. Children are not to be out on the playground unsupervised or playing games.

After your meeting with the classroom teacher, please leave the school grounds promptly.

#### *Things to remember for your Parent / Teacher Meeting:*

☐ Maintain social distancing ☐ Please be punctual ☐ Keep to the 10 minute timeframe ☐ Supervise your children

#### *Reports*

Mid Year Reports will go home this Friday. Parents who have kept in touch with their children's schooling should get few surprises at report time. Please take the time to read over the report with your child. The report will highlight your child's strengths and areas of challenge. Focus on your child's strengths first. Not all children progress in a straight line. Talk about the steps they can take to improve their learning - small steps. Make a plan together on how you will support them with their learning and keep them focussed on achieving their goal.

The responsibility of learning belongs with the learner, their attitude, values and habits. Try and encourage a positive attitude and love of learning.

We look forward to meeting with you in Week 9 or 10. Thank you for your continued support.

The following prayer was shared with the students at our Assembly on Monday.

#### ***This Land Australia***

*Dear God, Thousands of years ago, you created this land Australia. Thank you for such a special gift.  
Keep this land Australia safe and peaceful, help us all to care for this land Australia,  
to be kind to all who live in this land Australia, and to welcome those who come from other countries  
to make their home in this land Australia.*

*Please, God, keep this land Australia a good and beautiful land for all to love and to enjoy. Amen.*

*(Prayers I Pray, St Pauls Publications, 2010)*

*Wishing you every blessing for the week ahead.*

*Danuta Maka*



## 2021 Kindergarten Open Morning

Tuesday 21 July 2020

9.30 am - 11.00 am

*Bookings essential*

To make a booking or discuss your child's enrolment

Phone 9865 1600



We invite New Families to contact us to discuss their child's enrolment for 2021 as soon as possible.

### Existing families with Kindergarten 2021 children:

- A place will be offered once your child's Enrolment application and supporting documents have been received and finalised. Please finalise your enrolment as soon as possible.
- If your child has any special needs, physical or learning that you believe the school needs to be aware of before they start in 2021 or you have concerns about your child starting because they are young and you are unsure of whether they should start in 2021 or wait until 2022, please contact the school so that we can book you in for an interview.
- We would like to provide all of our children with the best start to Kindergarten.

### *Prayers*

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



### *Parent / Teacher Meetings Online Booking*

The Parent/Teacher meetings for Years K to 6 will be held during **Weeks 9 and 10 from Monday 22 June to Friday 3 July 2020.**

You may cancel or reschedule a meeting time online at any time before the closing date on **Friday 19 June.**

**BOOKINGS for meetings CLOSE on Friday 19 June 9 am.**

To make your meeting time go to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au).

Enter the event code:

**kcwhf**

and follow the 3 simple steps:

1. Enter your details
2. Choose teacher(s)
3. Choose time(s)

**Meetings are strictly 10 mins.**

If you require more time, please contact your teacher directly to make alternative arrangements.

### *Social Skill Tips for Parents*

#### Week 9: Telling an interesting story

- Tell the right story to the right person and keep it brief.

#### Week 10: Having an interesting conversation

- Take turns and talk about something you are both interested in.

### *Wellbeing Focus - Weeks 8 and 9*

- We keep our school clean and tidy.
- We respond to the music and teachers' signal (Before school, at recess and at lunch).

### *2020 School Fees*

Those families who are not directly financially impacted by Covid-19 we appreciate your continued support in paying your fees (school fees are generally due 30 day from the date of the school tax invoice). CEDP have not included a due date on instalment 2 fees as some families require some flexibility with school fee payment.

If you would like to organise a flexible payment plan for your 2020 school fees please phone or email Rasha Azar at [stmichaelsbhills@parra.catholic.edu.au](mailto:stmichaelsbhills@parra.catholic.edu.au).

Please click on the following link for Covid-19 school fee relief if required: <https://www.parra.catholic.edu.au/feerelief>

Please Note all excursions have been cancelled therefore a reversal of a portion of the activity fee will be processed. This includes a reversal for the Year 6 Canberra camp and meal component.

### *School Terms - 2020*

Term 2 - Monday 27 April to Friday 3 July

Term 3 - Monday 20 July to Friday 25 September

Term 4 - Monday 12 October to Friday 18 December\*

- *Students finish Wednesday 16 December*
- *Staff Development Days Thursday 17 & Friday 18 December*

## Bronze Awards

Week 5	Week 6	Week 7
Scarlett B 3OC	Halle F 30C Keira M 4F Harrison S 6BR	Thomas L1F Madison M1F Max L1F Drew F 5OD Charles M 5OD Jayden J 5OD Isabelle H 5OD
Week 8		
Aayaan S KR Alexis C 2A Amalia V KH Amelie P 2A Ashleigh K 5OD Austin T 2A Ava G 5H Charlotte L 5H Cleo P 5D Dominic L 5H Dominick B 1M	Elianna M 1M Eloise P KR Evie A 1C Helaina H KR Izabel R KR Joel C KR Kevin J 2A Lachlan D 1C Leia S KH Lucas A 2A Mia A 5H	Mikayla L KR Monai G 3S Nicholas G 5D Noah M 2A Oliver M 5D Penelope S 2A Rogan H 5D Sophie S 1C Thomas H 2A Zac M 5D Zaiah N 1C

## Children arriving late to school

Just a reminder that if your child is late to school, please ensure that you escort your child into the school office.

For safety reasons, children should not be dropped off at the external gates of the school to walk down to the office on their own, particularly after 9 am, even if they have regular appointments.

**All children must be accompanied by an adult.** Due to COVID-19, you are not required to fill in the sign in sheet.


Late attendances are recorded in the class roll as explained (adult accompanied) or unexplained (not accompanied by an adult).

## Collecting children early from school

If you are collecting your child early from school for an appointment, could you please call the office beforehand on 9865 1600 so that we can organise your child to be in the office. Thank you.

## Helping To Develop Your Child's Literacy Skills

### Listening to your child read:

- ⇒ When reading together at home try to make the time relaxed, enjoyable and positive. Vary it. Read together, read to your child and take turns or have them read to you. 
- ⇒ Before reading, talk about the cover, the title and the pictures, and discuss what you think the book may be about.
- ⇒ Make sure your child can see the pictures and discuss them.
- ⇒ During reading, discuss what has been read so far and predict what might happen next.
- ⇒ After reading, talk and ask questions about the story and the pictures.
- ⇒ Ask who, when, where, how and why questions.

### Reading Tips

- ⇒ When your child is reading and encounters words that are difficult for them, use the Three Ps technique 'Pause, Prompt, Praise' to support them.
- ⇒ **Pause:**
  - \* When your child comes to a word they don't know, try not to jump in straight away. Wait and give your child time to work out the word.
- ⇒ **Prompt:**
  - \* If your child has not worked out the problem word, prompt them.
  - \* For example: Look at the sound the word begins with, look at the pictures, use these clues and think about what makes sense here.
  - \* If prompts like these are not working, simply tell your child the correct word.
  - \* Try not to spend too much time prompting, as your child will find it difficult to maintain the overall meaning of what they are reading.
- ⇒ **Praise:**
  - \* Praise your child's reading efforts and successes!

### Writing

- ⇒ Children need to understand that writing has a purpose.
- ⇒ When you're writing something down, talk to your child about what you're doing and why.
- ⇒ Compile a photo album or scrapbook with your child and have them write captions for the photos and pictures.
- ⇒ To develop vocabulary for reading and writing, play word games such as 'I spy', Scrabble, Boggle, Scattergories and do crossword puzzles.





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# COMPLAINTS AND GRIEVANCES

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## 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>



# MUFTI DAY!

**Friday 3<sup>rd</sup> July 2020**  
**(last day of term)**

*Be  
awesome*

Theme:

*Be*

*Be  
happy*

**YOURSELF**

Wear sensible closed in shoes and socks on the day.



Please bring a gold coin donation.



**Thank you!**

We appreciate your support.

All our fundraising is for the children of our school for educational resources from K to 6.



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