

24 January 2022

Dear Parents/Caregivers of the Secondary Campus

## WELCOME TO THE 2022 SCHOOL YEAR

St Michael's College welcomes our current students, new Year 7 and twenty-eight new Year 8 to 12 students to the College to begin the new school year. We also extend a warm welcome to new families joining our Catholic Lasallian Community. We are very excited by the year ahead and are pleased to have 18 new teaching staff joining the College. This year provides us with another opportunity to build on previous years' successes, so students become lifelong learners and leaders. Our aim is for each of our young people to flourish and fully realise their potential.

Over recent weeks, staff have been busy preparing classrooms and refining learning programs in readiness for the start of the 2022 school year. We also thank our Educational Support Officers, who worked diligently over the holidays to ensure as smooth a return for students and teaching staff as possible, in readiness to re-engage with students and families.

The overall approach and managing of a confirmed COVID-19 case within a school environment was announced late Friday afternoon by the Education Minister and SA Health. Further information about 'Testing, Isolating and Quarantining for School Settings' is accessible [here](#).

### Teaching and Learning

In these unprecedented times, St Michael's College will work in conjunction with SA Health directives to continue providing quality teaching and learning programs, whether delivery is face-to-face or online via Microsoft Teams. In the initial two weeks of school, Years 7, 8 and 12 students will be on campus in classrooms and Years 9, 10 and 11 students will attend virtual classrooms from home via Teams. Fortunately, these students have prior experience with the online learning. To further assist, we will provide instructions before school begins on accessing MS Teams as well as outlining our expectations in relation to appropriate interaction.

We envisage that all students will be back on campus from Monday, 14 February and look forward to resuming face-to-face teaching for the entire cohort.

### Arrangements for Weeks 1 and 2 of Term 1

#### Survey to register students for supervision in Weeks 1 and 2

Please complete the [survey link here](#) should you require supervision for your Year 9 to 11 child/children for either the pupil-free days and/or the February 2 to 11 dates. Your response will assist the College with planning appropriate supervision ratios. **We ask that you complete this survey by COB Thursday, 27 January.**

Students requiring supervision will need to attend in their summer or PE uniform during this period. Student sign-in at the library is from 8:30 am, and sign-out is 3:30 pm.

**Monday, 31 January and Tuesday, 1 February 2022**

As per the announcement from SA Health, these days are now pupil-free days, providing time for staff to prepare for Term 1 online teaching and learning. Therefore, we ask that you plan for the care of your children as you would for any other pupil-free days. For families who are unable to make alternative arrangements, your children may attend College for supervision on these dates. No child will be turned away. At this stage, plans are for students to be supervised in the library. Students will need to bring their food, drink, and mask. Summer or PE uniform is not required on these days. Students are welcome to bring their devices or other appropriate materials/activities to use during the day. Student sign-in is from 8:30 am, and sign-out is 3:30 pm.

### **New Student Induction for Years 8 to 12, Monday, 31 January 2022**

As originally planned, new students in Years 8 to 12 are requested to attend an Induction session from 9:00–11:00 am. Students are asked to follow the signs from the College Administration Office to the MacKillop Centre. At this session, students will receive laptops and be given an overview of our online learning and communication platforms, SEQTA and MS Teams in readiness to commence learning on Wednesday, 2 February. Year Level Directors will also spend some time with students. **The summer College uniform must be worn** as ID photos will also be taken during the morning. Students can be picked up at 11:00 am from the MacKillop Centre.

### **Wednesday, 2 February to Friday, 11 February 2022**

Students in Years 7, 8 and 12 will commence normal classes with Year 7 students spending much of the day in pastoral care. Students in Years 9 to 11 will be undertaking remote learning during this time. Vulnerable students and students whose families are unable to resolve appropriate supervision arrangements for online learning at home during this period should attend College where supervision for online learning will be made available. Remote learning at school is supervised but will not be with the student's class teacher. Students undertaking remote learning are encouraged to wear their summer or PE Uniform.

### **Canteen and Cafe**

The canteen and LEC Café will be operating as per normal from Wednesday, 2 February. Be aware that lunch orders via the Qkr! App are to be collected from the northern door of the canteen which faces the science building.

### **School Buses**

School buses will be operating before and after school as per normal. It is mandatory for students to wear their masks and to wear them properly when travelling on buses. Please ensure your child validates their MetroTicket when using this service.

### **Student Laptops - New Year 7 students and students without their 2021 device**

New Year 7 students will receive their laptops on Wednesday, 2 February as part of the day's program. As mentioned above, new Year 8-12 students will receive their laptops at the New Student Induction Session on Monday, 31 January.

Some current students are yet to collect their (wiped) laptops from IT Support. If your child is one of them, we ask that these be collected throughout the day on **either Monday, 31 January OR Tuesday, 1 February, between 9:00 am and 3:00 pm from the IT Office.** Please ask your children to wear their mask and observe social distancing when attending the College to pick up their device.

All students in Years 10 and 11 – please ensure you ask your child/children to follow the instructions emailed on 20 January from Ms Audrey Rangel regarding the installation of software to be done before the start of online learning on Wednesday, 2 February.

### **SEQTA Portal – Learning Platform (Years 7-12)**

SEQTA is the College's main source of learning instruction and resources. Students choosing to stay home in Year 7, 8 or 12 must access SEQTA for lesson instruction as there will be no hybrid of remote/face-to-face learning for these year levels. Students may send teachers emails with queries from home. At the start of term, parents/caregivers of new students will receive instructions on accessing the SEQTA Engage (parent) portal.

### **Remote Learning Support for Years 9-11**

IT staff will be able to assist any student working remotely. We ask that students send any questions or concerns regarding IT, SEQTA, MS Teams from their College email to the IT Helpdesk at [ITsupport@smc.sa.edu.au](mailto:ITsupport@smc.sa.edu.au). A member of the IT Team will be in contact with students as soon as possible to rectify the concern.

### **Parent Evenings**

Unfortunately, due to the current constraints resulting from COVID-19, we are not able to facilitate face-to-face Parent Evenings. Instead, these will be delivered by video recordings that will be made available to parents, students, and staff in the coming weeks. They will be available for viewing via the Year Level Portals and sent out via email.

Ongoing communication with staff is recommended via email in the first instance.

### **Pastoral Care**

Pastoral Care at St Michael's College is guided by the Lasallian Vision of education to assist with student development to reach their academic, spiritual, emotional, social, and physical potential. We provide a safe environment, whether it be face-to-face or remote learning, where every student is valued and has someone with whom they can connect. Pastoral Care will continue to run each morning for all students from 8:45 am. On Wednesdays, all students will continue to have extended Pastoral Care which will allow for the delivery of their wellbeing programs.

Pastoral Care is a time for students to participate in prayer, review daily notices, conversations with their teachers as well as connect with their peers. During this time, we also take the roll (attendance) for both students attending face-to-face or via remote learning. This may result in us contacting parents whose children are not online ready to learn or absent from College.

### **Counselling Services**

Our Counsellors will provide face-to-face counselling here on campus. Students learning remotely can also have conversations or correspondence with our counsellors via telephone or email. Students who would like to make an appointment with a counsellor are asked to email [Sonia.Pellicone@smc.sa.edu.au](mailto:Sonia.Pellicone@smc.sa.edu.au) or call Student Services on 8356 5966.

### **Being COVID-SAFE in 2022**

The 2022 school year will start as 2021 ended—with a clear COVID-SAFE Plan supported by SA Health and Catholic Education SA. In recent weeks we have seen a spike in cases in South Australia. The wearing of masks by students and staff is vitally important for continuing face-to-face learning. Therefore, students 7 to 12 and staff are required to wear a mask when indoors. We have a limited supply of masks for students on campus and ask that they bring their own each day. Students are also required to wear a mask when on

school buses. If your child is exempt from wearing a mask, please contact the relevant Year Level Director who can record the exemption.

Water fountains are only to be used to fill up drink bottles and the taps have been disabled. In line with hygiene protocol, hand sanitiser is available to students in classrooms as is disinfectant for hard surfaces.

Any type of large gatherings such as camps, retreats, assemblies, year level masses, etc. will be avoided for the first four weeks of the school year. There is to no school sport or interschool sport for Weeks 1 to 4.

Only essential workers are to visit the College site, must wear a mask and check-in using the QR code on arrival.

**Kindly note the following:**

- If your child is unwell, they should be kept at home until they are well enough to return.
- All community events will be risk-assessed with a COVID-SAFE Plan in place. These requirements also apply to all camps, retreats, and excursions. As mentioned, these are cancelled or postponed for Weeks 1 to 4.
- Parents/caregivers and visitors to the College are restricted and must sign in using the QR Code or sign-in book at the Front Office. Please wear a mask when on campus.
- Please place canteen or café lunch orders via the Qkr! App where possible.
- Hand sanitiser stations are available around the campus and time is allocated around break times for students to wash hands.
- Where possible, maintain social distancing of 1.5 metres when at the College.
- Observe all signage and comply with ratios in classrooms and other College areas.
- Ball sports (soccer, netball, and basketball) can be played at recess and lunch on the courts and ovals. Students must maintain hand hygiene before and after breaks.

The College's response will include:

- cleaning of the classroom and any other impacted areas.
- advising classroom contacts (year levels and staff) working closely with the confirmed case to monitor for symptoms and get tested if they feel unwell.
- confirming to those classroom contacts that they may continue to attend school if they are feeling well.

**Traffic congestion—drop off and pick up / bus services**

The initial weeks of school are often accompanied by increased traffic congestion around the College. This will be no different with the soft start of three year levels attending the first two weeks of face-to-face teaching. We ask for your patience, especially at the Lasallian Education Centre (LEC) drop off/pick up and Lawrie Street areas. Staff on yard duty wear a high-vis vest, so they are easily identifiable, and we seek your courtesy and cooperation in following their directions and school zone 25 km/h speed restrictions. For safety, students should cross Lawrie Street at the zebra crossing.

We also suggest dropping off and picking up children at other gates located around the College perimeter to avoid and ease the congestion. The oval areas are far less congested and have been well utilised by parents and caregivers in the past.

**Student expectations—uniform and personal presentation**

The College has clear expectations of students on uniform standards, personal presentation, and student responsibilities. In Term 4, 2021, the College held a "reset" Assembly and sent a letter to parents/caregivers, students, and staff regarding expectations. This letter is attached as **Appendix 1** as a reminder of that communication. We ask parents/caregivers to ensure that their child/ren wear the correct uniform for the start of Term 1 to meet personal presentation standards attached in Appendix 2.

The **UPDATED College 2022 Back to School Booklet** contains other information for parents/caregivers and is available on the [College website](#).

On behalf of St Michael's College staff, we look forward to working in partnership with you and your child/ren for a successful school year.

Thank you.

Sincerely,

*Matthew Williams*

**MATTHEW WILLIAMS**  
Deputy Principal  
Pastoral

*Bron Kemp*

**BRON KEMP**  
Deputy Principal  
Teaching and Learning

*Amanda Price*

**AMANDA PRICE**  
Deputy Principal  
Staff and Strategy

2 November 2021

Dear Parents/Caregivers,

### PASTORAL COMMUNICATION

- **Student uniforms and personal presentation**
- **Student mobile devices**
- **Expectations in the yard, respect for College property and respectful conversations**

St Michael's College is guided by the Lasallian core principles of faith, respect, service, and community. Since the beginning, our ethos has remained unchanged; *"To touch the hearts of your pupils and inspire them with the Christian spirit ...."* Lasallian education dates back to the 17<sup>th</sup> century to French priest St John Baptist de La Salle establishing schools that welcomed all. There are now schools in over 80 countries. The brothers' work included daily meditations and clear instructions regarding system, order, and method. They also ensured that prayer was a part of each day for students and staff and that the highest personal presentation and uniform standards were upheld.

Over the past two years, we have been proud to collaborate, consult, and partner with students, parents/caregivers and staff on various matters and have subsequently updated our uniform, personal presentation requirements and the Student Mobile Devices Policy. These changes are the results of collective community engagement.

As a College, we are committed to adhering to the teachings of de La Salle and the guidelines set by the College. Recently we have found it necessary to remind students of our expectations, and this was communicated to students and staff at a recent Assembly.

The focus areas of the presentation to students included:

#### SUMMER UNIFORM (TERMS 1 AND 4)

The St Michael's College uniform should provide students with a sense of identity and pride within the community. However, we require parental support in being clear of the expectations. Guidelines for the summer uniform are as follows:

- Short sleeve, white shirt with the College crest.
- Summer dress – worn to the knee with white crew socks.
- Shorts, trousers and socks, i.e. navy blue shorts worn with white crew socks, or navy trousers worn with grey or black socks. **Note:** Ankle socks are **not** allowed.
- Blue St Michael's jumper (if required).
- Shoes – black leather traditional shoes that are polished (including 'Mary Jane' style). **Note:** No boots, high heels, ballet flats, runners, canvas or skate shoes.

The College **spray jacket** may be worn with the summer uniform, but it must not be worn to formal assemblies, whole school Masses or Liturgies. Hoods must be tucked in when not in use.

## PERSONAL PRESENTATION (key focus areas):

- Hair – must be neat, tidy, and out of eyes. Extremes of colour or style, no razor cut/lines or patterns, undercuts and long fringes are not allowed. Boys must be clean-shaven.
- Jewellery – discreet items only (one each of ring, bracelet, necklace, watch, and two small studs/sleepers in each ear. Any additional piercings to have a transparent spacer in place).
- Makeup – a very light, barely visible foundation is the **only** makeup acceptable. Mascara and false eyelashes are not allowed.
- Nails – nail polish, sculptured nails and nail extensions are not permitted.
- Body piercings and art – No nose piercings; a transparent spacer must be in place if there is a piercing. Eyebrow piercings are not allowed.

The Personal Presentation Guidelines are available [here](#). We understand that students and families may need time to comply with some of the standards, and we ask that this be done quickly. Please get in touch with the Pastoral Teacher if there are any issues.

## STUDENT MOBILE DEVICES

We also reminded students that **mobile phones are not allowed to be used by students between 8:40 am and 3:30 pm** and that they must be switched off during the school day to allow better engagement, learning and face-to-face communication with their peers and staff. We also informed students of the implications of inappropriate use of social media and that photographing, video or voice-recording anyone can have serious repercussions.

We also remind parents/caregivers that if they need to contact their child during the school day, they are requested to call the Administration Office at 8356 5966 rather than contact the student directly. Likewise, if students need to contact a parent/caregiver, they are welcome to use the student phone at the Administration Office.

## EXPECTATIONS IN THE YARD, RESPECT FOR COLLEGE PROPERTY AND RESPECTFUL CONVERSATIONS

We also stressed to students the need and their responsibility to keep each other safe in the yard. This includes what is appropriate play, what is not, and reinforcing the College “hands-off” policy. In addition, we asked students to exercise care and consideration for school property which they are privileged to access.

Students were also asked to consider how they speak to and treat staff and each other and to place respect at the forefront of all interactions.

At our recent Staff Meeting, staff expressed appreciation for the efforts already displayed by students. Some staff have started conversations with students to clarify requirements or to reinforce expectations, using the Assembly as a starting point for these dialogues.

We aim to uphold the high standards we set for ourselves; in how we present ourselves, treat each other, and to be grateful for the privileges our community provides.

This letter has provided families with notice and guidance on the content of the Assembly. In the coming weeks, College staff will be proactive in improving these standards, and we seek the support of parents/caregivers and students to partner with the College to support our young people to “*be the best they can be.*”

Thank you.

Sincerely,

*Matthew Williams*

**MATTHEW WILLIAMS**

Deputy Principal Pastoral