



2024 Back to School Information Booklet Primary Campus

■ community ■ challenge ■ choice



St Michael's
COLLEGE

Mission and Vision

St Michael's College is a Catholic school in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through:

■ Community

We are an inclusive and respectful community where each individual is known, valued and cared for, enabling them to feel confident to explore their curiosities, flourish and fully realise their potential.

■ Challenge

Individual growth is achieved through engagement, opportunity and recognition, underpinned by a positive learning culture that is authentic, challenging and supportive.

■ Choice

Through a quality Lasallian education, inspired by the Gospel and a concern for social justice, students are empowered to better choose who they become as people, learners and leaders in the world.





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Welcome to St Michael's College

The St Michael's College community is comprised of a diverse range of cultural, social and religious backgrounds, all aspiring to a common purpose - for young people to flourish and be the best they can be.

Our staff, students and families continue to work together to create an inclusive and respectful community where each individual is known, valued and cared for. This relational environment is essential for each person to feel confident to explore their curiosities,

likes and interests, to flourish and fully realise their potential.

My hope is that each individual can be fully engaged in College life and a positive learning culture that is authentic, challenging and supportive, no matter who you are, where you come from or what you aspire to.

This booklet is subject to change throughout the year. A current version is available on the College Website.

*Damian Patton
Deputy Principal - Head of Primary*





Primary Values



We work well in teams, co-operating, communicating and leading or following as the situation demands to achieve a common goal.



We are committed to developing habits and processes that allow us to be prepared for life's challenges.



We respect others and the world around us in both actions and words.



We embrace our Lasallian identity which assists us to further nurture and develop our faith and its important role in our lives.



We accept challenges and failures are part of developing and employ strategies to deal with a variety of situations.



We have a responsibility to contribute in a positive way to society.



We continually analyse and identify our strengths and weaknesses in order to improve our learning and personal development.



We question and seek answers.



We critically analyse complex problems and creatively construct and apply solutions.



We communicate our understandings and opinions using a variety of mediums.

Contact Information

Primary Campus

78 East Avenue
Beverley SA 5009

Email
primaryadmin@smc.sa.edu.au

Telephone
(08) 8346 6548

Absentee/Late Arrival Number
(08) 8150 2397

Secondary Campus

15 Mitton Avenue
Henley Beach SA 5022

Email
smc@smc.sa.edu.au

Telephone
(08) 8356 5966

Absentee/Late Arrival Number
(08) 8150 2323

Website

www.smc.sa.edu.au

Absentee/Late Arrival SMS Service

When sending a text please ensure you include your child's: first name, surname, and class /year level.

SMS
0417 596 611

Dobsons Uniform Shop

Gate 4, Lawrie Street
Henley Beach SA 5022

Email
smc@dobsons.com.au

Telephone
(08) 8150 2306

Shop Online
<https://dobsons.com.au/schools/st-michaels-college-adelaide/>

Second Hand Uniforms

Sustainable School Shop:
www.sustainableschoolshop.com.au

School/Term Dates and Administration Office Hours



Return to School Dates

| | |
|---------------------|-------------------|
| Reception to Year 6 | Monday 29 January |
|---------------------|-------------------|

Term Dates

| | | |
|--------|-------------------|---------------------|
| Term 1 | Monday 29 January | Friday 12 April |
| Term 2 | Monday 29 April | Friday 5 July |
| Term 3 | Monday 22 July | Friday 27 September |
| Term 4 | Monday 14 October | Friday 6 December |

Administration Office Hours

| | |
|----------------------|---------------------------------------|
| Monday 23 January to | Open - 8:15 am to 4:30 pm |
| Thursday 25 January | Open - 8:15 am to 4:30 pm |
| Friday 26 January | Closed - Australia Day Public Holiday |

Parent Communication

Information Evenings

The Parent Information Evening provides the opportunity to meet with your child's teacher/s and understand expectations in the classroom. Important information will be presented about reading, learning, wellbeing and day to day procedures.

All parents are expected to attend - students are not required to attend. Please meet in Founders Hall at the times below for a brief welcome prior to moving to classroom.

Parent Evenings

| | | | |
|--------------------|------------|---------|---------------|
| Reception - Year 2 | Tues 6 Feb | 6:30 pm | Founders Hall |
| Year 3 - Year 6 | Tues 6 Feb | 7:00 pm | Founders Hall |

The Star - E-Newsletter

The Star contains up to date College information and events and is emailed to parents fortnightly. The Star is available via the College's website (www.smc.sa.edu.au - click on news and events / The Star E-Newsletter).

Primary Email Address

Parents are advised that if they wish to communicate directly with the Primary Campus the following address is available primaryadmin@smc.sa.edu.au. All communications are maintained in a confidential manner.

School Stream

Our school has an app – School Stream - that we use to communicate with parents/caregivers. For information and download instructions, please refer to the flyer in your child's Induction Pack or see the Primary Administration Office.



Consent2Go is a platform for parents to maintain their contact details, student details and student medical information. Updates can be made at any time. It is used for our Excursion/Incursion process: informing parents and seeking their permission.

To access Consent2Go visit our College website: smc.sa.edu.au OR via SEQTA Engage - parent access: pta.smc.sa.edu.au

Updates are not automatically made to the student page

- If you update the 'Contact page' in Consent2Go, please ensure you reflect required changes across to the 'Student page'.
- If you have more than one child enrolled at the College, updates must be made to each 'Student page'.
- Both caregiver A and B 'Contact page' and 'Student page' should be up to date at all times.
- If you make a change to caregiver A's address, please ensure caregiver B's address is also updated, if you both reside at the same address. These changes do not automatically carry across.
- The accuracy and currency of the information is important to us and for the essential care of your child.
- All information is stored in accordance with the Australian privacy requirements.

SEQTA - Learning and Management System

SEQTA is a collaborative teaching and learning platform that connects teachers, students, and parents/ caregivers. To find out more, please follow this link:

<https://seqta.com.au/>

SEQTA Learn: students

Students will access SEQTA through the student portal 'SEQTA Learn' using their username and password.

SEQTA Engage: Parents/ Caregivers

Parents/caregivers can access SEQTA Engage to keep up to date with their child's work, progress, and when assignments are due. This system also allows parents to access school reports, read the daily notices etc in a similar interface to the students.

To access the parent portal, parents are encouraged to install the SEQTA Engage app on their Apple or Android device.



SEQTA login interface

The College Day



Primary Campus

8:15 am Yard Supervision Begins

8:50 am Morning Administration

9:00 am Gates Locked

9:00 am Lesson 1

9:40 am Lesson 2

10:00 am Presence of God Bell

10:20 am Lesson 3

11:00 am Recess

11:20 am Lesson 4

12:00 pm Presence of God Bell

12:05 pm Lesson 5

12:50 pm Prayer before Lunch

12:50 pm Supervised Eating

1:00 pm Lunch

1:40 pm Lesson 6

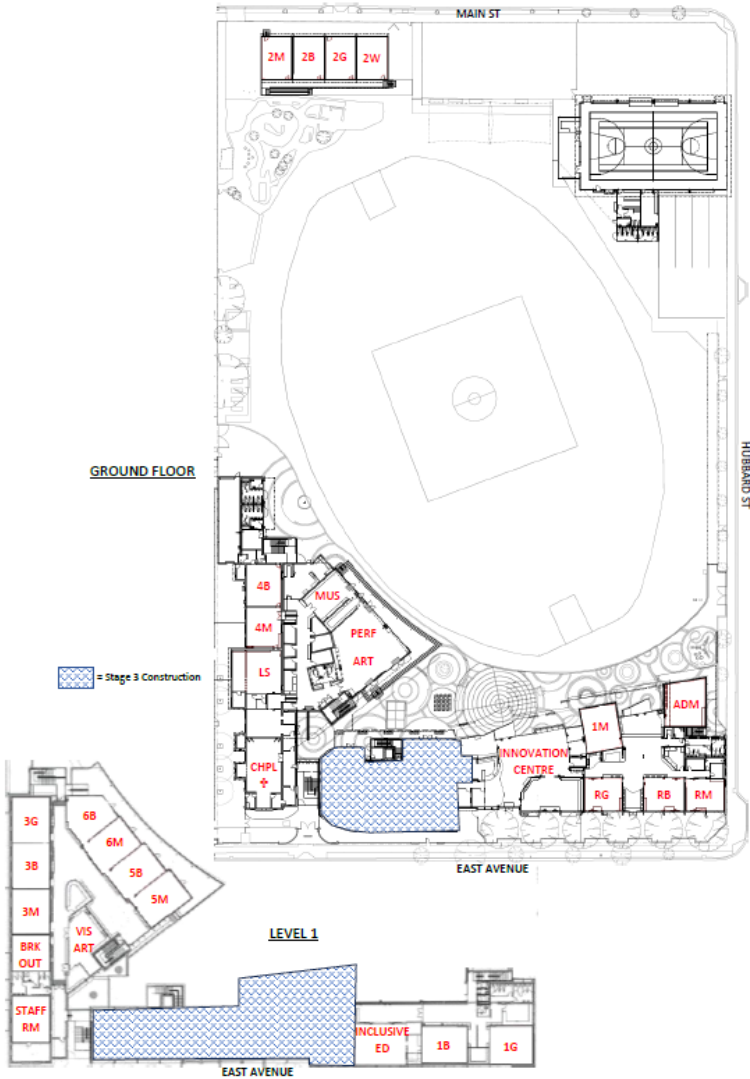
2:00 pm Presence of God Bell

2:25 pm Lesson 7

3:10 pm Afternoon Administration

3:20 pm Dismissal

Primary Campus Map





Primary Campus Staff

The wellbeing of Primary students is the prime responsibility of the Class Teacher. It is important to ensure communication between the home and school is effective and the Class Teacher at the Primary Campus is seen as the person to contact when the need arises.

Primary Leadership

| | |
|---|--------------------|
| Deputy Principal - Head of Primary | Mr Damian Patton |
| Director Student Wellbeing & Administration | Mr Damian McNamara |
| Director Learning & Achievement | Mrs Melanie Becker |
| Director Religion & Spirituality | Mrs Katrina Kreis |
| Business Manager | Mr Dominic LoBasso |
| Inclusive Education Coordinator | Ms Linda Thompson |

Coordinators

| | |
|---------------------------|-----------------------|
| Early Primary Coordinator | Miss Madeline Cole |
| Primary Coordinator | Mr Nathan Rose |
| Co-curricular Coordinator | Mr Daniel Scorsonelli |

Administration

| | |
|---|------------------|
| Assistant to the Deputy Principal | Ms Jo-Ann Fidock |
| Senior Enrolment & Administration Officer | Mrs Annie Clift |
| Administration and Student Services Assistant | Ms Shona Arnott |
| Pastoral Support Worker | Sr Nithya |
| Student Counsellor | Ms Mary Spence |

Parent Information

Stationery Packs

All orders are to be placed by 14 December 2023. Orders received after this date will incur a late fee of \$12.95.

- The stationery lists have been compiled by the College and can be ordered via www.lighthousebooks.com.au up until 14 December 2023.
- All stationery enquiries, invoicing and delivery processes are to be directed to:

Lighthouse Books

Phone

(08) 8340 2356

Fax

(08) 8346 8629

Address

116 Grange Rd
Allenby Gardens SA 5009

Website

www.lighthousebooks.com.au

Email

booklist@lighthousebooks.com.au

Delivery of Stationery Packs

(after payment)

Stationery Packs will be delivered to nominated addresses from late December and continue through January.

Student Absence

Extended Leave

We ask that parents/caregivers advise in advance and in writing, the Class Teacher and Deputy Principal – Head of Primary of a student's extended leave, eg family holidays or medical procedures (a medical certificate may be required).

Extended absence from school at any year level has the potential to impact learning and wellbeing for the student.

Late Arrival

If students are running late for the commencement of the school day, they are required to report to the Administration Office

Parent Information



before proceeding to class. If a student has been marked absent 'unexplained' by the Class Teacher and has not signed in at the Administration Office, the status of absence will remain unexplained and it will be followed up with a 'duty of care' text message to parents/caregivers.

Students with an Illness

Throughout the course of the year students may succumb to illness. In the best interest of both staff and other students, we ask you to refrain from sending your child to school unwell or until they have completely recovered. The inconvenience of collecting an unwell student from school and the risk of an illness relapsing or spreading are greatly reduced by giving the student adequate rest at home.

Arrival/Dismissal

The gates to the Primary Campus are opened progressively from 8:15am with yard supervision beginning at this time. Students are requested not to arrive prior

to 8:15am. Parents are advised that access between 9am and 3pm is via the Administration office entrance. All parents and visitors are required to sign in at the reception desk. Students arriving after 9am must report to the front desk upon their arrival. Students leaving prior to dismissal must report to the Administration Office. No student is able to leave the College grounds prior to official dismissal or without parental consent.

Drop Off/Pick Up

The support of all drivers is sought with regard to obeying all road traffic signage and regulations surrounding the College. For the safety of all students the College asks that each and every road user, pedestrian and driver, be very conscious of placing safety ahead of all other concerns. The College has a duty of care to ensure students are not placed in an unsafe situation due to motorists not adhering to road safety expectations.

Parent Information

Parents/Caregivers are encouraged to use the Drop Off / Pick up 'Kiss & Drop Zone' in Hubbard Street or alternatively use parking on Main Street that runs along the College boundary. Please instruct your child in safe road crossing rules.

Please note car parking facilities (staff College carpark) are not available to parents/caregivers at drop-off or pick up,. Limited visitor parking is available outside these hours for appointment at the College, or if you are required to collect your child/children during school hours.

Disabled Parking: Please ensure a disabled parking permit is displayed hanging on the rear view mirror of the vehicle or it is displayed and clearly visible on the passenger side of the dashboard.

Extend Before and After School and Holiday Care

The College is partnered with a quality Outside School Hours Care service provider - Extend, including the Extend Squad: School Holiday Program.

Hours of Operation

Before School Care:

6:45 - 8:15am

After School Care:

3:20 – 6pm

Holiday Care:

7am – 6pm

Contact details

0497 254 234

www.extend.com.au

stmichaelscollege@extend.com.au

College Policies

College Policies and Guidelines are available on the College website and for your convenience can be accessed via the following link

<https://www.smc.sa.edu.au/about/policies/>

It is important that all parents/ caregivers and students read the Student 'Information Booklet', which clearly outlines several important extracts from policies.



Parent Information

College Website

Please follow this link
www.smc.sa.edu.au

to access information relating to various topics including:

- Strategic Direction
- Back To School Information Booklet
- Curriculum Handbook
- Integrated Learning Technology Program
- Bus and Train Timetables www.adelaidemetro.com.au

Bus Service

Please refer to our website smc.sa.edu.au/parent-student-information/bus-information/ for details of bus services that operate to and from the College.

Resource Centre

The Resource Centre provides a range of facilities, resources and services designed to create a dynamic learning environment, empower students with skills

necessary for life-long learning and promote reading.

Resource Centre staff are keen to assist students in meeting their information and reading needs.

Teaching and Learning

Our curriculum is structured around the Australian Curriculum and caters for the diverse academic, social, emotional, physical, and spiritual needs of our students.

There are six essential elements:

- Accessing an inclusive curriculum, which caters for differing learning styles and abilities;
- Learning individually and collaboratively and communicating effectively;
- Thinking creatively and critically to gain knowledge and apply skills;
- Participating in a community of learners that contribute to the development of, and are

Parent Information

enriched by each individual member;

- Being a child of God, valued for the contribution made to the social and cultural diversity of the College;
- Being informed citizens who act with integrity.

School Environment Management Plan

- Our vision is to develop a culture within our school community that recognises the shared responsibility to reduce our environmental footprint and promote the educational value of SEMP.

Since 2012 we have been committed to this vision. Our students are given the opportunity to be active participants in the School Environmental Management Plan eg, the Stephanie Alexander Kitchen Garden, Waste Management, Conservation and Recycling Initiatives.

Parents are encouraged to support SEMP in a number of ways:

- Reducing the amount of packaging provided in lunch and recess boxes.
- Volunteering in the garden.
- Assisting with the Cooking Program.
- Attending parent workshops.
- Promoting values of Reduce, Reuse and Recycle.

School Volunteers

Parents/caregivers wishing to volunteer for excursions, cooking, gardening, coaching or sporting events will be required to hold a current Working with Children/ Catholic Police Clearance, a current Responding to Risk of Harm, Abuse and Neglect (RRHAN) Certificate and complete the CESA Volunteer Forms.



Parent Information

Alternatively, parents/caregivers wishing to assist with class activities on site may be eligible to visit under the Occasional Volunteer status:

- You may volunteer up to 7 occasions (not exceeding) per year without the requirement for a police check (where the volunteering does not include excursions); however you are required to complete RRHAN training and the CESA Volunteer forms.

*** If you intend to volunteer up to 7 occasions per year (not exceeding) you do not need to undertake a Catholic Police Clearance, however you will need to report to the Primary Administration Office to have your occasional visit recorded, complete RRHAN training and the CESA Volunteer forms.*

Rory's School Lunches - Canteen Services

The St Michael's College canteen is run by Rory's School Lunches. Rory's is an Adelaide based Catering and Canteen Management Company that delivers healthy and nutritious food, prepared fresh for the school.

Lunch orders must be purchased through the Qkr! App. Orders can be placed up to 2 weeks in advance until 8.30am on the day the order is required.

If you forget to place an order, please call Rory's hotline as soon as practicable: 0413 575 800

Qkr!

Qkr! (pronounced 'quicker') by Mastercard, is a secure and easy platform to order and pay for school items, including lunch orders, fundraisers and Events from your phone at a time and place that suits you.

Instructions can be found via the QR code



The College Uniform

Dobsons Uniform Shop

The College uniform can only be purchased from the uniform shop which is located at the Secondary Campus. The shop is managed and operated by Dobsons Pty Ltd on behalf of St Michael's College. To alleviate the inconvenience of waiting times, please arrange an appointment with the uniform shop. Please contact staff directly on telephone: (08) 8150 2306.

The uniform shop is located on Lawrie Street, near the bus pick-up/drop-off zone.

Normal trading hours during the school terms are:

Tuesday, Wednesday and Thursday
8:00 am - 4:15 pm

Please refer to the College map in this booklet to locate the uniform shop.

Opening hours for the conclusion of 2023 and commencement of 2024 are as follows:

Last day of trading: Thursday, 7 December 2023

Monday, 15 January to Thursday, 25 January 2024

Open from 8am to 4:15pm

Monday, 29 January 2024

Open from 8am to 4:15pm

Tuesday, 30 January 2024 onwards.
Normal school term trading hours resume.

The College Uniform



Second-Hand Uniform Trading System

Second-hand uniforms can be traded via the web-based trading system, Sustainable School Shop: <https://www.sustainableschoolshop.com.au/>

To register, follow the link and enter your details and nominate St Michael's College. All enquiries can be directed to the SSS on 0438 743 444 or via 'Contact Us' on the website.

Lost and Found Property

Parents/caregivers are requested to ensure that all items belonging to a student are clearly marked with the student's name.

All lost property is stored in Founders Hall. Students are encouraged to check regularly for lost items. Labelled property will be returned to students via their class trays at the end of the school day.

The College Uniform



Please scan the QR code for information about the College Uniforms and Personal Presentation requirements.

Co-Curricular Program



St Michael's College competes in the Sports Association of Adelaide Schools and Catholic Girls Sports Association and provides opportunities for its students to participate in a wide range of competitive sports and other activities. The College supports the SAAS 'Code of Conduct'.

Co-curricular activities are considered to be an integral part of the educational program at St Michael's College. Students are therefore strongly recommended to participate in them.

Student Responsibilities Relating to Training and Matches

When a student cannot attend a training session or a match fixture, it is the responsibility of the parent to contact the coach by phone or email the Co-curricular Coordinator as soon as practicable. It is an expectation of the College

that you give adequate warning of your child's non-attendance.

Sport & Training Cancellations

All match and training cancellations are communicated via email or text message.

If the maximum temperature is listed by the Bureau of Metrology (BOM) on that morning and is forecast to be 35 degrees or more, all games, trainings are to be automatically cancelled.

This includes all sport fixtures.

In addition, Primary matches can be cancelled:

By joint agreement between schools or at school on the preceding Friday and notified to students as soon as possible. At the venue by joint agreement between the two coaches.

Should the competition be cancelled, the SAAS Sporting Administrator on consultation with

Co-Curricular Program

the Chair of The Executive and the Chair of Sports Coordinators, will inform Principals and Sports Coordinators by either fax or email of the decision to cancel all outdoor sports.

Training Cancellations

If other adverse conditions prevail, such as heavy rain fall, a decision will be made in the afternoon if the training is to be cancelled. Cancellations will be communicated via email or text message.

If you have any queries or concerns regarding this policy, please do not hesitate to contact the CoCurricular Coordinator.

Co-curricular Uniform

The Co-Curricular uniform is worn as per the co-curricular activity undertaken. Details of the required uniform can be obtained from CoCurricular Coordinator.

Unless otherwise specified by the Co-Curricular Coordinator, all co-curricular uniforms must be purchased online or by visiting: www.dobsons.com.au/school_uniform.php

[Dobsons 08 8150 2306](tel:0881502306)

Please make sure uniforms are ordered at least two weeks prior to the start of the season.



Fee Information

Tuition Fee

Annual fees are based on a child's year level. Fees are invoiced in full at the beginning of Term 1 and can be paid in instalments over the year. The tuition fees cover most educational materials and resources for the year, including costs for sports teams, and year level excursions.

Students are provided with an electronic device (R-6 iPad, and laptop 7-12) as part of the Integrated Learning Technology Program.

Fee Due Dates and Payment

Fees may be paid in full by cash, cheque or credit card within 30 days of the date of the invoice and receive a 3% early payment discount.

Alternatively, fees can be paid by Direct Debit (PaySmart) or Centrepay deductions either monthly, fortnightly or weekly, spreading payments over 10 months (Feb-Nov). If this payment method is chosen, families must complete the PaySmart Direct Debit Form.

Building Fund Levy

The College is proud of its facilities and these are enhanced by the significant assistance from parents through contributions to the Building Fund. The Building Levy is a non-compulsory annual contribution, charged on a per family basis. This levy allows for the continued upgrade, maintenance and improvement of the facilities of both the Primary and Secondary Campuses.

The Building Fund Levy is tax deductible.

School Card Discount

Families who may qualify for school card discount must complete either Form A – Income Audit or Form B – Self Employed, Hardship or Change in Circumstances. The forms can be downloaded from the South Australian Government website (<https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme>) or by contacting the St Michael's College Accounts Receivable Officer at the Secondary Campus on (08) 8356 5966.

Families applying for school card using Form A must return the form to the Secondary Campus before the end of January each year. School Card applications close at the end of October. The College provides a 50% discount on tuition fees to approved School Cardholders. The discount will be processed once the form is returned and adjustments made if the application is not approved.

Families applying for School Card using Form B should complete the and return the form to the South Australian Department for Education as soon as practicable.

The School Card discount will be processed when eligibility is confirmed by the South Australian Department for Education.

Early Payment Discount

Families who pay the annual tuition fee and building fund levy in full by the due date are entitled to an early payment discount of 3%.

Part year enrolments are eligible for the discount if the account is paid in full within 30 days from the date of the enrolment.

Splitting Family Accounts

Unfortunately, accounts will not be split unless a Court Order specifies this requirement. Parents



Fee Information

are requested to make their own arrangements regarding payment of accounts. It is the legal responsibility of each signatory on the enrolment contract to pay all tuition fees.

Fee Remission for Families in Financial Difficulties

Families experiencing financial difficulties, including families whose only income is Centrelink payments, should contact the College Accounts Receivable Officer to discuss financial circumstances. The following documentation is required for assessment of fee remission:

- Application for Special Financial Consideration.
- Proof of income – ATO assessment notice
- Copies of Centrelink documents.
- Proof of mortgage/rent repayments

Fee remission applies to current year only and is provided on a case-by-case basis.

Students not returning to the College in 2024

If your child will not be returning to the College in 2024, please contact the Registrar at the Primary Campus as soon as possible. Withdrawal of enrolment affects many different areas of the College and your help in this matter greatly assists us in resource planning.

Late Commencement / Withdrawal from College

Should a student commence or conclude his/her studies part way through the year, a portion of the relevant fees will be charged. However, for a student leaving after commencing Term 4, no rebate will apply.

Payment of fees are still required where a student is absent from school for any length of time, for example overseas trip, holiday, sickness.

Overdue Accounts and Late Payment Fee

The College reserves the right to pass overdue accounts to a debt collection agency. If this occurs, families are responsible for the payment of the collection costs as per parents/caregivers declaration in the Enrolment Contract. Any default debt may also be reported to a credit reporting agency.

A \$55.00 administration fee will be charged for all accounts paid after the due date, unless prior arrangements have been confirmed in writing by the College, as a result of financial hardship.

Student Accident Insurance



The College has negotiated a Student Accident insurance policy with AON (our insurer) that will protect parents from some of the financial burdens of student accidents.

The policy, named 'Student Accident Insurance', provides a blanket cover for all students whilst at school or involved in a school activity (including work experience). In the event of an accident occurring, AON will pay lump sum benefits for a range of (non-Medicare) medical services such as broken bones, damaged teeth, permanent disabilities and emergency transport.

Please contact the College for further information.

**An inclusive
and respectful
community
where each
individual
is known,
valued and
cared for...**



Primary Campus

78 East Avenue
Beverley, SA 5009

p: 08 8346 6548
f: 08 8346 9449

smcprimary@smc.sa.edu.au

Secondary Campus

15 Mitton Avenue
Henley Beach, SA 5022

p: 08 8356 5966
f: 08 8356 1092

smc@smc.sa.edu.au