



ST. MICHAEL'S COLLEGE

Parent Information Handbook 2021

At St. Michael's College we are a caring school community, built on Christian values, that nurtures individuals and inspires quality learning.

St. Michael's College
1-63 The Abbey Place
Caboolture QLD 4510
Phone: 5495 8311
Email: admin@smccab.qld.edu.au

Website: www.smccab.qld.edu.au

Like us on Facebook: St. Michael's College, Caboolture

Office Hours: Monday – Friday, 8:00am – 4:00pm.

Absentee SMS line: SMS 0400 931 055 (this is SMS only)

PARENT INFORMATION

Dear Parents/Caregivers,

Thank you for taking the time to read through this booklet. This information is designed to answer many of the day to day questions you may have about St. Michael's College.

St. Michael's College is a school community of which you are a vital component. The education of a child is a partnership between home and school. It is through this active partnership where everyone plays their part that the greatest results for children are achieved. St. Michael's aims to work closely with our parents in establishing high expectations for our students in the four areas of our curriculum – academic, cultural, physical and spiritual.

This handbook is designed to assist new and existing families with information relating to the day to day activities of St. Michael's College. Understanding how the College functions will only enhance the parent-College relationship.

I encourage you to be involved in your child's schooling, to ask questions when you are unsure, and to give feedback about how the College experience is working for you and for your family. I hope I can look forward to many conversations with you over the coming year!

Best wishes for a great year ahead for you and your child at St. Michael's College.

Chris Allom
Principal

2021 TERM DATES

Term 1: Wednesday 27th January - Thursday 1st April

Term 2: Tuesday 20th April - Friday 25th June

Term 3: Tuesday 13th July – Friday 17th September

Term 4: Tuesday 5th October - Thursday 2nd December

PUBLIC HOLIDAYS

| | |
|------------------------------------|---------------------------------|
| Tuesday 27 th January - | Australia Day Public Holiday |
| Friday 2 nd April - | Good Friday Public Holiday |
| Monday 5 th April - | Easter Monday Public Holiday |
| Sunday 25 th April - | ANZAC Day |
| Monday 26 th April - | ANZAC Day Public Holiday |
| Monday 3 rd May - | Labour Day Public Holiday |
| Monday 9 th August - | EKKA Show Public Holiday |
| Monday 4 th October - | Queen's Birthday Public Holiday |

PUPIL FREE DAYS

Wednesday, 20th January - Friday, 22nd January

Monday, 25th January

Monday, 19th April

Monday, 12th July

PERSONAL DETAILS

It is most important that St. Michael's College remain informed of your current contact information. This includes:

- Phone numbers for work, home and mobile phones
- Emergency contact people
- Current mailing and residential addresses
- Current email address
- Current medical information

You can update your information through Parent Lounge or via Administration.

OUR MISSION

To inspire quality learning, nurture individuals and instil Christian values within a safe school community.

OUR MOTTO

Wisdom through Growth

OUR 4 PILLARS OF LEARNING

St. Michael's College believes wisdom through growth occurs through four pillars of learning - academic, spiritual, cultural and physical.

- **Academic** – academic growth prepares students for successful lifelong learning in a society undergoing rapid growth and change.
- **Spiritual** –spiritual growth prepares students for participation in society as responsible, empathetic community members
- **Cultural** – cultural growth prepares students for a lifetime appreciation and participation in the Arts
- **Physical** – physical growth prepares students to develop skills and value a healthy lifestyle with physical fitness, agility and dexterity

OUR VALUES

We believe that the primary overarching purpose of the College is learning for all and that through mutual respect and caring everyone is able to strive in dignity towards achieving their full potential.

- **Respect**
We respect ourselves, others, property and our College's history and traditions. We respect the rights of teachers to teach and students to learn. We are aware of the diversity of others and include them and their cultures with understanding and tolerance.
- **Responsibility**
We will fulfill our responsibilities at home, at school and in the community and are accountable for what we say and do, accepting the consequences for the decisions and choices we make. We resolve differences in a constructive, non-violent and peaceful way and take care of our environment.
- **Care and Compassion**
We care for others and ourselves through the use of good manners, sharing our knowledge and creating friendships based on consistency between words and deeds.
- **Co-operation**
We work together to reach goals by doing our share of the work, helping one another and working together with patience and tolerance.
- **Honesty and Trustworthiness**
We strive to be honest, sincere and truthful knowing that healthy relationships are based on trust.

OUR RULES

SAFETY

MANNERS

CARING

OUR HISTORY

St. Michael's College is an independent, co-educational, ecumenical College based on Christian values. The journey of St. Michael's College began in 1983. The College was founded by Fr. Francis and the Reverend Mother from very humble beginnings in a small farm house with only four students initially. We now have a double stream P- 6 campus within a lovely bushland environment.

In 2012, the College opened the St. Michael's College Early Learning Centre. This facility provides care for children from 6 weeks of age to school age, as well as before and after school care, and vacation care.

GOVERNING BODY

The Board of Directors is the governing body of St. Michael's College (a public company limited by guarantee) and currently comprises the following persons:

| | |
|----------------------------|---|
| Chairperson: | Karl Lightfoot |
| Director/Secretary: | David Dreverman |
| Treasurer: | Edward Strong (Brother Edward) |
| Board Members: | Sylvia Ruijgrok (Sister Veronica), Brooke Savige, Robert Jurlina, Belinda Hall, Adi Koszta and Graham Payne. |

The Board meets monthly at least ten times each year to consider and determine matters of policy and strategy as well as to review and approve educational and financial activities in accordance with its corporate governance responsibilities.

The College Principal and Finance Manager attend Board Meetings. An Annual General Meeting of the company is held in April at which annual financial and audit reports are received and adopted, Board members are elected and auditors appointed.

DEAN OF PASTORAL CARE

Sister Veronica, in her role as Dean of Pastoral Care is available to all members of our College community, in order to maintain and foster positive relationships within our College. Pastoral Care is the heart of our College and in this role she networks with students and their families in a caring manner to ensure the ethos and culture of our College remains strong.

Sister Veronica ensures that pastoral care permeates all aspects of our College life and will be involved in running a number of children's programs with students who require help with building and maintaining friendships as well as introducing new and exciting projects with a focus on Sustainability and the Environment.

THE ABBEY CHURCH

The Church at St. Michael's is the hub of the spiritual life for the members of the Confraternity and the wider Caboolture Shire. It is also used by the students at various times during the year. Regular Church Service times:

- 9:30am Holy Communion each Sunday morning
- 6:00pm Evensong each Sunday evening
- 7:00pm Benediction (Latin) Alternate Thursdays
- 6.00pm Lent and Advent Meditations (during the relevant season)

All parents, family members and friends are welcome to attend the services at the Church.

2021 STAFF MEMBERS

| | | |
|------------------------------|-------------------------------|---|
| Principal | Chris Allom | |
| Deputy Principal | Christina Wellwood | |
| Finance Manager | Michael Hin | |
| Dean of Pastoral Care | Sister Veronica | |
| YEAR LEVEL | TEACHER | EDUCATIONAL ASSISTANTS |
| PA | Carol Parry | Nicole Madeley, Bec Evans |
| PB | Angela Monaghan | |
| 1A | Cathy Ramm | Michelle Burnett, Jo Beatty |
| 1B | Andrea Whitelock | |
| 2A | Renee Zmuda | Mayuka Pather (Term 1), Kylie Hankins |
| 2B | Sally-Anne Myers | |
| 3A | Lachlan Griffith | Donna Taylor |
| 3B | Carol O'Connell | |
| 4A | Karen Jubb | Jackie Sheedy |
| 4B | Kim Jenkins | |
| 5A | Stephanie Harvey | Michelle Bevan |
| 5B | Raegan Cooney | |
| 6A | Bernadette Day | Kaye Treasure |
| 6B | Traci Watson | |
| ICT Manager | Victor Bradbury | Helen Foreman |
| Pastoral Care | Jaime Allom Susan Chalmers | |
| Physical Education | Kevin Orchard | |
| Sports Coach | Brother Charles | |
| Learning Support | Tracey Jardine | Joy Aquilina, Marlene Lydon, Kym Nunn and Jodie Hill |
| Library | | Jane Hayes and Hayley Finn |
| Music | Vanessa Midgley | |
| Instrumental Music | Clint Allen | |
| Japanese | Amanda Miller | |
| ADMINISTRATION STAFF | | |
| Registrar | Lizzy Timms | |
| Student Activities | Sister Anne | |
| Admin Officer | Kerrie Bevis | |
| Reception (M - W) | Colleen Baker | |
| Reception (T - F) | Hayley Finn | |
| Finance Officer | Corrinne Patch | |
| GROUNDS STAFF | | |
| Steve Scott, Rob Davidson | | |

ABSENCES

Parent/Caregivers must inform the College of any student absences prior to 9:00am on the day of the absence.

Email – absentees@smccab.qld.edu.au or admin@smccab.qld.edu.au

Phone – 5495 8311

Text – 0400 931 055 (this number is for SMS only)

In the event that the College is not informed of an absence, parents will be contacted to confirm the reason for the absence.

ADMINISTRATION

Parents and visitors need to report to Administration when collecting students from the first aid room, or collecting students early/dropping off students during school hours.

ALLERGIES

St. Michael's College is an "allergy friendly" and "Nut Aware" School.

Due to the number of students who suffer from allergies and anaphylaxis it is requested that you **do not** send nuts or nut products such as nut paste, peanut butter or Nutella to the College. We thank all parents for their co-operation in leaving food items containing nut products out of their child's lunchbox.

Emails will come home to all families in any class where a child with anaphylaxis is enrolled to alert them to any specific foods to avoid.

APPOINTMENTS

Parents are always welcome to discuss their child's progress with the teachers at St. Michael's College. It should be remembered though, that if you wish to have an extended interview or to discuss a concern, then an appointment should be made specifically for that purpose. This will allow the teacher time to prepare and provide you the time required. **Popping in at 8:30am is not an appropriate time for a lengthy discussion.**

Appointments to meet with the Principal/Deputy Principal can be made through Administration.

ASSEMBLIES

Assemblies are held on Wednesday Mornings at 8:30am. The College holds separate assemblies for the Infant and Upper students, as well as Whole College assemblies for all students. Please check the online Parent Lounge portal Calendar, the Calendar of Events, Website or Newsletters to find out which assemblies your child will be attending.

ATTENDANCE

Regular school attendance is a legal requirement. It is also an important part of the College Conditions of Enrolment that all students partake fully in every aspect of the College programme, unless prevented by ill health.

Should you be taking a family holiday then a written request must be sent to the Principal prior to absence.

| | | |
|---------------------|-------------------|------------------|
| SCHOOL HOURS | Morning Session | 8:45am – 11:00am |
| | Middle Session | 11:40am – 1:15pm |
| | Afternoon Session | 1:55pm – 2:55pm |

Supervision will commence from 8:15am. Bus supervision is provided each morning and afternoon for students travelling on the bus service provided by Bribie Island Coaches.

ARRIVAL IN THE MORNINGS

- Students should arrive at the College by 8:30am when classroom doors open. This allows adequate time for settling and getting organised before the school day begins at 8:45am.
- Students are **NOT** to arrive at the College before 8:00am - unless they are participating in a supervised activity.
- Students arriving between 8:00am - 8:15am are to assemble between the administration building and the library.

- Between 8:15am and 8:30am students are to wait quietly outside their classroom. Students are **NOT** allowed on the ovals or any playground equipment.
- Students who are late (after 8:45am) must report to Administration to collect a late slip, before going to class.

COLLECTION IN THE AFTERNOON

- *Students are **NOT** to walk to any car parks unless under the supervision of an adult.*
- Prep and Year 1 parents/caregivers are encouraged to wait in the shade or on the undercover walkway until the dismissal bell at 2:55pm and then move up to the P/1 Undercover Area. Children will be dismissed from each classroom by the teacher.
- Year 2 parents/caregivers are asked to wait an appropriate distance from the classroom windows on the lawn/in the shade or utilise the benches on the covered walkways.
- Year 3 - 6 parents/caregivers are asked to wait an appropriate distance from the classroom windows utilising the benches on the covered walkways.
- ALL students will be dismissed from their class at 2:55pm where they can be collected by parents/caregivers.
- Students who are not collected by 3:05pm are to assemble between the administration building and the library.
- Bus children are supervised by the staff member on duty and are to assemble under the Administration veranda straight after school, except for the Preps and Year 1's who will be walked over to the veranda by a staff member.
- Students are **NOT** allowed on the ovals or any playground equipment after school – unless they are participating in a supervised activity.
- Students involved in extra-curricular events must wait with their parents/caregivers or with the adult running the event.

*Students who are regularly on site after 3:30pm or before 8:00am **must** enrol in St. Michael's College Outside School Hours Care.*

EARLY DEPARTURE

Students who are leaving early must be collected and signed out from Administration. Parents are to advise the class teacher and office staff if a student is leaving early.

Please keep in mind that these details are subject to change depending on COVID-19 developments.

BEHAVIOUR MANAGEMENT

At St. Michael's our mission is - To inspire quality learning, nurture individuals and instill Christian values within a safe school community.

The College's Behaviour Management Policy ensures a safe, supportive and protective learning community that promotes student safety and wellbeing. The College's Behaviour Management Policy helps students build, repair and maintain healthy relationships with their peers and teachers.

Fundamental to the policy are the College rules – Safety, Manners, Caring.

A copy of the College's Behaviour Management Policy is available from Administration and on our website.

BANKING

The College supports the Commonwealth Dollarmite School Banking program. This is a fun, interactive and engaging way for students to learn about money and develop good savings habits. All students (and siblings not enrolled) can participate in this program.

To participate, parents need to open an account for their child at any Commonwealth Branch. When students join the Dollarmite program they receive a deposit wallet from the Bank. Students bring their Dollarmite Deposit book into school one day per week with their money. Students receive a reward token for each deposit which can be saved up to be redeemed for a prize (once 10 tokens are saved).

BRAIN BREAK/FRUIT SNACK

Brain Break is a set time at approximately 10:00am for students to 'refuel' on fruit and salad vegetables and 'rehydrate' with water. Students who are not hungry and are well hydrated perform better in the classroom, show increased concentration, and are less likely to be irritable and disruptive. Please pack a healthy snack every day.

BUS SERVICE

St. Michael's College is serviced by a bus run between the College and Bribie Island each morning and afternoon. This service is a shared service provided by Bribie Island Coaches. The College is very dedicated to working with this company to provide a safe and quality bus service for our students. Parents considering using the Bus Service are advised to read the College's Bus Information Policy available from Administration.

CAMPS

The College is committed to providing a comprehensive camp program. Our camps are linked closely to the curriculum covered and as such provide an opportunity to extend classroom learning in a safe, challenging environment. All camps are organised and run by the class teacher, who is assisted by other staff members from the College. The camp program begins with a 'first' overnight sleepover in the tunnel at Under Water World in Year 2, and culminates in the leadership and team-building experiences at Emu Gully in Year 5 and in Canberra and The Snow in Year 6.

- Year 2 2 days, 1 night at Under Water World, Mooloolaba
- Year 3 2 days, 1 night at Mapleton Camp, Mapleton
- Year 4 3 days, 2 nights at Currimundi
- Year 5 3 days, 2 nights at Emu Gully Camp, Helidon
- Year 6 6 days, 5 nights at Longreach

CHOIR

Our choirs have performed in Brisbane and Sunshine Coast Eisteddfods with resounding success.

Junior Choir is for students in year 2 and 3.

Senior Choir is for students in year 4, 5 and 6.

Christmas Choir occurs in Term 4 for students in years 1 to 6.

CLASS PHOTOS

Our class and individual student photos are taken by MSP Photography. This year the photos will be taken on Monday, 8th March for Prep – Year 6.

COMMUNICATION FROM SCHOOL TO HOME

We have a number of communication methods to ensure parents stay informed about what is happening at school, and are able to organise their children for various regular and special events that happen at school.

EMAIL

Email is our main vehicle of communication; please ensure that your email details are correct.

NEWSLETTER

The College Newsletter is a tremendous source of current information about our school and is published to our website. If you have any information to include in the newsletter, please contact our Receptionist.

COMMUNITY NOTICEBOARD

We have a Community Noticeboard outside Administration, which is a great opportunity for parents to advertise information or items for sale to the school community. If you have an item for the noticeboard, please contact our Receptionist.

LETTERS

Letters to parents about excursions and special events in your child's class are distributed by email and/or Parent Lounge and/or paper copies.

WEBSITE

Our website includes links to newsletters and photo galleries. It also contains a wealth of information about the College, as well as a link to our Annual Report. Please visit www.smccab.qld.edu.au

FACEBOOK

Our Facebook page can be accessed via a link on the website, or by searching for St. Michael's College, Caboolture. Facebook is a great forum for sharing the day to day highlights at school, and photographs of excursions, camps and special events.

GREEN TIN

Our 'Green Tin' is located outside the Administration doors and is accessible to students as well as parents. This is a secure collection point for all notes and money payments from families to the College – e.g. paper permission forms, fee payments, Book Club payments (sorry – no cash) and fundraising payments. The Green Tin is emptied daily.

CALENDAR

The College Calendar is accessed via Parent Lounge.

NEW TERM PACKS

New Term Packs are emailed home at the beginning of each term. They contain a Calendar of Events for the upcoming term and a Tuckshop list.

INSTAGRAM

Each class has its own Instagram account accessible by that class/year level only. Please see your teacher for details.

COMMUNICATION FROM HOME TO SCHOOL

CHANGE OF FAMILY/CONTACT DETAILS

- Parents and carers should advise the College of changes as soon as possible. This includes mobile phone numbers as well as home details. Changes can be made via Parent Lounge. Alternatively a Change of Details form is available from Administration. It is critical that the College has correct details at all times so that parents can be contacted in emergencies.
- If family circumstances alter it may be appropriate for contact to be made with the Principal, so that the College is clearly cognisant of the situation and can act in the best interests of the student. This is vitally important if a court order is in place.
- If a restraining order is set in place then the custodial parent is to contact the Principal to clarify the responsibility of the College in the matter. This detail will be notified only to such staff as are necessary to discharge the School's responsibilities. Should a situation occur the College will only release the student once the custodial parent has been notified unless written advice has already been received. The College **MUST** be notified in writing of any changes to a restraining order accompanied by a copy of the relevant court order.
- A copy of the College Family Law Policy is available from Administration and on our website.

COMPUTER USE

The provision of computing facilities for use by students is subject to certain conditions. The College's Acceptable Use of IT Services Policy, in the form of an Agreement, appears in the enrolment package, on our College website and a hardcopy of the policy is available from Administration upon request.

CONCERNS OR DISPUTES

St. Michael's College recognises that concerns and complaints are a part of a continuous process of improvement:

St. Michael's College is committed to developing and implementing processes so that concerns and complaints are managed efficiently and fairly with impartiality, confidentiality and transparency in a manner that is responsive to and respectful of the needs, rights and obligations of each person who is involved in the process.

Concerns relating to classroom matters are best dealt with by the teacher concerned. Avoid trying to discuss significant issues before the start of the school day – instead make an appointment to speak with the class teacher after school where there is usually more time to explore the issues fully.

Concerns relating to behaviour management should be addressed with the teacher concerned. If you feel that you need to take matters further, the Deputy Principal should be contacted.

Concerns over financial matters can sometimes be resolved by speaking with the staff at reception. Confidential matters should be raised with the Finance Manager in the first instance or the Principal if necessary.

Important reminders

- Concerns should be delivered in a calm and reasonable manner. Rudeness, harassment and bullying of staff/other families may lead to the exclusion of the family from the school.
- State laws empower the Principal to evict and ban violent, bullying and stalking parents from St. Michael's College.
- It is not appropriate to make comments about the concerns/matters being investigated on social media. Avoid speculative car park gossip. It undermines confidence in the College, generates unnecessary anxiety and unnecessarily ties up school staff in dismissing nonsense or hearsay.
- If you have any concerns, please come and speak with someone. We can't help with an issue we don't know about.
- Never approach another child of the College when trying to sort out disputes between children.

A copy of our Dispute Resolution Policy is available from Administration and on our website.

CURRICULUM

St. Michael's College believes that growth for students occurs through four pillars of learning:-

- **Academic** – academic growth prepares students for successful lifelong learning in a society undergoing rapid growth and change.
- **Spiritual** – spiritual growth prepares students for participation in society as responsible, empathetic community members.
- **Cultural** – cultural growth prepares students for a lifetime appreciation and participation in the Arts.
- **Physical** – physical growth prepares students to develop skills and values a healthy lifestyle with physical fitness, agility and dexterity.

St. Michael's College teaches from the Australian Curriculum currently in the areas of English, Mathematics, Science, Humanities and Social Sciences, The Arts, Technologies, and Health and Physical Education. Further information can be found online at www.australiancurriculum.edu.au.

CUSTODY

If you have Orders of the Court that dictate access arrangements for your children you must supply a copy to the College. Unless we have a copy on file we are not in a position to deny access to a separated parent.

ENROLMENT

All families starting at the College need to attend a family interview with the Principal. This is an important meeting where we meet you and get to know you. When enrolling a new student, the individual needs of the child will be considered in relation to the year level cohort with regards to:

| | | |
|--------------------|-----------------|------------------------|
| Age of student | Gender | Academic abilities |
| Behavioural traits | Learning styles | Social/emotional needs |
| Class composition | | |

EXCURSIONS

All year levels participate in excursions/incursions throughout the year. Permission notes will be published to Parent Lounge or sent home and must be accepted on line or returned to the Green Tin outside Administration by the due date.

FEES

St. Michael's College charges fees and levies to cover costs associated with providing educational opportunities for students, and to improve the College's facilities and resources. St. Michael's College fees consist of a Tuition fee, Resource and Activity Levy, Capital Levy and an IT Levy.

The College's Fees Policy is available from Administration and on our website.

FIRE DRILL/LOCK DOWN

Fire Drills and Lock Downs are regularly practised at the school and children are constantly reminded of their duty in this regard. The major consideration is the safety and welfare of the children by ensuring a prompt exit in the case of fire drills and finding secure and safe locations in lock down situations.

GOVERNMENT TRANSPORT ALLOWANCE

Parents who transport their children to school may be entitled to an allowance from the State Government. Conveyance Allowance Application forms are available at Administration and Bus Travel Assistance Application forms are available from Bribie Island Coaches.

HEAD LICE

At St. Michael's College, we recognise that the occurrence of head lice is the most common insect infestation in humans throughout the world. We acknowledge that although head lice infestation may affect people of any age, nationality, gender or socio-economic status, in Queensland, infestation occurs mainly in children of primary school age.

Parents/Caregivers have the prime responsibility to ensure that their children do not attend St. Michael's College with untreated head lice. To achieve this, parents have the responsibility to;

- regularly inspect their child's head to detect the presence of lice or lice eggs
- immediately treat their child on discovery of lice or lice eggs, and
- notify the College if their child is affected, and advise when treatment has begun

If you require any further information, a Qld Health fact sheet is available on our website or from administration. Alternatively, please contact your local pharmacy as treatment is readily available and easy to apply.

Please refer to the Head Lice Policy.

HOUSE SYSTEM

There are three sporting Houses within the College. All staff will be given a House to support. Staff are encouraged to enter into the spirit of Interhouse competitions by wearing appropriate colours for events/carnivals. As the house system commenced in 1987, the year that Halley's comet was seen in Australia, the three Houses in the College take their names from astronomers related to discovering comets:

- DONATI: house colours - red and white
- HALLEY: house colours - gold and black
- TEBBUTT: house colours - purple and green

HOMEWORK

Prep - Year 1 could be up to but generally not more than 1 hour per week

Years 2 and 3 could be up to but generally not more than 1.5 hours per week

Years 4 - 6 could be up to but generally not more than 2 hours per week.

Homework **will not** be set for children who are sick or who are going away on holiday. For these children we suggest parents encourage their child to (a) read daily (b) journal write daily (c) engage in practical Mathematics e.g. kilometres travelled.

Prep - Year 1 tasks may include

| | |
|---|---|
| Letter and sound recognition Sight words Daily reading Counting Number study Spelling and word study | Collecting materials Gathering information Discussing topics. |
|---|---|

Year 2 and 3 tasks may include

| | |
|--|---|
| Reading Sight words Number facts Revision of weekly maths concepts Spelling and word study | Collecting materials Gathering information Discussing topics. |
|--|---|

Year 4 - 6 tasks may include

| | |
|---|---|
| Reading Number facts Revision of weekly maths concepts Spelling and word study | Collecting materials Gathering information Discussing topics Completing unfinished work. |
|---|---|

INAPPROPRIATE RELATIONSHIPS

Relationships between couples (boyfriend/girlfriend) and adult-like behaviour between “student couples” (e.g. kissing, hand-holding, embracing etc.) is unacceptable for students attending St. Michael’s College.

INFECTIOUS DISEASES

Students who have contracted an infectious disease or illness should be isolated and kept away from school as per the below information contained in the Contagious Condition Table. These recommendations have been taken from the **Time Out** Poster (*Keeping your child and other kids healthy!*) provided by Queensland Health (March 2018) and lists the recommended minimum exclusion periods for infectious conditions. Please advise the College immediately if your child is suffering with an illness which could be considered contagious.

CONTAGIOUS CONDITION TABLE

| Condition | Person with the infection | Those in contact with infected person |
|--|--|--|
| Chickenpox (Varicella) | EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children | EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. <i>Contact your Public Health Unit for specialist advice.</i> Varicella can be reactivated in older children and adults as Shingles. See below. |
| Cold Sores (Herpes Simplex) | NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible. | NOT EXCLUDED |
| CMV (Cytomegalovirus Infection) | NOT EXCLUDED Pregnant women should consult with their doctor | NOT EXCLUDED |
| Conjunctivitis | EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis. | NOT EXCLUDED |
| Diarrhoea and/or Vomiting including: <ul style="list-style-type: none"> • Amoebiasis (Entamoeba histolytica) • Campylobacter • Cryptosporidium Infection • Giardiasis • Rotavirus infection | Exclusion periods may vary depending on the cause. EXCLUDE a single case until there has not been a loose bowel motion for 24 hours and the person is well. | NOT EXCLUDED |

| | | |
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| <ul style="list-style-type: none"> Salmonella infection Viral gastroenteritis (viral diarrhoea) <p>but excluding:</p> <ul style="list-style-type: none"> Norovirus Shigellosis Toxin-producing forms of E.coli (STEC) <p>See specific information below</p> | <p>If there are more than two cases with diarrhoea and/or vomiting in the same location, notify your Public Health Unit.</p> <p>See information below if Norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</p> | |
| Enterovirus 71 (EV71 Neurological disease) | EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. | NOT EXCLUDED |
| Fungal infections of the skin and nails (Ringworm/Tinea) | EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush). | NOT EXCLUDED |
| Glandular Fever (Mononucleosis, EBV infection) | NOT EXCLUDED | NOT EXCLUDED |
| German Measles (Rubella) | <p>EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer.</p> <p>Pregnant women should consult with their doctor.</p> | <p>NOT EXCLUDED</p> <p>Pregnant women and female staff of childbearing age should check their immunity with their doctor.</p> <p><i>Contact your Public Health Unit for specialist advice.</i></p> |
| Haemophilus Influenza Type b (Hib) | <p>EXCLUDE until the person has completed a course of appropriate antibiotic treatment.</p> <p><i>Contact your Public Health Unit for specialist advice</i></p> | <p>EXCLUSION MAY APPLY</p> <p><i>Contact your Public Health Unit for specialist advice.</i></p> |
| Hand, Foot and Mouth Disease (EV71) | EXCLUDE until all blisters have dried. | NOT EXCLUDED |
| Head Lice | Exclusion is NOT necessary if effective treatment is commenced prior to the next attendance day (i.e. the child doesn't need to be sent home immediately if head lice are detected.) | NOT EXCLUDED |
| Hepatitis A | EXCLUDE until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine. | <p>NOT EXCLUDED</p> <p><i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i></p> |
| Hepatitis B and C | NOT EXCLUDED Cover open wounds with a waterproof dressing. | NOT EXCLUDED |
| Hepatitis E | EXCLUDE until at least 2 weeks after the onset of jaundice. | NOT EXCLUDED |
| Human Immunodeficiency Virus (HIV/AIDS) | NOT EXCLUDED Cover open wounds with a waterproof dressing. | NOT EXCLUDED |
| Influenza and Influenza-like illness | EXCLUDE until symptoms have resolved, normally 5-7 days. | NOT EXCLUDED |
| Measles | <p>EXCLUDE for 4 days after the onset of the rash.</p> <p><i>Contact your Public Health Unit for specialist advice.</i></p> | <p>EXCLUSION MAY APPLY</p> <p>NOT EXCLUDED Vaccinated or immune contacts</p> <p>EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case.</p> <p>EXCLUDE non-or incompletely vaccinated contacts, without evidence of immunity.</p> |

| | | |
|--|--|--|
| | | <i>Contact your Public Health Unit for specialist advice</i> |
| Meningitis (bacterial) | EXCLUDE until well and has received appropriate antibiotics | NOT EXCLUDED |
| Meningitis (viral) | EXCLUDE until well | NOT EXCLUDED |
| Meningococcal Infection | EXCLUDE until 24 hours of appropriate antibiotic has been completed <i>Contact your Public Health Unit for specialist advice</i> | NOT EXCLUDE <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i> |
| Molluscum Contagiosum | NOT EXCLUDED | NOT EXCLUDED |
| Mumps | EXCLUDED for 5 days after onset of swelling Pregnant women should consult their doctor | NOT EXCLUDED |
| Norovirus | EXCLUDED until there has been no diarrhoea or vomiting for 48 hours | NOT EXCLUDED |
| Roseola, Sixth Disease | NOT EXCLUDED | NOT EXCLUDED |
| Scabies | EXCLUDE until the day after treatment has commenced | NOT EXCLUDED |
| School Sores (Impetigo) | EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing. | NOT EXCLUDED |
| Shiga Toxin-Producing E.coli | EXCLUDE until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i> | EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i> |
| Slapped Cheek Syndrome (Parvovirus B19, Erythema infectiosum) | NOT EXCLUDED Pregnant women should consult with their doctor | NOT EXCLUDED Pregnant women should consult with their doctor |
| Shigellosis | EXCLUDE until there has been no diarrhoea or vomiting for 48 hours <i>Contact your Public Health Unit for specialist advice.</i> | EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i> |
| Shingles (Herpes Zoster) | EXCLUSION MAY APPLY If blisters can be covered with a waterproof dressing until they have dried NOT EXCLUDED . EXCLUDE if blisters are unable to be covered and until no new blisters have appeared for 24 hours. | EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i> |
| Streptococcal Sore Throat (including Scarlet Fever) | EXCLUDE until 24 hours of appropriate antibiotics have been completed. | NOT EXCLUDED |
| Tuberculosis (TB) | EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit | NOT EXCLUDED |
| Typhoid and Paratyphoid Fever | EXCLUDE until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice</i> | EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i> |
| Whooping Cough (pertusis) | EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. Contact your Public Health Unit for specialist advice. | EXCLUSION MAY APPLY for those in contact with the infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.</i> |
| Worms | EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred. | NOT EXCLUDED |

LIBRARY

Our library is extremely well resourced and these resources are checked, culled and added to on a yearly basis. Library borrowing occurs differently for various age groups.

Students will borrow and return books each fortnight on the classroom teacher's non-contact day. This is the day when the students have their Music and ICT lessons. Students are very welcome to return and borrow books during the lunchbreaks when the library is staffed by our Library Manager.

LOST PROPERTY

Parents are urged to name every item of their child's uniform. Staff will return found items to students when they can be identified. If your child has lost a uniform item please ask them to check the lost property box located at the end of the Administration building. All unclaimed property will be given to the 'Treasure Trove' at the end of each Term.

MEDICATION

It is not permissible for staff to administer any form of prescription or non-prescription medication unless the following procedures are adhered to. This includes cold and flu tablets, Panadol or similar over-the-counter medication (e.g. cough lozenges).

- Controlled drugs (Schedule 8) medication must be accompanied by a Paediatrician letter containing the name of the medication, the name of the person for whom the medication is intended, the dosage, timing and route of administration.
- For ALL medication, parent/caregivers are to complete in full and sign the Medication Register in Administration using the details on the pharmacy/medical practitioner label with a start and finish date.
- The medication must be provided to the College in its original packaging, within its expiry date, and with the doctor's and/or pharmacist's label providing instructions for usage, including dosage, timing and route of administration.
- Students will report to the Sick Room for their medication at the appropriate times.
- Parents take full responsibility for sending their children to school with asthma sprays.
- If a child becomes too sick to remain at school parents/caregivers will be contacted.

For the safety of the whole school community we would appreciate parents keeping sick children at home.

Please refer to the Administration of Medication Policy.

MUSIC

In addition to class music, students are given the opportunity and encouraged to:

- Join one of the two choirs - Years 3 and 4 or Years 5 and 6 (Senior Choir) and perform in public events, Eisteddfods and concerts.
- Join our Year 3 - 6 Instrumental Music Program and participate in the band or groups playing a woodwind, brass or percussion instrument. An information booklet is available giving details of the cost. In Term 4 students in Year 2 will be informed about the Instrumental Music Program and invited to join the 2021 program.

Please keep in mind that these details are subject to change depending on COVID-19 developments.

OUTSIDE SCHOOL HOURS CARE

Our Centre is open 50 weeks per calendar year and is closed for gazetted Public Holidays, 2 weeks at Christmas and one PD day in January.

Our OSHC hours are:

| | |
|---|---|
| Before School Care | 6:30am to 8:30am children are taken to classrooms |
| After School Care | 3:00pm to 6:00pm children will be collected from school |
| Vacation Care | 6:30am to 6:00pm |
| (During School Holiday periods or School Pupil Free Days) | |

Students from Prep to Year 2 will walk to OSHC with a member of staff. Students from Years 3 - 6 are to meet in a designated area.

Our Centre is approved by the Federal Government for the payment of Childcare Benefit Subsidy. The Centre will participate in the Assessment and Ratings Procedure by ACECQA, the details you can find at <http://www.acecqa.gov.au>

For more information please contact the Early Learning Centre: (ph) 5428 2777

PARENT INVOLVEMENT

St. Michael's College recognises the high value of collaborative partnerships between home and school in the provision of quality education. As parents, you are encouraged to take an active role in your child's education.

You may choose to become involved by:

CLASSROOM

- Attending special events during the year – e.g. class culmination activities, music evenings, sports carnivals or musicals.
- Assisting in the classroom – Parents assisting in classrooms are asked to take part in a Parent Volunteer Program. These programs are offered at various times throughout the year. Parents will be asked to sign a Confidentiality Agreement. This agreement reminds parents to be totally aware of the responsibility of confidentiality whilst interacting with children other than their own. It is imperative that classroom helpers do not speak about children's work, achievement, levels or behavior to others, as this weakens the bond of trust and understanding that epitomizes St. Michael's College.
- Develop a strong working relationship with your child's teacher. Children are more motivated and secure when parents and teachers positively interact together. Teachers are available before and after school for brief conversations. Please make an appointment if you need to discuss your child's progress in detail. Please note that appointments are not available on Monday afternoons due to staff meetings.

P & F (Parents and Friends Association)

- You may also choose to become involved by attending P & F Meetings. We have a vibrant and active P & F Association. Meetings are held each month – details of times and dates are published in the School Calendar, Calendar of Events and the fortnightly Newsletter.

FAIR/TOURNAMENT

- Be involved in the College Fair and/or Medieval Tournament. As these are our major fundraisers each year, we ask all families to support them by contributing time on one or both of these days. Many hands make light work, and many parents have formed lasting friendships working together at school fundraising events. You may wish to commit in a greater capacity by becoming involved with the Fair Committee. The Fair date this year is Saturday, May 29th and the Medieval Tournament is on the 10th and 11th July.

PARENT LOUNGE

Parent Lounge is a Parent portal where Parents can access some or all of the following:

- The College Calendar
- Your Address details
- Your child's Medical details
- Your child's Academic Reports
- Your child's Absences and confirm acknowledgement
- Your family Fee Statements and make payments
- Excursion Notes for your child and confirm permission.

Address and contact details can also be updated via Parent Lounge.

PARKING

The Car Parks are very busy and potentially dangerous places, particularly at the beginning of the year. Care needs to be taken to ensure the safety of your child/children.

- Driving down the drive before 3:15pm is not permitted unless permission has been asked for by contacting Administration.
- Parents/Caregivers of Lower School Prep – 2 are asked to use the Top Car Park, entry via The Abbey Place.
- Parents/Caregivers of Upper School 3 – 6 are asked to use the Bottom Car Park with an entry off Old Toorbul Point Road.
- Entry to OSHC parking is via the yellow gate. The gate will be open until 7:30am and again after 4:30pm please follow the one way route and exit via the gravel road behind the ELC. Please park in the ELC carpark outside of these times.
- Parents/caregivers are permitted to drive down to collect children from extra curricula activities and park in the Staff Car Park after 3:15pm only.
- The drop off point in the Top Car Park needs to be used quickly and safely.
- Parents/caregivers are urged to ensure that children are still buckled into their seats until the car is stopped or parked in the Car Park.

Parking on grassy areas and around the PAC at anytime (including picking up children after extra curricula activities) is not allowed for safety reasons. Please observe all signage on school grounds.

Both Car Parks are NON SMOKING ZONES.

PETS ON COLLEGE SITE

Just a reminder that pets, particularly dogs, are not allowed on site for health and safety reasons. Permission can be sought from Administration to bring pets onsite for special occasions, (e.g. as part of an oral presentation in class).

POLICIES

St. Michael's College Policies will be available on the website and in hard copy from Administration.

PASTORAL CARE

Pastoral Care Specialist lessons focus on endeavouring to meet the needs and nurture the wellbeing of students within our care. Whilst all members of the school community are providers of pastoral care, these Specialist lessons aim to enhance the students' personal, emotional, spiritual, social and academic development.

Weekly lessons focus on concepts of:

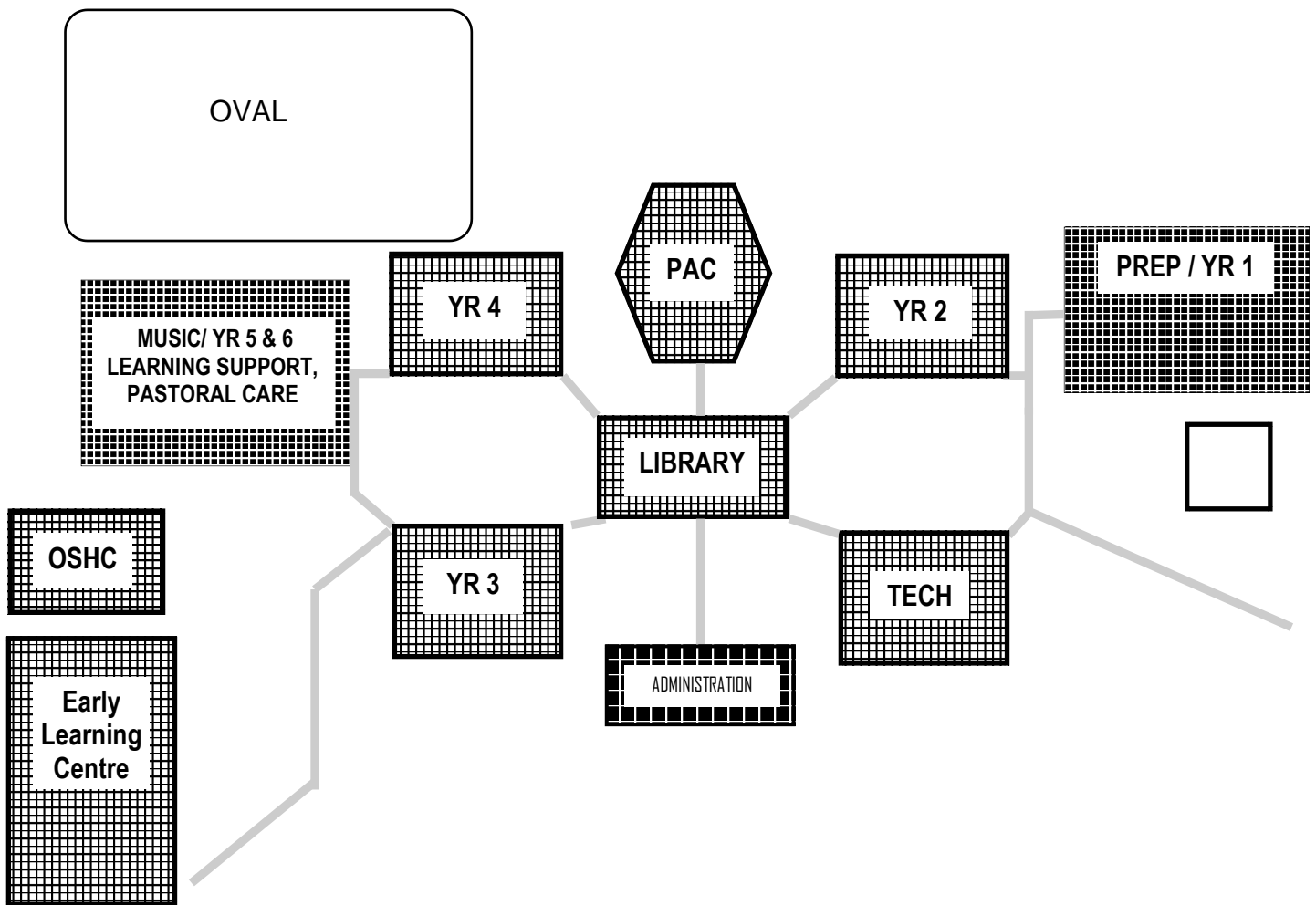
- Positive Education- combining the science of Positive Psychology with best practice teaching to explore Character Strengths, Wellbeing Domains, Mindset Theory, Gratitude and Mindfulness;
- Religious Education- the study of significant Christian celebrations, values, figures, stories and events, as well as elements of the other World Religions;
- Social and Emotional Learning- developing skills that assist students to strengthen their relationships and connections, build positive emotions and enhance personal resilience.

As part of our Pastoral Care program, all students in the College will attend Year Level and Whole School Chapel Services each Term. Year Level Chapel Services will be celebrated in the Abbey Church and complement the Pastoral Care Specialist program. A variety of multi-faith and cultural occasions will be celebrated in the PAC as a whole school community. Fr George, the College Chaplain, will lead the College community to active participation during each Service, with the students responding in prayer and song.

RUBBISH BINS

The College does not have rubbish bins outside. All students are required to take their lunch rubbish home with them each day. This is so parents can see what their child has eaten for lunch and also to keep our College grounds clean and free from harmful objects which could endanger our precious wildlife.

SCHOOL PLAN



SMOKING

The buildings and grounds of the College have been declared totally smoke free at all times. This applies to any person on any part of the College grounds, especially car-park areas.

SPECIAL EVENTS

There are several occasions during the school year when students are expected to represent the College in extra activities. Some of these include performances for the College Fair, Choir and Instrumental Evenings, Musicals, Eisteddfods, Anzac Day and Sports days.

Prep Graduation, Presentation Night for the Years 1 - 3 students, Celebration Night for the Years 4 - 6 students and the Year 6 Graduation Evening are all official College functions and are compulsory for students to attend, in the interest of uplifting and maintaining school spirit.

Advance notice is given of these events and parents are requested to make a careful note of the dates, and ensure their children participate. They are wonderful events in your children's lives... you won't want to miss them!

GRADUATION

Traditionally the Graduation Dinner is a special evening organised by the College to celebrate the successful passage of the graduating Year 6 students and their parents through their primary years. Graduation takes the form of an evening Church Service and a Semi Formal Dinner on the following night.

A presentation of graduation folders, power point presentation of their years at school and some final words of advice, encouragement and congratulations bring the St. Michael's experience for these students to a close.

Full details of venue and costs are communicated to parents of graduating students in advance, along with any special requirements for the evening.

SPORTS

Sport is an integral part of the curriculum offered to students from Prep - Year 6. All students are expected to participate in the sports program and to be correctly attired for the particular sport they are playing.

- It is expected that students will be gracious winners and good losers.
- A broad range of Interschool sports for students in Years 5 and 6 is offered and includes – Touch Football, Softball, Netball and Football (Soccer).
- All Prep - Year 6 students are required to participate in the Athletics and Cross Country Carnivals, as well as weekly Physical Education lessons, P - 6 Swim School and sport. Students eight years and older may participate in the Swimming Carnival at the end of Swim School.

REPRESENTATIVE SPORTS

Opportunities are given for students to compete in District, Regional, State and National sporting Championships. Sports offered include:

| | | |
|-----------------|----------------|---------------|
| Aquathlon | Basketball | Cricket |
| Netball | Rugby Union | Soccer |
| Softball | Swimming | Tennis |
| Rugby League | AFL | Cross Country |
| Track and Field | Touch Football | |

Parents need to be aware that students go to trials and practice sessions in their own time after school hours, and that carnivals are generally held in school time. Students are given the opportunity to attend trials to be selected for a Rep team based on their ability.

SUN SAFE POLICY

St. Michael's College aims to take all reasonable steps to ensure all students and employees at St. Michael's College are protected from the harmful effects of the sun. The College will;

- ensure that appropriate skin protective clothing is included in the College uniform
- ensure the wearing of swim shirts during all water-based activities, with the exceptions of competitions and carnivals
- ensure all students wear College hats when outside – No hat no play in the sun
- ensure SPF 50+ broad-spectrum, water-resistant sunscreen is provided for students and employees to apply to uncovered areas of the skin such as the face and back of hands when they are outdoors
- encourage all teachers and staff to act as positive role models for students in relation to sun protection strategies
- ensure students without adequate sun protection use shaded or covered areas at recess and lunch times
- provide flexible planning of activities to reduce, as far as practicable, time spent by students in the sun between 10:00am and 2:00pm
- incorporate Educational programs into the College curriculum that focus on sun safety and preventative measures

TUCKSHOP

The College tuckshop operates on Monday (Pizza only), then on Wednesday, Thursday and Friday for both the morning tea and lunch breaks.

Orders are online **only** using the 'Quickcliq' ordering system.

All items must be ordered for Prep as they are not permitted to bring money to school. Prep teachers will then send 2 students from each class to the Tuckshop with a tub to collect all orders for their class.

Students need to collect their own Ice Blocks, Slushies and Loose Change items after the play bell has gone, they will be sent with a friend/older student to collect from the Tuckshop.

ONLINE ORDERS

To register for the 'QuickCliq' ordering system.

- Visit – www.quickcliq.com.au
- Sign up by completing the registration form
- Receive a confirmation email
- Log in to the website
- Select your school and enter your child/rens name
- Add credit and order your meals

CASH AND TUCKSHOP

Students in Years 2 - 6 are permitted to bring cash to purchase items from the tuckshop after the eating bell rings.

Students in Prep – Year 1 are not permitted to use cash at the tuckshop. All purchases for Prep – Year 1 are via the online ordering system. (This is to enable parents to control their child's diet and to eliminate problems with lost money). Students in Prep – Year 1 who have ordered iceblocks or loose change items need to return to the tuckshop after the play bell to collect their iceblock/loose change item.

VOLUNTEERS

St. Michael's College offers many opportunities for parents to become involved in a voluntary capacity. It does not matter if you only have a few hours to offer. There are many rewarding things that you can offer to do:

- Reading/Maths support
- Assist with coaching (if you have special skills or interest in sports)
- Offer to umpire or referee games (if qualified)
- Offer to help with providing weekly Tuckshop
- Participate in/organise fundraising events
- Help with concert/musical costumes/props/backdrops etc
- Participate in class parent rosters
- Offer any assistance for areas you may be skilled in.

If you would like to help in the College please see either your child's teacher or the Deputy Principal. All Volunteers must take part in a Volunteers induction.

All parents who come into the school in the capacity of helper or volunteer must sign in at the office. You will be given an identification badge indicating your official capacity within the school. Volunteers must sign out when leaving the College.

All visitors must sign in at the office and record the purpose of their visit. If the visitor needs to move about the school then they are issued an identification badge to indicate their official status within the school. When departing visitors are required to sign out and return the badge.

REPORTING ON STUDENT PROGRESS

We are committed to providing quality reports that celebrate your child's strengths and successes while also identifying focus areas for development.

Our reports include:

- Student written reports - 2 per year – at the end of each semester
- Formal and informal Parent Teacher Interviews
- National tests in years 3 and 5
- Individual Educational and Support Program reports for students with verifications.

UNIFORM AND APPEARANCE

The College uniform is attractive, functional and compulsory as it develops pride and self-discipline. A very high standard of dress is expected and at all times every effort is to be made by students, parents

and staff to inculcate a sense of pride in themselves and in the College. Notes will be sent home for parents to sign and return the following day if the uniform is not worn correctly.

Parents can help tremendously by encouraging loyalty to the College and its staff by outfitting their children in the appropriate school uniform daily, which is clean, complete and in good repair at all times.

Since the uniform is an immediate outward sign of identification with the community at large, all students need to wear the **full and correct** uniform to and from the College.

From time to time St. Michael's College will hold a 'Free Dress' fundraiser. Please ensure that your child/ren comes in appropriate clothing. Tops should be sleeved and sun smart with no cropped tops, no inappropriate slogans and shoes must be closed in. Hats must still be worn.

It is imperative to clearly mark each article. Hats should be named inside the lining not on the brim.

Details of the College Uniform are available on our Website. All uniforms are available for purchase from School Locker, 4 – 6 Burke Crescent, North Lakes. 3490 1400

WEARING THE UNIFORM

- The uniform should be clean, neat and worn tidily.
- Hair that is collar length or longer must be tied back with plain maroon hair ties
- Hair style should be an appropriate and traditional style only.
- No coloured, dyed, sprayed, tinted and/or highlighted hair allowed.
- The wearing of jewelry is restricted to a watch, religious medal or symbol on a simple neck chain and simple gold/silver, sleepers/studs and any medical jewelry.
- No make-up is to be worn, including nail polish.
- When swimming in competitions or at Swim School the following togs are required
Black 1 piece for girls and Black knee length togs for boys. Board shorts are not acceptable.
- Boys' socks need to be pulled up and shirts are to be tucked in.
- Beige (skin coloured) tights are permissible for winter wear. Girls should wear them without their white ankle socks but they need to bring a pair of socks to wear if they get hot later in the day and wish to take them off.
- All students in Prep to Year 6 are required to use the ergonomically designed, regulation School bag, which can be purchased from the College Uniform Shop. Bags should have names marked clearly on the outside. All new students enrolled are required to have the School bag.
- When it is essential that a student wear something other than the correct uniform, eg. because of injury or illness, the Principal must be consulted for advice on what is acceptable.

PREP BOYS AND GIRLS UNIFORM

| | |
|---------|---|
| Shirt: | house coloured Prep polo (red, yellow, green) |
| Shorts: | sports short (royal blue) |
| Hat: | reversible bucket hat |
| Socks: | sport socks (ankle length - white/maroon) |
| Shoes: | plain black joggers with velcro |
| Winter: | maroon sports jacket and track pants |

BOYS FORMAL UNIFORM

YEAR 1 – 4 BOYS FORMAL UNIFORM

| | |
|---------|---|
| Shirt: | maroon/white check shirt |
| Shorts: | grey shorts (belt loop/elastic back) |
| Hat: | maroon College hat or reversible bucket hat |
| Socks: | formal grey socks with maroon stripes |
| Shoes: | plain black, leather, polished lace-up shoes |
| Winter: | maroon knit with blue stripe on neck and cuff |

YEAR 5 - 6 BOYS FORMAL UNIFORM

| | |
|---------|-------------------------|
| Shirt: | blue senior shirt |
| Tie: | maroon senior boys tie |
| Shorts: | grey shorts (belt loop) |

| | |
|---------|---|
| Belt: | black leather |
| Hat: | maroon college hat or reversible bucket hat |
| Socks: | formal grey socks with maroon stripes |
| Shoes: | plain black, leather, polished lace-up shoes |
| Winter: | maroon knit with blue stripe on neck and cuff |

GIRLS FORMAL UNIFORM

YEAR 1 - 4 GIRLS FORMAL UNIFORM

| | |
|---------|--|
| Dress: | maroon/white check dress (maroon bummers/bike pants) |
| Shirt: | maroon/white check blouse |
| Tie: | maroon girls tie |
| Skort : | maroon skort |
| Hat: | maroon College hat or reversible bucket hat |
| Socks: | formal white socks with maroon stripes |
| Tights: | beige, worn without socks (only during winter) |
| Shoes: | plain black, leather, polished lace-up shoes |
| Winter: | maroon knit with blue stripe on neck and cuff |

YEAR 5 - 6 GIRLS FORMAL UNIFORM

| | |
|---------|--|
| Shirt: | blue senior blouse |
| Tie: | maroon girls tie |
| Skirt: | maroon senior skirt |
| Skort: | maroon skort |
| Hat: | maroon College hat or reversible College hat |
| Socks: | formal white socks with maroon stripes |
| Tights: | beige, worn without socks (only during winter) |
| Shoes: | plain black, leather, polished lace-up shoes |
| Winter: | maroon knit with blue stripe on neck and cuff |

YR 1 – 6 BOYS AND GIRLS SPORTS UNIFORM

| | |
|---------|---|
| Shirt: | sports polo poly (maroon with red, yellow or green side panel) |
| Shorts: | royal blue with screen print |
| Hat: | reversible bucket hat or maroon hat |
| Winter: | maroon microfibre jacket and pants or maroon knit with blue stripe on neck and cuff |
| Socks: | sport socks |
| Shoes: | plain black, (no colours or logos), lace-up joggers |

VALUABLES

While all reasonable care is taken by the College to provide security for personal items, it is impossible to guarantee security of property. Therefore, students are strongly advised not to bring valuable personal items, mobile phones, large sums of money or toys to school.

MOBILE PHONES

If you intend for your child to bring a mobile phone to school they will need to hand it into Administration each morning. Mobile phones will be stored securely until the students are dismissed at 2:55pm.

TOYS AND PERSONAL ITEMS

Generally, we discourage students from bringing toys or other personal items to school to avoid the heartache and disappointment if these items are lost or broken. We provide a broad range of activities for students to participate in during break times.

PERSONAL TECHNOLOGY DEVICES

Ipods, I pads, phones and Game Consoles are permitted on the bus but must be handed into Administration each morning for safe keeping. If your child/ren does not catch the bus then these are not to be brought to school unless the class teacher/specialist teacher has requested this for the use of assignments/class work.