



2019 PARENT HANDBOOK



CARING LEARNING GROWING
EVERY CHILD EVERY DAY

Ss Michael & John's Primary School Horsham



Quick Guide to SMJ

2019 Leadership Team

Principal - Ms Andrea Cox

Deputy Principal - Mr Michael Rowe

Student Wellbeing Leader - Ms Louise Chesterfield

Contact Information

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Facebook

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School Hours

School Commences 8.55am*

Recess 10.25am to 10.55am

Lunch 1.10pm to 2.00pm

Dismissal 3.25pm

End of Term Dismissal 2.25pm

*It is expected that students arrive at school by 8.45am
to prepare for the day ahead

School Houses

Arapilies (Red)
Wimmera (Yellow)
Hindmarsh (Blue)
Grampians (Green)



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****Please note that all information is correct at the time of printing, however dates and procedures may change throughout the course of the year. Any amendments or changes will be notified to parents and carers in due course.**

Principal's Message

As we begin the 2019 school year I extend a warm welcome to new families joining our school community and to existing families to the new school year. We look forward to the year ahead and value your potential contribution and involvement in the school community.

***For I know the plans I have for you, declares the LORD,
plans for welfare and not for evil, to give you a future and a hope.
Jeremiah 29:11***

These words from Jeremiah speak of the vision that all who work at Ss Michael and John's strive for with every child entrusted to our care.

The world in which our children live is so different to the generations preceding them. They are growing up in a fast-paced ever developing global world. The problems that our children of today will face into the future requires them to be more than acquirers of knowledge. More so now than at any other time in history it is vital that our children are not only literate and numerate but also be critical and creative thinkers and problem solvers with highly developed communication skills.

At Ss Michael and John's Primary School, we are aware of and implement learning and teaching programs that address both the academic, personal and interpersonal needs of the students. Research informs us of the importance of the Arts and Physical Education in developing the whole child, cultivating their abilities across every area of the curriculum to foster flexibility of the mind. Likewise, learning a language broadens the students' brain function and stimulates creativity.

At the heart of all we do is the teaching of Jesus and the principles of Social Justice. If we can educate the students who walk through our doors to recognise the dignity of each person, to respond to injustice at local and global levels and to respect and promote an individuals rights, then we will have succeeded in educating them to be the citizens of the world, doing great deeds as Jesus commanded.

During our school review in 2018 we developed new strategic goals and identified the need for the school to:

- Develop student understanding of the relevance of the Catholic faith story to their world today
- Implement high-quality teaching practices that focus on student voice
- Engage with families and the wider community to optimise learning for ALL

These goals will be a major focus for our school in 2019. We believe that a strong, supportive partnership between home and school promotes the best possible environment for student learning and we encourage parents to become involved and support our school. An outstanding well rounded education for your child is the common aim of us all – parents, the school staff and our community.

We welcome your family to our school and look forward to the year that lies ahead in 2019.

May the Grace of Jesus Christ be with you,

Andrea Cox
Principal



Vision & Mission

With Christ as our centre point and inspiration, our children will thrive and be empowered to positively contribute to the world.

Caring, Learning, Growing: Every Child; Every Day

In light of the Gospels, we commit to establishing authentic relationships and collaborative partnerships to maximise learning for all.



History

The school was founded in 1883 when the Parish leased the Temperance Hall in Splatt St (now Roberts Ave) for use as a school. It was conducted by a staff of lay teachers. Since 1884, Ss Michael & John's Primary School has operated in a variety of buildings, including the parish church, but always on the current site. The Brigidine Sisters assumed responsibility for the school between 1920 and 1990. St Brigid's College also operated here from its founding in 1920 until 1968.

The former Brigidine Convent was incorporated into the school facilities where classrooms and administration were ran until 2009 when the building was demolished.

In 2010, Ss Michael and John's was delighted to complete a major building and redevelopment program. A brand new school building incorporating all home class rooms and an administration wing and staff area.

Currently, the school has an enrolment of 253 students and a passionate and committed staff of 36.



Former Brigidine Convent and Ss Michael and John's Primary School Buildings

Australian Democratic Principles

Australian society is defined, among other aspects, by a belief in elected Government; by a commitment to the rule of law, to equal rights for all before the law; and by a belief in freedom of religion, freedom of speech and freedom of association. Our society is also tolerant of a range of religious, political, social and cultural beliefs and values in the context of the fundamental principle of our democracy.

The Education and Reform Act 2006 requires all education providers to operate in a manner consistent with this set of Australian democratic principles.

In accordance with the Act, Ss Michael and John's Primary School delivers curriculum programs and learning and teaching in a manner that supports and promotes the principles and practice of Australian democracy. This includes a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance



Important Dates 2019

Term Dates

Term 1

31st January to 5th April

Term 2

23rd April to 28th June

Term 3

15th July to 20th September

Term 4

7th October to 17th December

School Holidays

School Holiday

6th April to 22nd April

School Holiday Break

29th June to 14th July

School Holiday Break

21st September to 6th October

School Holiday Break

21st December to 28th January



Public Holidays

Term 1

Monday 11th March (Labour Day)

Term 2

Thursday 25th April (ANZAC Day)
Monday 10th Jun (Queen's Birthday)

Term 3

Date TBA (AFL Public Holiday)

Term 4

Tuesday 5th November (Melbourne Cup)

Pupil Free Days

Term 2

TBC

Term 3

TBC

Term 4

Monday 4th November

The SMJ Learner

At SMJ Horsham, we thrive to create a positive learning environment that will help students develop socially, emotionally and academically to their full potential.

We work to create an educational environment that provides an exciting, interesting and engaging learning environment that is not restricted by socioeconomic, cultural, geographical or family background.

Today's world is ever-changing, and the challenge for us as educators is to ensure that as the children move through primary school, that we truly engage, motivate and excite them. Working collaboratively to problem solve, be critical thinkers, risk takers and resilient individuals are essential skills in that need to be developed and foster in this modern, new age world. Therefore, there is also a strong focus on building connections through student learning experiences to the real world and broader community in which we live.

As a Catholic school it is important that student learning reflects the vision of our school and an understanding of the life and teachings of Jesus.

We aim to maximise student potential in a safe and caring community in which academic achievement, positive self esteem, cultural diversity and the rights of all are highly valued and respected.

At SMJ we believe that a strong and supportive partnership between home and school promotes the best possible environment for student learning and we encourage parents to become involved and support our school.

LEARNING COMMUNITIES

We have five 'learning communities' at SMJ and they are referred to as the following:

Prep - Sherman Learning Community

Grades 1 & 2 - Brigid Learning Community

Grades 3 & 4 - Lynch Learning Community

Grades 5 & 6 - Madden Learning Community



Developmental Curriculum

We provide a balanced developmentally appropriate curriculum, with particular emphasis given to Literacy, Numeracy and Religious Education. SMJ's operates 11 combined age classrooms with an average size of 25 students. Specialist areas include library, art, physical education, music/performing arts and the Indonesian language.

Through the core subjects, all learning and teaching is drawn from the Victorian curriculum. Students are educated in faith through the Diocesan program, Awakenings which is supported through the Catholic Education Office in Ballarat.

PREP TO YEAR 2

Prep to Year 2 students engage in Investigations throughout the week which is inspired by the research and work of Kathy Walker. The investigations are designed to be challenging, playful and individual while also allowing children to develop the skills needed to work collaboratively, build independence and be supported to extend their learning.

Investigation time engages children in exciting, personalised and authentic learning experiences that reflect the particular needs, interests and strengths of the individual child. It ensures a greater level of engagement for all students...

It also helps to increase oral language for all children regardless of their linguistic background and integrates rich literacy and numeracy into all learning experiences (Walker 2009).

Investigations provide time for the children to practice decision making, initiate ideas, develop persistence, take a risk with their learning, and try again when it doesn't work; all within a safe environment where the child is supported and encouraged to succeed.

YEARS 3 TO 6

Our child-centred approach to learning continues in Years 3-6 where the students think about how they interact with each other, work together, use their time appropriately and identify what they need to learn.

Educational Research replaces Investigations with a focus on the children developing the skills to be researchers, identifying what they need to know, what is important to know, and the skills they need to develop to be inquiring learners who are confident and competent at sharing their learning with others. The research is driven by powerful questions often framed by real-life problems and purposes. The students move through processes that help them to think beyond the facts and come to understand deeper concepts.



Religious Education

At SMJ Horsham we aim to support parents as educators of their children in faith.

We take into account the uniqueness of each child in their ongoing faith formation. All students are expected to participate in 2.5 hours of Religious Education learning during each week.

Drawing from the life experiences of the students, we follow a P - 6 Religious Education Program which is planned using the 'Awakenings' document which incorporates the gospel values, liturgical seasons and the local calendar.

Through our learning and teaching activities we aim to:

- develop a knowledge of our Catholic faith and what it means to live out the message of Jesus in our world today
- provide students with an experience of formal and informal prayer, thus giving them an opportunity of growing in a relationship with God
- provide opportunities for Sacramental preparation and celebration



All baptised children at SMJ Horsham are offered the opportunity to participate in the Sacramental Program which includes Reconciliation, First Communion and Confirmation.

Class Prayer celebrations (liturgies) and masses are held throughout the year at various times. Whole school masses are also celebrated at significant times throughout the school year such as the beginning of the school year, Easter and Mothers and Fathers Day. Parents and families are welcome to join us in these celebrations and are notified of these events via the school Facebook page and or school newsletter.



Physical Education



The sporting program at Ss Michael and John's Primary School encourages active participation, fitness and fun. All students are encouraged to enjoy a range of different sports, whether working towards personal best, or being a team player, and we offer a comprehensive program of sports experiences all year round.

Sport at SMJ Horsham provides opportunities for students to develop their motor skills in a friendly and supportive environment. All students participate in a one hour physical education class per week and have the opportunity to compete and represent their 'House' colour team at the school athletics carnival and inter-school competitions if they are successful to make the next level.

Ultimately the sport program emphasizes maximum participation whilst developing fundamental game skills and fostering a sense of fair play and sporting spirit.

SPORTS EXPERIENCES

- Athletics
- Basketball
- Cricket
- Cross Country
- Cycling
- Football
- Hockey
- Netball
- Rugby
- Soccer
- Softball
- Volleyball

SPORTING SCHOOL HOUSES

- Arapiles (Red)
- Wimmera (Yellow)
- Hindmarsh (Blue)
- Grampians (Green)

Visual & Performing Arts



Visual and performing arts at SMJ is taught by a dedicated full time specialist teacher.

The Arts learning area acts as a way for children to explore the world around them. With a strong focus on fun, the children are taught and encouraged to utilise their imagination, use a variety of communication skills, and explore their creativity to solve problems as they learn about the world around them. The Arts also promote opportunities for students to build confidence and form relationships with peers in a relaxed and trusting environment.

PERFORMING ARTS

Performing arts consists of Drama, Music and Dance. Each term focuses on a different key area: drama, music, dance, with term 4 being reserved to bring all elements together in the form of our end of year Christmas concert.

During Prep to grade two, students will explore spatial awareness and movement through dance, learn to work cooperatively with others and make decisions, experiment with sounds using instruments and voice and express their creativity with make believe and role play.

Grade 3-6 students continue to expand on the above skills by preparing and performing short scripts, choreographing dance sequences, composing music using a variety of instruments.

VISUAL ARTS

During Prep to grade two, students explore the use of colour, line and texture with a strong focus on developing painting and drawing techniques. While structured art lessons focus on key skills and techniques, the students are also exposed to a broad range of materials to create freely and express their creativity.

Grade 3-6 students expand their range of skills and more complex art processes while developing respect for and acknowledgement of the diverse roles, innovations, traditions, histories and cultures of artists. Students create artworks that encourage individuality by exploring techniques such as printmaking, still life drawing, 3D sculpture and watercolour.

Indonesian - Additional Language



Students at Ss Michael and John's Primary School learn Indonesian as an additional language from Prep to Year 6. They engage in a wide variety of linguistic and cultural experiences that help them to understand their role as a global citizen. Students gain confidence and self-esteem while exploring the role of language in communication and culture. Topics covered include: School Life and Community, Family, Zoo Animals, Farming and Agriculture, Food, Traditional Indonesian Performing and Visual Arts, Time, Location, Customs and Holidays.

Students have the opportunity to consolidate knowledge, skills and concepts through the following activities:

- Singing, chants and rhymes
- Traditional Legong dancing
- Cooking Indonesian dishes
- Playing musical instruments
- Performing shadow puppet shows
- English and Indonesian text analysis
- Drawing, painting and creating artworks
- Playing Indonesian sports and games
- Writing and reflecting.

Information, Communication & Technology

Information Technologies (ICT) at SMJ Horsham Primary is used as a learning tool designed to transform students learning and enrich their learning environment. The use of a wide range of ICT software develops new thinking and learning skills to produce innovative and creative insights.

Students are able to produce more productive ways of working and solving problems individually and cooperatively through the use of ICT. Students are progressively introduced to a broad range of skills including applied technology, databases, desktop publishing, graphics, multimedia, operating environments, programming, spreadsheets, telecommunications, presentations and word processing.

Skills in these areas are applied to complete a variety of projects as the children explore the world of learning. The students become familiar with the use of a variety of ICT hardware and software, they learn how to operate equipment safely and apply the protocols of internet safety.

Students from Prep to Grade 2 have access to iPads to enhance their learning through various app based programs. They use iPads as multimedia tools to photograph and video their learning throughout the day. Children are able to share this learning to their families through the Seesaw app.

Grade 3 to 6 have access to devices throughout their school day. Various application programs are used by teachers in all areas of learning such as google classroom.

All students are exposed to robotics, coding and programming within the ICT curriculum through the use of Spheros and web based applications.

At SMJ's, smart, safe and responsible use of ICT is essential. All students are required to participate in cyber safety education programs and complete acceptable use agreements prior to using technology.



Student Wellbeing & Support

Wellbeing is integral in enabling children to flourish as contributing members of society who enjoy meaningful and spiritually enriched lives. Our school vision and mission underpins our wellbeing practice and curriculum. Staff recognise the pivotal role they play in fostering the wellbeing of children.

Wellbeing is recognised as our children's capacity to cope, learn and thrive. Children who have a positive mood and attitude, are resilient and content with who they are and are more engaged and successful learners. Wellbeing is clearly linked to positive learning outcomes for children and families.

Wellbeing in our school includes creating safe, inclusive learning communities, developing a strong sense of connection and belonging through authentic relationships, engaging students in positive learning experiences that enable student voice and providing purposeful and innovative learning experiences.

Social emotional learning is both explicitly taught and woven through all learning and teaching opportunities. Children participate in a wide range of cooperative learning strategies and inquiry based learning to deepen their knowledge and understanding of how to work and relate well to others.

We have a full time wellbeing and learning diversity teacher who is supported by a part time pastoral care worker. Our wellbeing and learning diversity teacher supports children, families and staff across all areas of wellbeing. Our pastoral care worker offers both individual and group support in the area of social emotional learning and wellbeing.



BOUNCE BACK PROGRAM

The award-winning Bounce Back program supports teachers and schools in their efforts to promote positive mental health, wellbeing and resilience for both students and teachers and build safe and supportive class and school learning environments.

THE RESILIENCE PROJECT

Our school will be taking part in the Resilience Project commencing in 2019. In this program evidence based strategies that build resilience and improve mental health through inspiring students, empowering teachers and engaging parents.

SEASONS FOR GROWTH

This special education program is offered to any students that have experienced significant change or loss in their lives.

BUDDY PROGRAM

At SMJ Horsham we are proud of the Buddy Program that we provide to all our Foundation students. In term 4, our Grade 5 students undertake training through the Alannah & Madeline Foundation Better Buddies Framework. The values of the Better Buddies Framework include caring for others, friendliness, respect, valuing difference, including others and responsibility.

Each Prep child is visited at their Kinder by their Buddy. This student is on hand to support them on the orientation days and during the first weeks of school. There are follow up activities throughout the year.



Student Care & Medical

MEDICAL INFORMATION

All of your child's medical information is stored in CareMonkey. CareMonkey is an innovative parent controlled electronic medical form for schools and other groups with a duty of care. It's an electronic version of the paper based forms you always have to fill in for excursions, camps, enrolments, etc. It provides parent's the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided by you.

We use the CareMonkey app in the best interest of the children whilst also reducing the burden on parents to fill out the same information on multiple forms throughout the year.

The use of CareMonkey is governed by the schools' Media Consent form, Privacy Policy and Data Breach Policy.

STUDENT CARE GENERAL

Student health and wellbeing are fundamental to inclusion in school activities. St Michael & John's provides an environment where staff and students feel respected and their physical and psychological health is supported and promoted. The following is a summary of our school policies:

ANAPHYLAXIS

It is the responsibility of parents/carers to inform the school as soon as children have been identified as having a risk of anaphylactic reaction. Individual ASCIA Anaphylaxis Management Action Plans that have been developed by the family in conjunction with doctors MUST be supplied to the school. These plans are displayed in appropriate areas of the school and medication must be provided to the school which will be kept in the first aid room.

ASTHMA MANAGEMENT

It is the responsibility of parents/carers to inform the school as soon as children have been identified as having a risk of an asthma attack. Individual Asthma Care plans should be completed by the family in conjunction with doctors and MUST be supplied to the school.

FIRST AID

First Aid rendered to students for minor accident/illness will be recorded in a 'First Aid Report' book. A copy of all reports for minor first aid will be sent home with the student for parent/carer information.

In the event of a major injury or incident:

- An immediate decision will be made as whether or not an ambulance is required.
- The prime duty of care is to the injured party. Locating and informing parents and carers will be attended to after appropriate care has been given to the injured student/s.
- Major injury or incidents are recorded in the School Injury & Incident Register, reported to CECV and WorkSafe.

IMMUNISATION STATUS CERTIFICATE

Students are required to provide a current immunisation status certificate upon school enrolment.

INFECTIOUS DISEASES

As required by the Health Act, and in order to reduce the risk of spreading infectious diseases, children with infectious diseases are excluded from school. The minimum periods of exclusion can be found at <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion> OR there is a downloadable version of Schedule 7 that can be found on our website. Please ensure that you adhere to this prescribed list for the health and wellbeing of your own child and that of other students and families.

MEDICATION

If your child needs medication, you must complete a Medication Authority Form that details timing and dosage. The medication to be administered must be fully labelled with the students name.

The administration of medication will be recorded in a medication administration log and will be done so by Admin staff or Leadership Team - except that of Asthma or Anaphylaxis which will be provided by additionally trained staff.

All medication is stored either in a locked draw in the office area or First Aid Room OR will be kept in the staffroom fridge.

SICK BAY / FIRST AID ROOM

Students who present unwell at school will be potentially removed from the classroom and monitored in the dedicated first aid room. Parents will be notified to collect students as soon as possible within the school day.

Becoming Involved in the School Community

At SMJ we strive at all times to be welcoming and encourage parents and caregivers to use their gifts and talents to contribute to the life of the school. Following are some of the opportunities to become involved in the Ss Michael and John's school community:

SCHOOL ADVISORY COUNCIL

The school advisory council meets once every second term. This group supports and advises the Principal and the Leadership Team in setting the strategic direction of the school.

CLASSROOM HELPERS PROGRAM

There are a number of ways you can help out in the classroom. For example, volunteering weekly to help with literacy or numeracy activities. Notes are sent home from teachers requesting parent availability when the program commences. All volunteers **MUST** have a working with childrens check prior to assisting in the classroom.

ATTENDING SCHOOL EVENTS

Participating in school events is a great way to be involved in the SMJ community. Some of the activities held regularly are:

- Each class is scheduled for two assemblies per year. These showcase the work students have been completing in class. Assembly is held every Friday at 8.55am in the Parish Centre.
- School Mass: Families are encouraged to attend School Masses celebrating important days in our Catholic tradition.
- Learning community liturgies: Each learning community holds a prayer liturgy throughout the year. Families are invited to attend and participate in the service with their children.

COMMUNITY 4

Community4 is the SMJ parental community group. Its purpose is to distribute the responsibility and involvement of parents in areas of fundraising, faith development, social events (fun) and supporting parents (family) in our school community whilst making connections to the Horsham community.

Each of these areas are linked to the house that your child/children belong, the school holds a series of Community 4 planning meetings early in each school year. There will be one meeting for Community 4 group: Faith, Fun, Family & Fundraising.

It is expected that at least one parent representative from each family in the school community attend the meeting for the group they are allocated. An information letter is sent out each year to families detailing what Community 4 area you are allocated to for the year and meeting dates.

OTHER OPPORTUNITIES

There are many opportunities throughout the year to assist with school activities such as cooking BBQ's, serving lunches, meals on wheels involvement and one off event assistance such as the biannual School Festival and annual Fun Run. Requests for assistance for these events and activities will be placed in the newsletter or on the parents Facebook page.

WORKING WITH CHILDREN CHECKS

It is a School Policy that any volunteer within our school has a current working with children check. If you could please 'add' our school to your current card as a volunteer (Ss Michael and John's Primary School) OR bring in your card and we can take a copy. If you don't have a WWCC, its easy and free to apply at <http://www.workingwithchildren.vic.gov.au/>.

Student Leadership & Opportunities

There are a number of opportunities for students to develop leadership skills and passions.

SCHOOL CAPTAINS

There are two school captains and two vice-captains elected by students and the staff at the end of each year. These four students represent the school at a number of functions and greet and guide important visitors to our school. They also lead school assemblies and other similar events.



STUDENT REPRESENTATIVE COUNCIL

Each homegroup from year level three to six nominate a student to represent their learning community on the student representative council for the school year.

HOUSE CAPTAINS

Each house at school (Hindmarsh, Wimmera, Arapilies and Grampians) is represented by two House Captains. These students help the sports teacher organise sporting events and represent and lead their houses at these events.



MINI VINNIES

Students in Grades 3-6 who are interested in social justice are able to nominate to join the Mini Vinnies. Mini Vinnies students look for opportunities to help those in need within their school, local or international community.



OTHER OPPORTUNITIES

Other leadership and positions of responsibility available include dedicated parish liaison students, flag monitors, media team and meals on wheels.



Direct Parent - Staff Communication

SCHEDULED MEETINGS

'Get to Know' meetings are held at the start of each year. These are an informal interview to allow you to speak to the teacher about your child. They are not a formal reporting time.

'Student Led Conferences' take place at the end of second term. The purpose of the conference is to:

- Celebrate growth in your child's learning and achievements
- An opportunity for your child to articulate their learning and learning goals
- A chance for parents to engage in their child's learning
- Accountability for students, teachers and parents

If you have concerns about your child's progress outside of these times we encourage parents to contact their child's home group teacher and make a time to see them.

FORMAL REPORTING

Formal written reports are sent home at the end of term two and term four.

MEETING WITH YOUR CHILDS TEACHER

If you have any concerns or questions about your child you do not need to wait until a formal method of reporting takes place. Additional communication can take place at the request of a parent/carer or the teacher.

STEP 1

Ask the teacher if you can arrange a time that is suitable. This could be done before or after school. If you are working you may like to forward a note or leave a message at the office for the class teacher to return your call so that you can make arrangements to meet.

STEP 2

Inform the teacher about the nature of your inquiry. Teachers care about your child and want to know if there are any issues which may have arisen.

STEP 3

A positive outcome for all involved should result if each party is willing to listen to the others view and all work toward a solution that is in the best interests of your child.

Please refer to the 'Documents and Policies' section on our website to download the Complaints and Grievances Policy.



MEETING WITH THE PRINCIPAL

There may be times when you wish to speak with the Principal for matters that may involve family, health, finance or other personal issues. To speak with the Principal please contact the school office to make an appointment.

You may also wish to make an appointment with the Deputy Principal or Wellbeing Leader in regards to any concerning matters which can be done via the school office.

General Communication



FACEBOOK

The official school Facebook page is named 'SMJ Horsham'. This page has been set up as an information tool about what's happening at Ss Michael and John's Primary and to celebrate our school community. We aim to keep our parents and community informed in an inclusive way and to create a social page that all can access. Acceptable use guidelines can be found on this page as a 'note' for viewing prior joining the community. This is not used as a forum or for questions.

There is also a parent controlled and managed page which is used as an informal communication tool for uniforms, questions or fundraising activities. Parents can request to join the closed group direct 'Ss Michael and John's Primary School - Parents Group'.

CareMonkey APP

CareMonkey is a health and safety application that is a parent controlled electronic platform to manage medical record information and respond to online school and excursion forms.

SCHOOL NEWSLETTER

The school newsletter is a great way to keep up to date with the day to day happenings of your Child's Learning Community and the school.

The school newsletter comes out weekly on a Thursday and is available electronically via the school webpage or school app (Ss Michael and John's Catholic School Skoolbag). A copy is also emailed to all families via CareMonkey.



SKOOLBAG APP

SMJ uses the Skoolbag app as a means of keeping our families informed. This School Mobile App provides schools with an easy way to tell parents and carers everything they need to know about school news, newsletters, events calendar, cancellations, school notices, school information, school timetables, parent sick notification forms, school documents and much more.

The app is free to download through the app store or from the school website.



SEESAW APP

Seesaw is a digital portfolio app that SMJ uses to share students learning with parents. Through Seesaw each students home group teacher is able to upload photo's, video's, drawings and other examples of student learning.

As parents are designated 'owners' of the account, they are able to set up notifications and be alerted to new items that have been added to view.

SCHOOL ASSEMBLIES

Whole of school assemblies are usually held every Friday at 8.55am in the Parish Centre.

Each learning community takes a turn in presenting the Assembly with an item and a prayer. There is also the presentation of special awards including weekly awards, birthday announcements and other special achievements. The whole school community is welcome to attend including parents, grandparents and special friends.

SCHOOL WEBSITE

The school website is located at www.smjhorsham.catholic.edu.au. Here you will find information about our school including history, curriculum overview and access to downloadable relevant policy documents.

General Information

SCHOOL ABSENCES

If your child is unwell and is unable to attend school you must notify the school as early as possible on the day of absence. Preferably you must notify the school via an online form found within the Skoolbag app or you can also phone the office on 5382 3000.

In the event that you fail to notify the school of your child's absence you will be contacted during the day to determine the reason for absence.

If you intend on taking an extended holiday within the school term, you must apply in writing to the Principal and notify your child's teacher in case a learning plan is required to be put in place for your child whilst absent.

LIBRARY

Children are able to borrow two library books each week from the school library. Please ensure that all borrowed books are returned to school the following week.

Every child in the school is required to have a library bag before borrowing from the library. It is preferable that the library bag be of a waterproof type material to help protect the books from accidents with children's water bottles.

BREAKFAST CLUB

SMJ recognises the importance of breakfast in enabling children to be able to focus on learning. A breakfast club is available each morning for ALL children. We offer toast with a variety of spreads (no peanut butter) and a warm milo. Periodically we ask for donations of goods through the school newsletter.

BIRTHDAYS AND SPECIAL OCCASIONS

You are welcome to bring cakes or treats to the classroom for your child's birthday so that the whole class can participate in birthday wishes. If you are bringing something to school we ask that you check with the homeroom teacher regarding any allergies. We also ask that anything brought in does not contain any nuts.

CLASSROOM ACCESS

Parents and guardians are not permitted to access classrooms during the school day. If you wish to see your child please report to the office upon arrival.

LUNCH

LUNCH ORDERS

Children are able to order on Wednesday for a delivered lunch order on Thursday only. Price lists are sent home at the beginning of the year. Lunch order bags and extra price lists are available from the Office. Orders must be completed on the bag and contain the correct amount of money. These orders must be placed in the class container in your child's home group area each Wednesday morning. Late orders are unable to be taken.

DROPPING LUNCH OFF

If you are bringing your child's lunch to school, we ask that you do not go into the Learning Community and disturb the learning time. Please bring the lunch into the school office and we will ensure that your child gets it at the appropriate time. For the safety of the children they are not permitted to wait at the school gates or on the school nature strip.

BUS TRAVEL

For specific information regarding bus travel, please contact the school office.

GENERAL INFORMATION REGARDING BUS TRAVEL

Every student is marked off as they get on the bus each night and it is therefore extremely important that we have accurate information.

Families will need to advise the school office whether their child/children are travelling by a town or country bus on set nights so that accurate bus rosters can be provided via a completed bus travel form.

If there is any change to on-going travel arrangements it is important to notify the school immediately.

If your child is an occasional bus traveller we require you to phone the office or send in a note with your child to notify us that they will be travelling on bus so we can add them to the list for that night PRIOR TO MIDDAY on the day of travel.

UPDATE OF PERSONAL DETAILS

It is important that we have an up to date enrolment register at all times. Parents must report any changes to student information for the enrolment register and any additional information such as a new medical condition as soon as a change occurs. This can be done via emailing the school office or coming in and providing in person.

Uniform & General Appearance

The official supplier of the SMJ Horsham Primary uniform is Lowes Horsham which is located in the Horsham Plaza. Each item is stocked and is available for purchase direct in store at Lowes. All items can be viewed and prices obtained online at <https://www.lowes.com.au/schools-online/ss-michael-john-s-catholic-school>.

It is advisable that you ensure all items of clothing are labelled so that items can be easily identified if lost or misplaced.

SUMMER UNIFORM

- Brown check school dress or green school polo shirt with logo
- Grey school shorts
- School bottle green woollen jumper OR rugby jumper
- White or grey socks (optional with sandals)
- Plain black shoes or brown sandals
- School hat (compulsory from September to May)
- Hair ties - bottle green, yellow/gold, black or white

SPORTS UNIFORM

- Dark green microfibre sports shorts
- School polo shirt
- School rugby top (optional)
- White sports socks
- Appropriate sports shoes
- School hat (compulsory from September to May)

WINTER UNIFORM

- Ss Michael and John's school pinafore or skirt
- Grey school pants
- School polo top
- School bottle green woollen jumper OR rugby jumper
- Bottle green tights (with skirts or pinafore)
- White or grey socks (option of grey socks with slacks)
- Plain black shoes or leather elastic sided boots (with pants only)
- School hat (compulsory from September to May)



GENERAL APPEARANCE

The school uniform is the public face of the school. It is expected that students will take pride in their general appearance and wear the appropriate uniform (general uniform or sports uniform) in full and in a respectable manner.

SCHOOL HATS

It is a school sunsmart policy that school hats must be worn from September through to May whenever the children are outside. This includes before and after school.

SCHOOL SHOES

Parents are asked to give special attention to the shoes children wear to school. The uniform regulations specify leather school shoes. There are many styles available that fit this description. However, parents are urged to avoid fashion shoes that feature coloured stripes, logos or any other coloured decoration.

SCHOOL BAGS

Students are required to have the official school green and gold backpack.

NON-UNIFORM CLOTHING

Should circumstances make it necessary for your child to wear non-uniform clothing to school, you are asked to provide items that are as close in colour and style to the uniform items being replaced. Clothing that features logos and slogans are not acceptable. In the case of footwear, sneakers should be the last choice alternative. If your child is out of uniform for any reason please provide a note to their home group teacher.

JEWELLERY

Jewellery is not considered part of the Ss Michael and John's dress code and generally is not to be worn with the school uniform. However, if your child has pierced ears, plain studs or sleepers only must be worn (no earrings that dangle or have jagged edges). Religious medals may be worn on a chain round the neck or on a pin. Care must be taken to ensure that these are worn in such a way as to be safe while the children are playing.

Prep Supplement

BECOMING FAMILIAR WITH SCHOOL

As time gets closer to starting school, there are a number of ways you can help your child settle into school happily:

- Talk about what your child will eat for fruit break, snack and lunch
- Show your child his/her lunch box, drink container and school uniform
- Let your child wear his/her school uniform for a day at home

Children in Prep are assigned with a buddy the year before they start school (Grade 5 student). Buddies help make the transition from kindergarten to primary school more comfortable for Prep children.

PREP ORIENTATION & TRANSITION DAYS

Children enrolled in Ss Michael and John's take part in orientation sessions held during terms 3 and 4.

All families will meet with a member of the school leadership team during term two for an enrolment interview.

Current Grade 5 student 'buddies' visit children at their kindergarten in Term 4.

Children attend four transition days towards the end of term four. Students will spend time becoming familiar with the school, staff, buddies and getting to know each other.

In December an evening Parent information session will discuss the practicalities around starting school. Orientation is an important time for your child to become familiar with the school and its routines. During these sessions we find that a quick goodbye and reassurance that you will be back at the end of the session is most effective. If your child seems upset they will usually settle quickly after you have left. Don't worry, our teachers are trained to deal with this and will talk to you if they have any concerns.

EARLY YEARS EVALUATION

An Early Years Evaluation – Direct Assessment (EYE-DA) will be conducted in early early Term 4 for your child to come to the school to participate in the EYE-DA assessment.

A teacher or educator who has received specialized training will spend time with your child, one-to-one, observing his or her skills and abilities. This assessment takes about 45 minutes and includes a variety of play-based questions and hands-on activities; it is a lot of fun for children!

The EYE-DA is administered to incoming kindergarten children aged 4-5 years, as they prepare to make the transition into school. The purpose of this initiative is to determine each child's development in four key areas closely linked with readiness for school and beginning literacy skills. The four key areas are:

1. Awareness of Self and Environment;
2. Cognitive Skills;
3. Language and Communication; and,
4. Physical Development.

Parents/Caregivers will receive a copy of their child's results after the assessment is complete, including information on the four key areas.

In an effort to meet each child's learning needs, results of the EYE-DA can be used by educators to plan instruction for the entire class, for small groups and for individual students' needs. If you would like more information about the EYE-DA, please visit: www.earlyyearesevaluation.com.



Prep Supplement

BEGINNING OF YEAR ARRANGEMENTS

Beginning school can be exhausting for children in the first few weeks. To assist with transition to school there are special arrangements for the attendance of Foundation children.

The first day of classes for ALL Prep students will be Thursday 31st January. Compulsory testing dates will be held on selected Wednesdays throughout term one to be scheduled at your convenience.

During first term Prep children will attend school from 8:45am to 3:25pm Monday, Tuesday, Thursday and Friday. They will not attend on Wednesdays, except where there is a shorter week which is the first week of term 1 and the Labour day holiday week. Prep children will attend school five days per week from Term 2.

THE DAY TO DAY ROUTINE

School commences each day at 8:55am. You are encouraged to have your children at school by 8:45am. Please be aware that the doors remain locked until 8:30am.

Before school the yard is supervised from 8:30am. After school, supervision continues until 3:40pm.

A typical day in Prep may look like:

8.55 - 10.25 Investigation Time

RECESS

10.55 - 12.55 Numeracy

12.55 - 1.10 Literacy

LUNCH

2.00 - 3.00 Literacy

3.00 - 3.25 Religious Education

SCHOOL FINISHED



ATTENDANCE

Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. It is important that children develop habits of regular attendance at an early age.

Parents are required to ensure their child attends school and must provide an explanation if their child is absent from school. This may be done through the Skoolbag App or by phoning the office on 5382 3000.

PUNCTUALITY

At SMJ we classify a child as late if they arrive at school after 8:55am. Children are expected to be signed in by a parent if they arrive after the bell. If a child is 10 minutes late everyday by the end of the year that is the equivalent of 8 days away from school. Please ensure that your child is on time for school every day. Our lesson structure dictates that most of the instruction is done in the first 10 to 15 minutes of class so if a student misses this it is hard to catch up.

PLAY BEFORE EATING

At SMJ the children go outside at the recess and lunch break and then come inside at the end of the break to eat.

The benefits of this are:

- Calmer more relaxed students who are ready to learn
- Students throw away less food
- Playground issues are sorted out over lunch
- Fewer discipline problems

A fruit break is provided at 12.00pm for those children who need a snack.



Prep Supplement

FOOD AT SCHOOL

ANAPHYLAXIS AND NUT PRODUCTS

We are not defined as a nut free school, we however take food intolerances and allergies seriously. Please notify the school as soon as possible if your child has any known food or other allergies.

'FRUIT' BREAK

Students are requested to bring a piece of fruit or vegetable (may or may not be cut up) to snack on in class during the morning.

DRINKS

Students must bring a drink bottle to school filled with water only.

STATIONARY

All stationary supplies including writing equipment and books are all provided to the students. Students do not require pencil cases as all stationary is used and shared by the classroom learning communities.

READING

TAKE HOME READERS

Students will take home readers every day once they have been assessed and a level has been determined. Children will then select a book from the appropriately marked 'coloured sticker' and borrow from the Prep tubs daily. Each night students will be expected to read at home with an adult and it will need to be marked in a reader recorder. This will commence part way through term one.



TOILET ROUTINE

Preps are taken to the toilet at frequent intervals during the first few days. As they become used to the routine, they are then permitted to go during school time but they must always go with a partner. Teachers will remind children to go to the toilet at recess and lunch time.

In the event of an 'accident' a parent/carer will be notified immediately to bring a change of clothes or to take your child home. You may also like to pack of change of clothing in your child's bag.

COLLECTING CHILDREN AFTER SCHOOL

Please ensure that you are at school to collect your child by 3.25pm so that you are ready waiting when they are dismissed. For the first term, prep students are walked out to the small gate on McPherson St near the portable buildings. Students are not permitted outside the gate until their parent or carer is present to collect them.



Notes



Ss Michael & John's Primary School
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