



# 2024 PARENT HANDBOOK

CARING LEARNING GROWING  
EVERY CHILD EVERY DAY



Ss Michael & John's Primary School Horsham





# Quick Guide to SMJ

## 2023 Leadership Team

**Principal** - Mrs Louise Chesterfield

**Assistant Principal** - Mrs Lisa Glatz



## Contact Information

### School Address

7 McLachlan St Horsham Vic 3400

### School Telephone

(03) 53823000

### Email

[office@smjhorsham.catholic.edu.au](mailto:office@smjhorsham.catholic.edu.au)  
[principal@smjhorsham.catholic.edu.au](mailto:principal@smjhorsham.catholic.edu.au)

### Facebook

smjhorsham

## School Hours

School Commences 8.55am\*

Recess 10.25am to 10.55am

Lunch 12.55pm to 1.55pm

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 and we do ask that children are not collected early unless absolutely necessary.***

## School Houses

Arapiles (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 new school year I extend a warm welcome to new families joining our school community and to existing families. We look forward to the year ahead and value your contribution and involvement in the school community.

***Good education plants seeds when we are young,  
and these continue to bear fruit throughout life.  
(Pope Francis Laudate Si para 213)***

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

At the heart of all we do is the message of the Gospels and the teaching of our Lord Jesus Christ. If we 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 the rights of individuals, then we will have succeeded in educating them to be citizens of the world, doing great deeds as Jesus commanded.

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 children of today face 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 are also critical and creative thinkers and problem solvers with highly developed communication skills. They need to be curious about the world they live in, encouraging children to look beyond the confines of their experiences, allowing their curiosity to prompt a desire to know more.

At Ss Michael and John's Primary School, we 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.

An outstanding well rounded education of your child is the common aim of us all. The relationships between students, staff and families is at the heart of our school. We value and respect diversity and together use our strengths to be a welcoming and supportive community.

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

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 led 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 housing classrooms and administration 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 learning areas, an administration wing and staff area was constructed.



The first Horsham Catholic Church, built in 1876. Classes were conducted in this church between 1884 and 1900. When a new brick church was built in 1914, this building was re-sited and again used as the parish primary school through until 1937. The building was demolished in 1962.



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

# Important Dates 2024

## **Term Dates**

### **Term 1**

31st January to 28th March  
(please note the final day is Thursday)

### **Term 2**

15th April to 28th June

### **Term 3**

15th July to 20th September

### **Term 4**

7th October to 20th December

## **School Holidays**

### **School Holiday Break**

29th March to 14th April

### **School Holiday Break**

29th June to 14th July

### **School Holiday Break**

19th September to 6th October

### **School Holiday Break**

21st December to 30th January 2024



## **Public Holidays**

### **Term 1**

11th March - Labour Day

### **Term 2**

Mon 10th June - King's Birthday

### **Term 3**

No public holidays

### **Term 4**

Tues 5th November - Melbourne Cup

## **Pupil Free Days**

Further dates to be added once confirmed

### **Term 1**

Fri 1st March

### **Term 2**

TBA

### **Term 3**

TBA

### **Term 4**

Mon 4th Nov



# The SMJ Learner

At SMJ we are committed to creating positive learning experiences based on Christian values.

We strive to engage, motivate and inspire children. As well as promoting the learning of key skills a strong emphasis is placed on discussion, research, investigation, collaboration, critical thinking and problem solving.

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

Our educators work collaboratively and take collective responsibility for student learning. Our collaborative teams who work in each learning community are the driving force of the schools efforts to achieve its mission of high levels of individual student achievement. This supports our mission of every child, every day - caring, learning and growing.



# Learning & Teaching

We provide a balanced and developmentally appropriate curriculum, with particular emphasis given to literacy, numeracy, social and emotional learning and religious education. Specialist areas include library, visual art, physical education, music, performing arts and Indonesian language.

Through the core subjects, all learning and teaching is based upon 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 of Walker Learning and Reggio Emilia. The investigations are designed to be challenging, playful and individualised 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 and interaction 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 opportunities 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 students collaborate, develop planning and organisational skills and identify their own learning goals.

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





# Religious Education

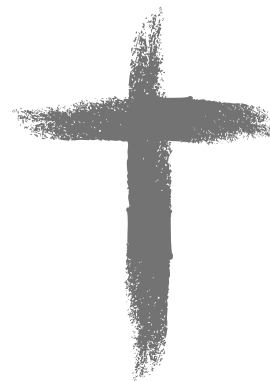
As a Catholic school we are part of the Church's mission, achieved through interaction with our local Church, families and the community which we serve. We are here to assist parents, as the primary educators of their children, in the education and religious formation of their children.

Children's active involvement in our faith-filled community is an integral part of our life and work at Ss Michael and John's. This ranges from the Holy Sacraments of First Holy Communion and Confirmation for our Catholic children to the development of strong social and moral values.

As a welcoming and inclusive school we offer each pupil an education that promotes their human growth with a vision of education inspired by Jesus Christ is one which is concerned with the development of the whole person (social, intellectual, spiritual, moral, emotional and psychological).

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 and end of the school year, SMJ Feast Day, Gifting Mass and Mission 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 sports, whether working towards a personal best or being a team player. 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' team at the school athletics carnival. Some of our children have the opportunity to represent our school at inter-school sporting events.

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

There are also opportunities for students who excel in their athletic ability to progress through the School Sport Victoria pathways.

## **SPORTING EXPERIENCES**

Athletics, Basketball, Cricket, Cross County, Cycling, Football, Hockey, Netball, Rugby, Soccer, Softball, Volleyball etc.

## **SPORTING SCHOOL HOUSES**

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



# Visual & Performing Arts



Visual and performing arts at SMJ is taught by dedicated specialist teachers. The Arts learning area allows 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 promotes 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. From 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 and composing music using a variety of instruments.

## VISUAL ARTS

From 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 which allow them to freely 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 six. 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 and communication technologies (ICT) at SMJ Horsham Primary are 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 explore more productive ways of working and solving problems, individually and collaboratively 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 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 with 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.

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, feel connected safe and secure, 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. We constantly strive to build collaborative partnerships with our families and the wider community.

Social emotional learning is both explicitly taught and embedded in 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 collaborate and relate to others.

Students are supported in the areas of wellbeing and learning diversity by dedicated staff and wellbeing support workers.



## **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.

## **ZONES OF REGULATION**

The Zones of Regulation is a conceptual framework used to teach self-regulation. Zones allows children to categorise their feelings and communicate how they are feeling. Emotions are categorised into 4 coloured zones:

*Blue* - describes low state of alertness eg. sad, tired

*Green* - describes regulated state of alertness eg. calm, happy

*Yellow* - describes heightened state of alertness eg. excitement, frustration

*Red* - describes extremely heightened state of alertness eg. anger, panic

Children are taught how to recognise and name which zone they are in and develop tools to regulate their emotions.

## **SEASONS FOR GROWTH**

Seasons is offered at different times of the school year to support children who have experienced grief, loss or change. This ten week small group program is run by trained members of our staff.

## **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 orientation days and during the first weeks of school. There are follow up activities throughout the year.

# 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 twice per term. This group supports and advises the Principal and the Leadership Team in supporting and advising 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 inviting 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 has scheduled assemblies across the school 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.



## **CHILD SAFE SCHOOL**

Ss Michael and John's is committed to providing a safe environment for all students and young people. We hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. We promote a culture of 'no tolerance' to child abuse. We ensure that we provide an environment where children feel respected, valued and encourages to reach their full potential.

## **OTHER OPPORTUNITIES**

There are many opportunities throughout the year to assist with school activities such as cooking BBQ's, serving end of term lunches and event assistance. Requests for assistance for these events and activities will be placed in the newsletter or on the school 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). If you don't have a WWCC, its easy and free to apply at <http://www.workingwithchildren.vic.gov.au/>.





# Student Leadership

Ss Michael and John's Primary School is committed to providing authentic opportunities for student leadership within our school community in order to bring student voice and agency to our school.

Leadership is a quality that we expect all members of our Senior Learning Community to demonstrate. Leaders of our school have a vital role to play in setting the culture of our community and are seen as mentors for our younger students across the school. Pope Francis says, 'Among us, who is above must be in the service of others.'

Leadership is service, it is considering others before self. It is listening to the voices, ideas and opinions of others and it is doing what is right for the collective good of our school. Students apply for and are elected by their peers to the following positions.

*Executive Leadership* – 2 school captains and 2 vice captains.

*Wellbeing team* – 1 elected leader and team members

*Sustainability Team* – 1 elected leader and team members

*Pastoral Team* – 1 elected leader and team members

*Community and Events team* – 1 elected leader and team members

*Health Team* – 8 elected leaders linked to House Team colours.

*Technology Team* - 1 elected leader and team members

## **SCHOOL 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.





# 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

## FORMAL REPORTING

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

## MEETING WITH YOUR CHILD'S 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. If you still have concerns or questions about any particular issue, please make an appointment to speak with the Principal or member of the Leadership Team.

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



## MEETING WITH THE PRINCIPAL/DUTY 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

## PARENT ACCESS MODULE (PAM)

All student and family data is initially recorded in our school administration software SIMON. This program then feeds information directly into the parent access module (PAM). PAM provides real time access to keep parents updated with their children's progress, important dates and messages.

PAM will allow parents to update medical information, respond to school consent requests, book school interviews, notify the school of student absence, access formal school reports and be alerted to any minor first aid and behavioural incidents. The parent access module is accessible via a secure web account log in which will be provided prior to student commencement. The use of PAM is governed by the schools' Data Breach Policy and Privacy Policy.



## 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 for grievances and 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'.

## 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 is published weekly on a Friday. It is sent via email to subscribers or can be accessed via a link in the Parent Access Module or website.



## SEESAW APP

Seesaw is a digital portfolio app that SMJ uses to share students learning with parents. Through Seesaw each student's home group teacher is able to upload photos, videos, 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 turns 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](http://www.smjhorsham.catholic.edu.au). Here you will find information about our school including history, curriculum overview and access to downloadable relevant policy documents.



# Student Care & Medical

## MEDICAL INFORMATION

All of your child's medical information is securely stored in the School Administration System (SIMON) via the Parent Access Module (PAM). PAM 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 PAM in the best interest of the student whilst also reducing the burden on parents to fill out the same information on multiple forms throughout the year.

## 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. These plans are required to be updated every 12 months.

### 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 must be completed by the family in conjunction with doctors and must be supplied to the school. These plans are required to be updated every 12 months.

## 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 to 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/infectiousdiseases/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 available from the front office that details timing and dosage. The medication to be administered must be fully labelled with the student's 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.

# 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 the Parent Access Module or you can 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 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 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 ABOUT 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 Hip Pocket Horsham located at 15 Sloss St Horsham. Each item is stocked and is available for purchase direct in store at Hip Pocket.

It is essential 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. All students whose hair is shoulder length must be tied back.

## **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 term 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 (EYEDA) 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 specialised training will spend time with your child, one-to-one, observing their skills and abilities. This assessment takes about 45 minutes and includes a variety of playbased 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](http://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 Monday 30th January. Compulsory assessment dates will be held on selected Wednesdays throughout term one.

Up until the long weekend in March Prep children will attend school from 8:45am to 3.25pm Monday, Tuesday, Thursday and Friday. They will not attend on Wednesdays. Prep children will attend school five days per week after the long weekend.

## 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 eating time
- 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, however we 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. Please ensure that it is easy and quick to eat.

### 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 across the learning communities.

## READING

### TAKE HOME READERS

Students will take home readers each 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 asked 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. This additional practice supports the development of your child's reading.

## 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.









**Ss Michael & John's Primary School Horsham**  
**7 McLachlan St Horsham VIC 3400**

[www.smjhorsham.catholic.edu.au](http://www.smjhorsham.catholic.edu.au)