



St Michael's
COLLEGE

PRIMARY INFORMATION BOOKLET 2019

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WELCOME TO ST MICHAEL'S COLLEGE

Welcome to St Michael's College, a Catholic school committed to the Lasallian mission and vision of education.

As a College, we engage, challenge and support our students to strive to be the best they can be, and individually prepare them for the broader community and lives of faith and hope.

This *Booklet* provides important information to assist families, especially new families to the College, to prepare for the new school year.

MISSION & VISION STATEMENT

The human and Christian education of the young, especially the poor.



St John Baptist De La Salle
Catholic Church Patron of Teachers Founder of Lasallian Schools

St Michael's College will enliven the Lasallian Mission of "the human and Christian education of the young, especially the poor". As a Catholic school committed to the Lasallian Vision of education, we will challenge and support our students as they strive to be the best they can be and prepare them for the broader community and lives of faith and hope.

THE VISION OF ST MICHAEL'S COLLEGE

St Michael's College is a Catholic School committed to the Lasallian vision of education, and to engaging, challenging and supporting students to "be the best they can be".

St Michael's College:

- Is a community that involves staff, students and their families, in learning that presents Jesus Christ as the model for growth.
- Is student-centred, inclusive and respectful of human differences.
- Combines the best traditional and contemporary educational practices.
- Prepares students for the broader community and lives of faith and hope.

PRIMARY VALUES

Collaborative	We work well in teams, co-operating, communicating and leading or following as the situation demands to achieve a common goal
Respectful	We respect others and the world around us in both actions and words
Resilient	We accept challenges and failures are part of developing and employ strategies to deal with a variety of situations
Reflective	We continually analyse and identify our strengths and weaknesses in order to improve our learning and personal development
Innovative	We critically analyse complex problems and creatively construct and apply solutions
Organised	We are committed to developing habits and processes that allow us to be prepared for life's challenges
Spiritual	We embrace our Lasallian identity which assists us to further nurture and develop our faith and its important role in our lives
Socially Aware	We have a responsibility to contribute in a positive way to society
Inquisitive	We question and seek answers
Expressive	We communicate our understandings and opinions using a variety of mediums

TERM DATES 2019

Term 1	1st Day of school: Tuesday 29 January	Friday, 12 th April
Tuesday, 5th February: Parent Information Evening		
Term 2	Monday 29 th April	Friday, 5 th July
Term 3	Monday 22 nd July	Friday, 27 th September
Term 4	Monday 14 th October	Friday, 6 th December

ADMINISTRATION OFFICE HOURS FOR 2019

Tuesday, 22 nd January	Administration Office re-opens
Wednesday, 23 rd January	Closed - Staff PD off site
Thursday, 24 th January	Open
Friday, 25 th January	Open
Monday, 28 th January	Closed - Australia Day Public Holiday
Tuesday, 29 th January	Administration Office re-opens

STUDENTS NOT RETURNING TO THE COLLEGE IN 2019

If your son will not be returning to the College in 2019, please contact the Registrar at the Primary Campus as soon as possible. The withdrawal of enrolment affects many different areas of the College and your help in this matter greatly assists us in resource planning.

PARENT INFORMATION EVENING

The Parent Information evening will be held on Tuesday, 5th February: Receptions to Year 2s at 6.30pm and Years 3 to 6 at 7.00pm. All parents are expected to attend - **students are not required to attend**. Parents are asked to meet in Founders Hall at the above times for a brief welcome prior to moving to classrooms.

This evening is a great opportunity to meet your son's teacher/s and understand the expectations in his classroom. Important information will be presented about reading, learning, well-being and day to day procedures. The Term 1 Overview for each class will also be distributed at the information evening.

Reception to Year 2	Tuesday, 5 th February	6.30pm	Founders Hall
Year 3 to Year 6	Tuesday, 5 th February	7.00pm	Founders Hall

ASSESSMENT & REPORTING

- Term 1: Parent Information Evening (students not required) and Portfolio Conference Evening (student attendance is compulsory).
- Term 2: Formal Semester Report.
- Term 3: Portfolio Conference / Expo Evening (student attendance is compulsory).
- Term 4: Formal Semester Report.

Parent/Caregivers are encouraged to contact the Class Teacher should they wish to discuss any curriculum or wellbeing concerns outside of these times.

ASSESSMENT & REPORTING STRUCTURE

PERFORMANCE AGAINST THE AUSTRALIAN CURRICULUM ACHIEVEMENT STANDARDS – YEAR 1 to YEAR 6		EFFORT RECEPTION TO YEAR 6
A	Your child is demonstrating excellent achievement of what is expected at this year level	Excellent
B	Your child is demonstrating good achievement of what is expected at this year level	Very Good
C	Your child is demonstrating satisfactory achievement of what is expected at this year level	Satisfactory
D	Your child is demonstrating partial achievement of outcome as expected at this year level	Inconsistent
E	Your child is demonstrating minimal achievement of what is expected at this year level	Unsatisfactory

HOME LEARNING

- Have a clear conception of the purpose of home study and how it ties in to class study and learning progress.
- Write down assignments in the diary (Years 2 to 6 only), and use the diary to plan and record home study completed each evening.
- Plan ahead for medium and long-term projects and assignments.
- Be sure all assignments are clear: don't be afraid to ask questions if necessary.
- Set aside a regular time for studying.
- In consultation with parents/caregivers, find a quiet, well-lit, comfortable place to study. Present diary to a parent/caregiver(s) for signing, seeing this as a significant part of student-parent-school collaboration in the learning process. Students/parents requiring assistance with Home Learning please discuss with your son's Class Teacher.

STATIONERY PACKS

All families (new and current) will receive information in Term 4/2018 regarding the ordering process.

All orders placed by 21 December 2018 will receive 10% discount on most stationery items. Orders received after 21 December will incur a late fee of \$15.00.

The Back to School Stationery process for 2019 will be undertaken by Lighthouse Books.

- The stationery lists have been compiled by the College and can be ordered via www.lighthousebooks.com.au up until 21 December 2018.
- All orders received by 21 December will include a 10% discount on most stationery items.
- Lighthouse Books will charge a late fee of \$15.00 for orders received after 21 December 2018.
- Lighthouse Books will handle all **stationery** enquiries, invoicing and delivery processes.

Contact details are as follows:

Lighthouse Books
116 Grange Road
Allenby Gardens SA 5009

Phone: 8340 2356
Fax: (08) 8346 8629
Website: www.lighthousebooks.com.au
Email: booklist@lighthousebooks.com.au

Delivery of Stationery Packs (after payment):

Stationery Packs will be delivered to nominated addresses from late December and continue through January 2019.

COLLEGE DIARY

1. The diary is a valuable record of a student's journey at St Michael's (Years 2 to 6). Please look after it. Diaries which are defaced or graffitied must be replaced at your expense.
2. Students should use the diary to help organise their study by entering all home learning and assessment details.
3. It is a record of communication between home and college. It is expected that parents/guardians and students are fully familiar with the use of the diary as the key method of communication between home and school.
4. Students in the primary school are required to have their diary regularly checked by parents/caregivers and the Class Teacher.

COLLEGE WEEKLY NEWSLETTER – “The Star”

The “Star” contains up to date College information and is emailed to parents weekly. The Star is also available via the College's website smc.sa.edu.au

COLLEGE POLICIES

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

<http://www.smc.sa.edu.au/policy-news-information/policy>

It is important that all parents/caregivers and students read the Student College Diary (Years 2 to 6), which clearly outlines several important extracts from policies.

SAFETY & ADMINISTRATION MATTERS

Arrival/Dismissal

The gates to the Primary Campus are opened progressively from 8.15am with yard supervision beginning at this time. Students are requested not to arrive prior to 8.15am. Parents are advised that access to the Primary Campus between 9.00am and 3.00pm is via the Administration Entrance. All parents and visitors are required to sign in at the front desk. Students arriving after 9.00am must report to the front desk upon their arrival. Students leaving prior to dismissal must report to the Administration Office. No student is able to leave the College grounds prior to official dismissal without parental consent.

Drop Off/Pick Up

The support of all drivers is requested in regard to the obeying of all road traffic signage and regulations surrounding the College. Council officers and Police regularly monitor the area. **However for the safety of all students the College asks that each and every road user, pedestrian and driver, be very conscious of placing safety ahead of all other concerns. The College has a duty of care to ensure students are not place in an unsafe situation due to motorists not adhering to road safety expectations.**

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

Road Safety

The following parking issues and concerns have been identified by the City of Charles Sturt Council from previous patrols:

- Officers have observed motorists not using the designated **No Parking** areas on Hubbard Street in the way that is intended.
- Motorists stopping at the intersection at East Avenue which can create a traffic hazard.
- Some drivers are stopping at the Pedestrian crossing on Main Street which can compromise pedestrian safety.
- We have also observed instances of double parking. Vehicles are not permitted to stop or park alongside another vehicle that is already parked parallel to the kerb. This creates a traffic safety issue.
- Charles Sturt Council regularly police our '**Kiss & Drop Zone**'.

In the interest of all Road Users Safety please adhere to safe road practices.

Absenteeism/Late Arrivals

We ask that you contact our **24 hour Absentee/Late Arrival Voice Mail Service on #8150 2397** as soon as practicable (by no later than 9.30am on the day) to advise of absenteeism and late arrivals. You are required to identify yourself, the student's name, his class, the reason for his absence, expected date of return and any relative information regarding any sports, or other activities that might be affected. Parents/caregivers are responsible for advising Music Tutors/External providers direct.

All unexplained absences will be followed up with a 'duty of care' text message to parents/caregivers.

For all absences known in advance, please provide a diary note or email to your son's Class Teacher. Absences reported by **students/siblings** cannot be accepted.

Late Students

If students are running late for the commencement of the school day, they are required to report to the Administration Office before proceeding to class, **with a diary note**. If a student has been marked absent 'unexplained' by the Class Teacher and has not signed in at the Administration Office, his status of absence will remain unexplained and it will be followed up with a 'duty of care' text message to parents/caregivers.

Extended Leave

Parents/caregivers are requested to advise, in advance and in writing, the Class Teacher and Deputy Principal – Primary of extended leave, for example family holidays, medical procedures (a medical certificate may be required).

Extended absence from school at any year level has the potential to have negative consequences for the student.

Students with an Illness

Throughout the course of the year numerous students succumb to illness, in the best interest of both staff and other students we ask you refrain from sending to school your son when unwell or until he has completely recovered. The inconvenience of collecting an unwell student from school, the risk of spreading an illness or flaring up again are greatly reduced by giving the student adequate rest at home.

Primary Email Address

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

School Stream

Our school has an app – School Stream - that we use as a successful tool to communicate with parents/caregivers. Please see the flyer in your Induction Pack or see the Primary Administration Office for more details and instructions how to download the app.

PRIMARY CAMPUS – THE COLLEGE DAY

School commences at 8.50am and conclude at 3.20pm. If students arrive after 8.50am they are to report to the office prior to going to class. The Primary Campus is supervised in the morning from 8.15am and afternoon supervision concludes at 3.40pm. Students not collected by 3.40pm will be required to attend Out of School Hours Care. Out of School Hours Care is available at the Primary Campus until 6.00pm week days. Vacation Care is not available

8:15 am	Yard Supervision Begins
8:35 am	Staff Prayer in Chapel (Tuesday)
8:50 am	Movement Bell
8:50 am	Administration Time
9:00 am	Gates locked
9:00 am	Lesson 1
9:40 am	Lesson 2
10:00 am	Presence of God Bell
10:20 am	Lesson 3
11 - 11:20 am	Recess (movement bell at 11:15 am)
11:20 am	Lesson 4
12:00 noon	Presence of God Bell
12:05 pm	Lesson 5
12:50 pm	Prayer before Lunch
12:50 – 1:00 pm	Supervised eating
1.00 – 1:40 pm	Lunch (movement bell at 1:35 pm)
1:40 pm	Lesson 6
2:00 pm	Presence of God Bell
2:25 pm	Lesson 7
3:00 pm	Gates Unlocked
3:10 pm	Administration Time
3:20 pm	Dismissal

EXTEND – After School and Holiday Care

Recently the College made the decision to outsource the OSHC service and have partnered with a quality Outside School Hours Care service provider - Extend, established in 2002.

Extend take over our OSHC service from the commencement of the Holiday Care program Monday, 10th December 2018. Please take the opportunity to read a number of testimonials on their website: <https://extend.com.au/> from School Principals, Business Managers etc who are currently partnered with Extend.

This service is available to all students from Reception to Year 6.

Information can be found on School Stream – our School app.

At this stage, before school care will not be offered in 2019 as the service was not utilised sufficiently for it to be viable. Extend will explore opportunities to offer before school care into the future should they recognise a demand.

PRIMARY STAFF (subject to change)

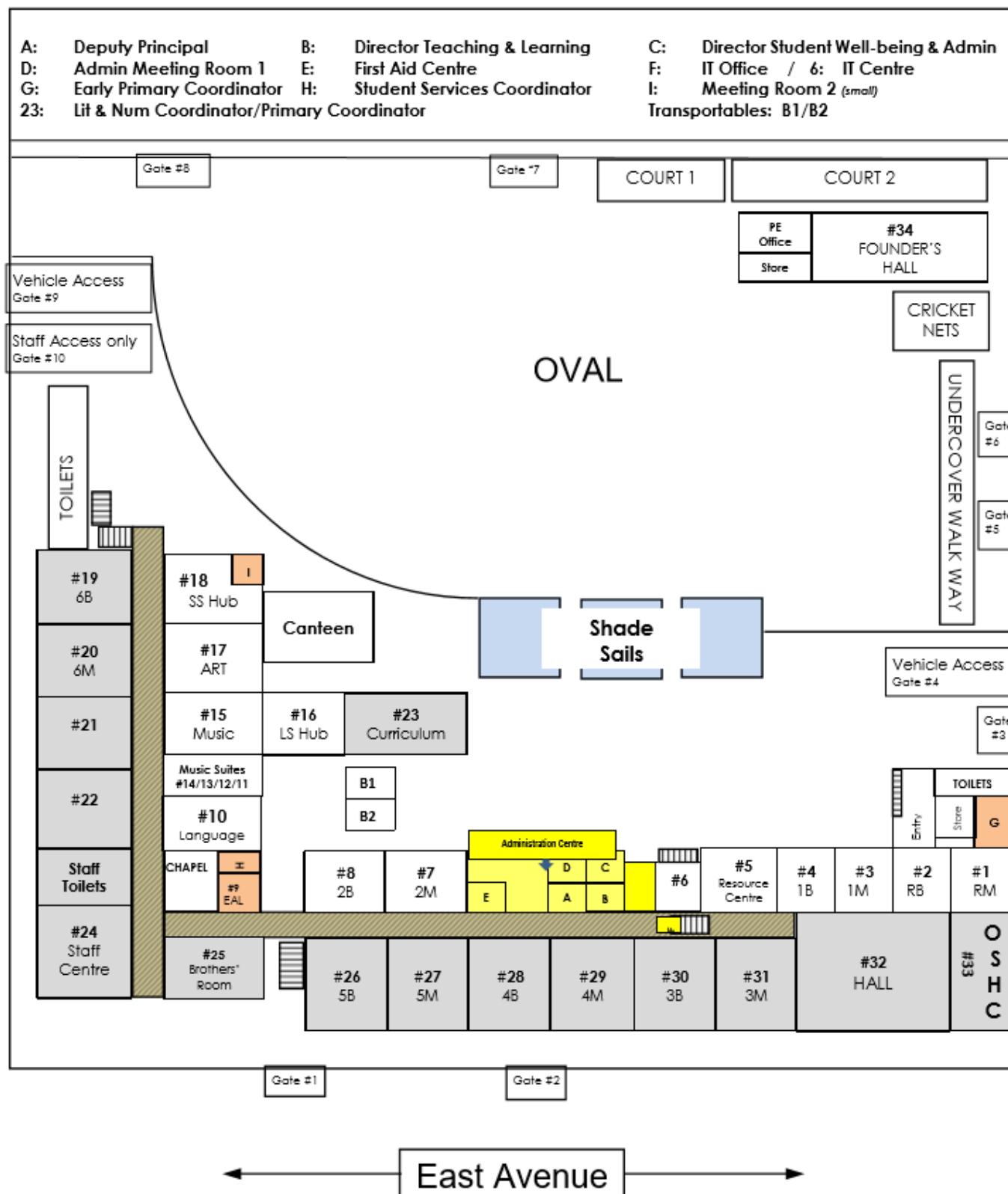
The well-being of Primary students is the prime responsibility of the Class Teacher. It is important to ensure communication between the home and school is effective and the Class Teacher at the Primary Campus is seen as the person to contact when the need arises. Primary Coordinators support the Class Teacher, student and parents with the learning and well-being needs of students. Student Services (Learning Support and Counselling) are available to support both parents and students.

Mrs Louise Kometer, Director Teaching & Learning oversees Teaching and Learning needs of students. Mr Damian McNamara, Director of Student Well-being & Administration oversees the Student Development and Pastoral Care needs of students.

For specific year level concerns our Early Primary or Primary Coordinator can be contacted.

Deputy Principal – Primary	Mr Damian Patton
Director Teaching & Learning	Mrs Louise Kometer
Director Student Well-being & Administration	Mr Damian McNamara
Early Primary Coordinator	Ms Cathie Gaffney
Primary Coordinator	Mr Nathan Rose
eLearning Coordinator	Mr Damian McNamara
Key Literacy & Numeracy Teacher	Mr Nick Ryan
Co-curricular Coordinator	Mr Dion Gazettas
Assistant to the Deputy Principal/Administration Leader	Ms Jo-Ann Fidock
Senior Enrolment & Administration Officer	Mrs Annie Clift
Priest	Fr Bill Brady (msc)
Passionist Sister (Pastoral Support Worker)	Sr Nithya
Student Services Coordinator	Mrs Melanie Becker
Student Counsellors	Ms Pat Pietsch / Miss Ida-Marie Tullio

Primary Campus College Map



BUS SERVICE

Please refer to our website (smc.sa.edu.au) for details of bus services that operate to and from the College.

CONSENT2GO

Parents/caregivers are asked to ensure their contact information and their child's health details are kept up to date. All information is stored in accordance with the Australian privacy requirements.

RESOURCE CENTRE

The Resource Centre provides a range of facilities, resources and services designed to create a dynamic learning environment, empower students with skills necessary for life-long learning and promote reading for pleasure.

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

SCHOOL ENVIRONMENTAL MANAGEMENT PLAN

Pope Francis' 2015 publication 'Laudato Si'- Care for Our Common Home' is both an inspiration and a game changer. It offers us a powerful moral and spiritual imperative for environmental and social action. This encyclical calls on us all to embrace a new lifestyle that respects all of creation, and asks our leaders to commit effective global agreements.

Our School Environmental Management Plan (SEMP) was first established as a working document in 2012 prefaced with the following vision statement:

- *Our vision is to develop a culture within our school community that recognises the shared responsibility to reduce our environmental footprint and promote the educational value of sustainability.*
- *We intend to create a balanced and equitable approach to the development of ecological programs within or curriculum that will enable our students to become informed, responsible, resourceful and respectful global citizens.*

True to our vision we now have a strong body of actively involved participants and supporters who will ensure the long term sustainability of project development, maintenance and our environmental education programs. The energy and enthusiasm generated has enabled us to achieve outcomes in many diverse areas, including overwhelming financial and practical support, the empowerment of students to take the lead a strong community motivation to become more skilled and knowledgeable and, lastly, a change in culture that recognises the shared responsibility of promoting the educational value of sustainability.

SCHOOL VOLUNTEERS

Parents/caregivers wishing to volunteer for excursions, coaching or sport carnivals will be required to hold a current Catholic Police Clearance or other forms of acceptable documentation (see Primary Administration Office) and a current Responding to Abuse and Neglect (RAN) Certificate.

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

- You may volunteer up to 7 occasions (not exceeding) per year **without** the requirement for a police check (**where the volunteering does not include excursions**);

****If you intend to volunteer up to 7 occasions per year (not exceeding) you do not need to undertake a Catholic Police Clearance, however you will need to report to the Primary Admin Office to have your occasional visit recorded****

SEQTA – Learning and Management System

SEQTA is the St Michael's College 'Learning & Management System'. The SEQTA Suite is an all-in-one teaching and learning platform that brings teachers, students, and parents together in an interactive and supportive online community. SEQTA ENGAGE allows you and your son to have access not only to his end of semester report but his timetable, subject programs, assignments, ongoing assessment tasks and results. Parents are supplied with a user name and password for personal access. Your 'log in' allows you to be kept up to date with your son's progress and school program regularly. To find out more about it, please follow this link: seqta.com.au/

All students at St Michael's College are able to access SEQTA via their student portal by using their username and password accessing the site through the following link: sta.smc.sa.edu.au/

All parents are encouraged to install the SEQTA Engage app on their Apple or Android device and enter the following pta.smc.sa.edu.au

NB If you experience any problems with your SEQTA ENGAGE password at any time, please send an email to the address: parentpasswordreset@smc.sa.edu.au

An Activation Email will then be sent to your registered email address at the College which will enable you to reset your access. Please note that this request may take up to 24 hours to process.

COLLEGE TUITION FEES - 2019

When determining tuition fees the St Michael's College, Adelaide Board considers the level of affordability for all families; the need for quality teaching and learning programs and providing physical resources that support the effective and sustainable operation of the College.

Annual School Fees	Primary Reception	Primary Years 1-3	Primary Years 4-5	Primary Year 6
Tuition Fees	\$4,298	\$4,920	\$6,041	\$6,165
Building Fund Levy	\$312	\$312	\$312	\$312

Annual School Fees		Junior Secondary Year 7	Junior Secondary Years 8-10	Senior Secondary Years 11-12
Tuition Fees		\$6,165	\$8,526	\$9,519
Building Fund Levy		\$312	\$312	\$312

Discounts and Remissions	2 nd Child	3 rd Child	4 th Child	5 th Child
Family Discount	12% tuition Fee	22% tuition Fee	100% tuition Fee	100% tuition Fee

Please note the Family Discount applies to students who are enrolled at St Michael's College

School Card Discount (50% of tuition fees)				
Early Payment Discount (3% of tuition fees)				

Tuition Fee

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

Students are provided with an electronic device R-6 iPad, and Laptop 7-12 as part of the Integrated Learning Technology Program. Please refer to the College Website under 'News and Information' for further details.

Fee Due Dates and Payment

Fees (including the building fund levy) may be paid in full by cash, cheque or credit card within 30 days of the date of the invoice and receive a 3% early payment discount. Part year enrolments are eligible for the discount if the account is paid in full within 30 days from the date of the enrolment.

Alternatively, fees can be paid by Direct Debit (PaySmart) or Centrepay deductions either monthly, fortnightly or weekly to enable payments to be spread over 10 months (February to November). If this payment method is chosen, families must complete the PaySmart Direct Debit Form.

Building Fund Levy

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

Enrolment Application Fees

To submit an Enrolment Application, \$55.00 is payable upon lodgement. When a position at the College is offered and to secure your child's position, an acceptance fee of \$200.00 is payable. When your child commences at the College, \$150.00 is credited towards your child's tuition fee.

Please note that both fees are non-refundable.

Family Discounts

When a family has two or more children attending the College at the same time, the following family discount is applied:

- 12% discount on the tuition fee for the second child.
- 22% discount on the tuition fee for the third child.
- No tuition fee is charged for the fourth and subsequent children whilst all children are attending St Michael's College.

When determining whether a family will receive the discount, consideration will be given to circumstances such as whether the children are all enrolled under the same party's name or if the family member can demonstrate full financial responsibility for the children's tuition fees.

School Card Discount

Families who may qualify for school card discount must complete either Form A – Income Audit or Form B – Self Employed, Hardship or Change in Circumstances. The forms can be downloaded from the DECD website or by contacting the Accounts Receivable Officer at the Secondary Campus. Families applying for school card using Form A are advised to return the form to the Secondary Campus before the end of January each year. School card applications close at the end of October.

School Card Discount continued.....

The College provides a 50% discount on tuition fees to approved school cardholders. The discount will be processed once the form is returned and adjustments made if the application is not approved. Families applying for school card using Form B must return the form to DECD as soon as possible. The School Card discount will be processed when eligibility is confirmed by DECD.

Splitting Family Accounts

Unfortunately, accounts will not be split unless a Court Order specifies this requirement. Parents are requested to make their own arrangements regarding payment of accounts. It is the legal responsibility of each signatory on the enrolment contract to pay all tuition fees.

Fee Remission for Families in Financial Difficulties

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

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

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

Late Commencement / Withdrawal from College

Should a student commence or conclude his/her studies part way through the year, a portion of the relevant fees will be charged. However, for a student leaving after commencing Term 4, no rebate will apply. Payment of fees are still required where a student is absent from school for any length of time, for example overseas trip, holiday, sickness.

Overdue Accounts and Late Payment Fee

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

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

PERSONAL APPEARANCE & GROOMING

Hair is to be clean, neat and tidy, out of the eyes and without extremes of colour or style. Length of hair should not be over the collar. The following are examples of what is considered “extreme”:

- any razor cuts or patterns cut into the hair
- any cutting/shaving/gelling/tinting of the hair that leads to a “Mohawk” style
- any multi-coloured streaks or patterns
- any large patches of different colour
- any “rats” tails or mullet styles
- any clipper cut should not be less than # 3

Hair Styles - please err on the conservative side when considering changes to hair styles to ensure students comply with the college’s expectations.

Personal Appearance & Grooming continued.....

Piercings - Students are not permitted to have any piercings.

If students do not meet the Personal Grooming/College Uniform requirements, consequences will apply and may include:

- Detention (lunch, after school, Saturday).
- Items being confiscated.
- Exclusion from class/school until rectified.
- Parent meeting.
- Suspension.

If in doubt, you should err on the conservative side and/or contact your son's Coordinator or Director Student Well-being & Administration prior to proposed changes.

COLLEGE UNIFORM

The St Michael's College Uniform should be worn in its entirety at all times.

Terms 1 & 4 or as advised by the College	Terms 2 & 3 or as advised by the College	Sports Uniform
SMC white shirt/short sleeved Navy blue shorts Plain white crew socks Black school shoes (no boots, ripple soles, runners, canvas or skate shoes) SMC hat SMC school bag COOLER weather – alternative uniform permitted: Refer to College Uniform Terms 2 & 3	SMC white shirt/long sleeved (no printed / coloured t-shirts or skivvies as undershirts) Grey trousers SMC jumper College tie Grey socks Black school shoes (no boots, ripple soles, runners, canvas or skate shoes) Black belt (optional) SMC blazer worn to and from school (Years 5&6 only) SMC polar fleece (Early Primary) SMC hat (Term 3 only) SMC school bag	SMC blue sports top SMC polar fleece Navy blue sports shorts or track pants Plain white crew socks Sports shoes SMC spray jacket (optional) SMC hat SMC school bag

Expectations

Each St Michael's College student is required to wear the correct and complete uniform for daily attendance at school and for sports activities. It is hoped that each student and the family will take pride in personal appearance and ensure that the uniform is complete, fits well, is clean and tidy and is in a good state of repair. Each student will thus be a credit to their family and the College. Please refer to the College website for information regarding College uniform requirements. The College reserves the right to introduce new lines of College wear.

Expectations continued.....

White Shirts

Please note that as of 2019, it is a requirement of all new students to the College to wear the **long sleeve shirt** during Terms 2 and 3.

Current students have a two-year transition period and are required to wear the long sleeve shirt from 2021.

Hats are to be worn during Terms 1, 3 and 4.

Students in Reception through to Year 4 do not require a blazer.

Throughout the year, students come to school dressed and remain in their sports uniform on the designated days (Class Teachers will advise students of designated PE day).

The dress code for special occasions/school events such as College Photo Day, Whole School Masses and Whole School Assemblies is the College Uniform.

NB: Spray Jacket is an Optional Accessory. Predominantly for Sports or Protective Attire in cooler weather. It does not replace the College Blazer, jumper or polar fleece.

CO-CURRICULAR UNIFORM

SUMMER	WINTER
Cricket White cricket trousers SMC cricket polo White sneakers or cricket shoes White socks SMC spray jacket SMC hat or cricket hat	Football SMC football jumper SMC shorts SMC hooped socks SMC spray jacket and track pants
Tennis SMC tennis polo SMC tennis shorts Tennis shoes and white socks SMC cap or bucket hat	Soccer SMC soccer jersey SMC soccer shorts SMC soccer socks SMC spray jacket and track pants
Badminton As for tennis	Basketball SMC basketball singlet SMC PE shorts White socks SMC spray jacket and track pants
Swimming SMC racing bathers SMC white short SMC spray jacket and track pants	SUMMER Joey Cricket (R-1) / Kanga Cricket (2-3) / Modified Cricket (3-4) SMC PE polo shirt SMC PE shorts Sneakers and white socks SMC hat or cricket hat

CO-CURRICULAR PROGRAM

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

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

Where there is a conflict of interest between club and college activities, the student must make themselves available for the College if required.

Student Responsibilities Relating to Training and Matches

When a student cannot attend a training session or a match fixture, it is the responsibility of the student or parent to inform the coach or Co-curricular Coordinator that they are unavailable. This is to be done by presenting a signed diary note from a parent or by getting the parent to phone the coach personally or via email.

It is not acceptable to pass on a message via another student nor is it acceptable to tell the coach on Friday that you cannot attend, as this is too late. It is an expectation of the College that you give adequate warning of your non-attendance.

BASKETBALL fixtures and match details including location, court number, time and opposing team can be found at St Clair Recreation Centre's website stclair.basketball.net.au (you'll be redirected automatically to their home page at Sports TG):

Text messages will be sent to families only if there is a late change, ie a forfeit or time change.

Sport Cancellations

All match cancellations are communicated via email or text message.

Cancellations will include Saturday morning matches if temperature exceeds 38 and above; Friday afternoon matches - Cricket and Tennis if temperature exceeds 35 and above OR is raining; Tuesday and Friday afternoon Basketball games if temperature exceeds 38 and above.

In addition Primary matches can be cancelled:

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

If, on the day prior to competition, the temperature for the day of competition is forecast at 40°C in the Advertiser the following will occur:

- The SAAS Sporting Administrator in consultation with the Chair of The Executive and the Chair of Sports Coordinators will inform Principals and Sports Coordinators by either fax or email of the decision to cancel all outdoor sports.

Training Cancellations

If the temperature for the scheduled training day is 35 degrees or more in the preceding day's Advertiser, Primary sports training will be cancelled.

For example: training is held on Tuesday; Monday's Advertiser forecasts 35 degrees – training is automatically cancelled.

If other adverse conditions prevail a decision will be made if the training is to be cancelled. A generic text message will be sent to parents/caregivers advising them of the cancellation.

Extreme or inclement weather includes hot weather, severe storms, electrical storms and wet weather. The aim is to ensure the safety of members of the College.

If the temperature (for the following day) is forecast to be 35 degrees or more in the Advertiser all sport trainings for that day are automatically cancelled and therefore your son will need to be aware of his after school arrangements.

For example, if training is on Tuesday and Monday's Advertiser forecasts 35 degrees, training is automatically cancelled.

Students / Parents will be notified as soon as possible by 2.30pm, if training has been cancelled. A blanket text message will be sent from the Primary Campus to families advising them of the cancellation. In the event the weather becomes inclement after 2.30pm training sessions will be modified and/or moved indoors.

If you have any queries or concerns regarding this policy, please do not hesitate to contact the Co-Curricular Coordinator – Primary on 8346 6548 or via email: dion.gazettas@smc.sa.edu.au

LOST AND FOUND PROPERTY

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

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

UNIFORM SHOP – DOBSONs PTY LTD

The College uniform can only be purchased from the Uniform Shop which is located at the Secondary Campus. The shop is managed and operated by Dobsons Pty Ltd on behalf of St Michael's College. It is essential to arrange an appointment with the uniform shop. Please contact staff directly on telephone 8150 2306.

The uniform shop can be accessed via the car park on Lawrie Street, adjacent to the Lasallian Education Centre.

Opening hours for the **conclusion of 2018** and **commencement of 2019** are as follows:

Monday 3 rd to Thursday 6 th December 2018	Open from 8.00 am to 4.15 pm
Friday 7 th December 2018 to Tuesday 15 th January 2019	CLOSED
Tuesday 15 th to Thursday 31 st January 2019 inclusive	Open from 8.00 am to 4.15 pm
Monday 28 th January (Australia Day public holiday)	CLOSED
Tuesday 29 th January 2019	Normal school term trading hours resume **

**Normal trading hours during school terms are:

Tuesday, Wednesday and Thursday
8.00 am – 4.15 pm (closed between 12.30 – 1.00 pm).

SECOND-HAND UNIFORM TRADING SYSTEM

Second-hand uniforms are traded via the web-based trading system, Sustainable School Shop (SSS). To register, follow the link sustainableschoolshop.com.au, enter your details and nominate St Michael's College. Trading occurs amongst other parents from the College and buyers contact the seller to arrange a time to meet and trade.

All enquiries can be directed to the SSS on 1300 683 337 or via 'Contact Us' on the website.

Similarly, you can also access the St Michael's College second hand uniforms Facebook page. Simply *like* the page and trading between parents can commence.