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A warm welcome to St Michael’s College

St Michael’s College is a Catholic school committed to the Lasallian vision of education.

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.

St Michael’s has been serving the needs of families in the Western suburbs since 1954. The College is comprised of two campuses – Primary (R – 7 boys) at Beverley and Secondary (8 – 12 co-educational) at Henley Beach.

This publication provides information on the College’s broad educational offerings. If you have any other questions, please do not hesitate in contacting the College directly on 8346 6548 (Primary Campus) or 8356 5966 (Secondary Campus).

With best wishes

John Foley
Principal
MISSION & VISION STATEMENT

“To touch the Hearts of your pupils and inspire them with the Christian Spirit is the greatest miracle you can perform.”

St John Baptist De La Salle

MISSION

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

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.
ST MICHAEL’S COLLEGE CHARACTERISTICS

In order to realise its identity as a Catholic school in the Lasallian tradition, St Michael's College is committed to student development. The program espouses the following in relation to the characteristics of the College:

AS A CHRISTIAN COLLEGE

• Theory and practice are based and centred on the person of Jesus Christ and the values of the Gospel.
• Growth in faith and the development in prayer are priorities for all members of the College.
• Virtues of charity, tolerance, mutual support, justice, peace, sensitivity and responsibility are features of its daily life.

AS A QUALITY COLLEGE

• A disciplined and ordered environment is established.
• A comprehensive curriculum is delivered to meet the needs of students and actively develops students for adult life.
• Example forms the prime means of instruction.

RESPECT FOR EACH INDIVIDUAL AS A UNIQUE PERSON

• Recognises students as being entrusted to the staff’s care as younger brothers and sisters.
• Establishes a professional relationship that reflects both gentleness and firmness.

IN A SPIRIT OF COMMUNITY

• Students, parents, teachers, support staff and administrators educate one another by mutual respect, understanding, openness, acceptance of each other and growth in a spirit of service.

TEACHERS ARE PEOPLE OF FAITH AND ZEAL

• Who believe in themselves, others and God.
• Who approach their mission with enthusiasm.

WHERE SOLIDARITY WITH THE POOR

• Presents opportunities to those students who are in any way marginalised by circumstances.
• Educates all to a proper sense of stewardship and justice.

ALL OF WHICH IS COLLECTIVELY ORGANISED AROUND THE STORY AND HERITAGE OF ST JOHN BAPTIST DE LA SALLE.
St Michael’s College is a Lasallian school which encourages each student to grow as a person in an environment where mutual respect and learning are held in the highest regard. As educators our aim has been to develop the best traditions and contemporary educational practices that challenge and engage our learners. There are six essential elements to our curriculum which include:

- accessing an inclusive curriculum, which caters for differing learning styles and abilities;
- learning individually and collaboratively; and communicating effectively;
- thinking creatively and critically to gain knowledge and apply skills;
- participating in a community of learners that contribute to the development of, and are enriched by, each individual member;
- being a child of God, valued for the contribution he/she makes to the social and cultural diversity of the College;
- being informed citizens who act with integrity.

Teachers are required to be cognisant of and responsive to the principles which underpin curriculum design, delivery and evaluation at St Michael’s College. They are required to be fully familiar with the vision and values of the College that inform the teaching and learning arrangements and underpin practices and procedures that shape assessment and reporting practices. Policies associated with curriculum and assessment delivery are located on the school network.

Our core and specialist subjects are aligned with the Australian Curriculum (Foundation – Year 10 and the SACE at Years 11 and 12). Parents will receive a curriculum overview at the beginning of each Term or Semester.

At the Primary Campus the Deputy Principal - Primary and Director Teaching and Learning - Primary oversee the curriculum needs of the students.

At the Secondary Campus the Deputy Principal – Learning and Teaching Excellence, together with the Director of Curriculum and Assessment Administration, oversee the curriculum needs of the students.
PRIMARY

RECEPTION – YEAR 7

Core Curriculum
- English
- Health and Physical Education
- Humanities and Social Sciences
- Mathematics
- Religious Education
- Science

Specialist Subjects
- Arts – Visual Art
- Arts - Music
- Information Literacy
- Integrated Technologies across all Key Learning areas
- Italian
- Music

SECONDARY

YEAR 8

All students undertake studies in the following subjects and have opportunities to choose from a range of elective offerings:

Core Subjects:
- English
- Geography
- Health and Physical Education
- History
- Italian
- Mathematics
- Religious Education
- Science

Elective Options:
- Arts – Art, Drama, Music (choice of 2)
- Technologies – Design or Digital
YEARS 9

All students undertake studies in the following subjects and have opportunities to choose from a range of elective offerings:

**Core Subjects:**
- English
- Health and Physical Education
- History
- Italian or HASS (Humanities & Social Sciences)
- Mathematics
- Religious Education
- Science

**Elective Options: (Choice of 3)**
- Art/Design
- Business, Finance and the Law
- Dance
- Design and Technologies
- Digital Technology
- Drama
- Geography
- Health Education
- Music
- Music Technology

YEARS 10

Students are provided with opportunities to reach outcomes in all key learning areas and are able to choose from a range of elective offerings to complement their studies:

**Core Subjects:**
- English
- Health and Physical Education
- History
- Mathematics
- Personal Learning Plan (PLP)
- Religious Education
- Science

**Elective Options: (Choice of 4)**
- Aerodynamics and Environmental Chemistry
- American History
- Commerce
- Computer Aided Design (CAD)
- Computer Applications
- Computer Science
- Creative Technology
- Drama
- Electronics
- Geography
- Human Mind and Body
- Italian
- Metal Fabrication
- Music
- Music Technology
- Science Around us
- Visual Arts - Art
- Visual Arts - Design
- Woodwork
The following subjects are offered in Year 11

**Compulsory Subjects:**
- English – Full year
- Mathematics – one Semester (minimum)
- Religion Studies – one Semester

**Subject Options:**
- Accounting
- Biology
- Business and Enterprise
- Chemistry
- Community Studies
- Computer Aided Design (CAD)
- Creative Technology
- Dance
- Desktop Publishing
- Digital Photography
- Digital Video Media
- Drama
- Economics
- Electronics
- English
- English as an Additional Language
- English Literacy Studies
- Essential English
- Furniture Construction
- Geography
- Health Education
- History
- Information Technology
- Integrated Learning: Physical Education
- Italian
- Legal Studies

**Mathematics Options:**
- Essential Mathematics
- General Mathematics
- Mathematical Methods
- Specialist Methods
- Specialist Mathematics

- Metals Engineering
- Music
- Nutrition
- Outdoor Education
- Physical Education
- Physics
- Psychology
- Society and Culture
- Tourism
- Visual Arts: Art or Design focus
- Workplace Practices

Opportunities are also available for students to study one Semester of a Stage 2 (Year 12) subject. A range of subjects are on offer (refer to Subject Handbook).
YEAR 12 - SACE STAGE II

The following subjects are offered in Year 12:

Accounting  
Biology  
Business and Enterprise  
Chemistry  
Community Studies  
Computer Aided Design (CAD)  
Digital Photography  
Digital Publishing  
Digital Video Media  
Drama  
Economics  
Electronics  
English  
English as an Additional Language  
English Literary Studies  
Furniture Construction  
Geography  
Health Education  
Information Technology  
Integrated Learning: Physical Education  
Italian  

Legal Studies  
Mathematics Options:  
  - Essential Mathematics  
  - General Mathematics  
  - Mathematical Methods  
  - Specialist Mathematics  
  - Mathematics for the Workplace (Vocational)  
Metals Engineering  
Modern History  
Music  
Music Technology  
Nutrition  
Outdoor Education  
Physical Education  
Physics  
Psychology  
Religion Studies  
Society and Culture  
Tourism  
Visual Arts: Art or Design focus  
Workplace Practices

In addition, all students undertake the Research Project.

VOCATIONAL EDUCATION

Students can choose from a range of offerings including:

Animal Studies  
Aquaculture  
Automotive  
Building and Construction  
Business/Retail  
Community Services/Health Care  
Electro Technology  
Event Management  
Fashion Design  
Fitness  
Furniture Construction  
Hairdressing/Media Makeup  
Horticulture/Landscaping  

Hospitality: Cookery/Food and Beverage Service  
Information Technology  
Interior Design  
Metal Fabrication/Welding  
Multimedia  
Music Industry Skills  
Nursing  
Photography  
Plumbing  
Sport and Recreation  
Tourism  
(see VET Coordinator for further vocational options)

LEARNING SUPPORT

St Michael’s College has a Learning Support Team that works with students who may have special needs. As the resources of this unit are finite, assessment of the full needs of any year level, in context of the special needs of a student, must be given. Notwithstanding this, all students have equal access to the educational opportunities provided by the College.
ASSESSMENT AND REPORTING

PRIMARY

During the school year a number of opportunities are provided for parents to be informed of activities, experiences and achievements in their son’s education at the Primary Campus. We provide a range of assessment and reporting structures and make them relevant to the boys and their parents. These include: Portfolio Conference Evening (PCE) in Term 1, PCE and Expo in Term 3 and Formal Reports in Terms 2 and 4.

Both PCEs are compulsory as they are an important aspect of working in partnership to meet the educational needs of our students. In particular, they provide the opportunity to:

- identify learning strengths and areas of growth;
- understand and share concepts;
- clearly articulate learning;
- further utilize digital technologies, communication and collaborate skills to share learning.

If parents have concerns about their son’s learning and well-being, staff will make themselves available at other times during the course of the year by appointment. This may include meetings to develop Individual Education Plans for specific students; these students may receive a Modified Report in Semester 1 and 2.

Parents/Caregivers have real-time access to their child’s progress in each subject undertaken through the parent portal tool of the College’s Learning Management System (SEQTA).

SECONDARY

A report on the progress of secondary students is issued at the end of each Term. Reports are the result of a process of continuous assessment throughout each year level in the school and are predominantly semester-based.

In Year 12, assessments of achievement are cumulative for the St Michael’s College report.

In Years 8, 9, 10 and 11, assessments are cumulative for each Semester. A number of Parent/Teacher Interviews are held at the Secondary Campus during the school year.

Parents/Caregivers have real-time access to their child’s progress in each subject undertaken through the parent portal tool of the College’s Learning Management System (SEQTA).
STUDENT DEVELOPMENT AND PASTORAL CARE

PRIMARY CAMPUS

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.

The Director Lasallian Mission oversees the Student Development and Pastoral Care needs of students. For specific year level concerns, Primary Coordinators can be contacted:

- Coordinator - Junior Primary  Ms Cathie Gaffney
- Coordinator - Middle Primary  Mrs Elicia Burford
- Coordinator - Upper Primary  Mr Angelo Zoanetti
- eLearning Coordinator   Mr Damian McNamara

SECONDARY CAMPUS

The Deputy Principal - Pastoral and the Director of Pastoral Administration lead the pastoral team to meet the well-being needs of the students.

The Secondary Campus operates on a Year Level Pastoral Care Group system. Students are allocated a Pastoral Group at the beginning of each year. The philosophical basis of the Pastoral Care system revolves around the concept of each student developing his or her full potential.

The Class and Pastoral Group system aims to:

- provide all students with a significant adult to whom they can turn when in need;
- create an environment, which is in harmony with the Vision and Values of the College;
- enthusiastically pursue excellence within each student’s capabilities and take every means to provide the best learning environment for the students;
- establish and maintain quality relationships - relationships that generate enthusiasm, independence, confidence, competence, integration, loyalty, cooperation, collaboration and reflection within our Christian community;
- be actively involved in the student development program.
Under the guidance of Year Level Directors, Pastoral Care Teachers are responsible for a group of students at a given year level. Pastoral Care Teachers are the first point of contact in matters related to student affairs, however, Year Level Directors and Assistant Year Level Directors are called upon to support Pastoral Care Teachers in their work and provide the structure and consistency of care across the year levels.

Pastoral care groups meet before school to facilitate religious, pastoral or administrative matters. For specific year level concerns, Year Level Directors can be contacted:

Year 8  Mrs Rachel Philp  
Year 9  Mrs Tonia Carfora  
Year 10 Mr Tony Healy  
Year 11 Mrs Margaret Dunn  
Year 12 Mr Sam Kitschke

**STUDENT RESPONSIBILITIES**

Students are responsible for their own behaviour and, as such, are expected to be:

- AWARE that we create our own future as a consequence of our actions.
- RESPECTFUL of others and their property.
- STUDIOUS and WELL ORGANISED.
- CARING of others and school resources.
- HONEST.
- PUNCTUAL.
- WELL PRESENTED.
- SELF DISCIPLINED.
- POSITIVE and INVOLVED.
- COURTEOUS.
- SAFETY CONSCIOUS.
- MINDFUL to enhance the College’s reputation.

*Be the Best YOU can Be!*

**COLLEGE DIARY**

The College Diary is the key means of communication between students, parents and the College. Each student is obliged to own and use a College Diary. The purpose of the diary is to encourage students to organise themselves, so that the tasks and responsibilities of students can be completed.

**LEARNING MANAGEMENT SYSTEM (SEQTA)**

Parents have access to the portal ‘SEQTA Engage’ which provides online access to a range of information about the student’s learning, including assessments, subjects, timetables and homework.
UNIFORMS

EXPECTATION

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.

UNIFORM AND PERSONAL STANDARDS

St Michael's College is an independent Lasallian Catholic College. It has a proud tradition and expects that students present themselves in such a way that reflects the ‘Vision’, ‘Characteristics’ and ‘Student Responsibilities’. Accordingly, students:

- are to be well presented, ensuring that all components of the College uniform are neat and in accord with College requirements;
- are to adhere to College standards as outlined in the College Diary and based upon well-established principles of gender and equity with regard to:
  - Hair
    Hair is to be clean, neat and tidy, out of the eyes and without extremes of colour or style. Boys hair needs to be shorter than collar length;
  - Jewellery
    Students at the Secondary Campus may wear discreet items of jewellery;
  - Makeup
    A very light, barely visible foundation is acceptable;
  - Piercings
    No piercings (other than ears);
- are ambassadors of the College and therefore need to be mindful of enhancing the College's reputation.

UNIFORM FACILITY

Dobsons Pty Ltd

The College (day) 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. Contact the Uniform Shop direct on Telephone 8150 2306.

Operating hours may vary, however these times were correct at the time of printing.

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<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>8.00 am  to 4.15 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8.00 am  to 4.15 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>8.00 am  to 4.15 pm</td>
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It is advisable that contact be made direct with the Uniform Shop on 8150 2306 to confirm operating hours.
SPORTS UNIFORMS

Students representing the school as part of a sports team are required to wear the co-curricular uniform supplied by Sports Centre School Wear. These items can be purchased direct from their store:

Sports Centre School Wear
142 Port Road, Hindmarsh
Telephone: 8346 3411
Website: www.sportscentre.com.au

SECOND HAND UNIFORMS

The web based Sustainable School Shop (SSS) offers a comprehensive and convenient method of trading second-hand items. Families are assisted to list For Sale & Wanted items and advertise garments online; this system matches buyers with sellers.

Website: www.sustainableschoolshop.com.au

SCHOOL HOURS

PRIMARY CAMPUS

Students at the Primary Campus commence school at 8:50 am and conclude at 3:20 pm. If students arrive after 8:50 am they are to report to the office prior to going to class. The Primary Campus is supervised in the morning from 8:15 am and afternoon supervision concludes at 3:40 pm. Students not collected by 3:40 pm will be required to attend Out of School Hours Care. Out of School Hours Care is available at the Primary Campus until 6:00 pm week days. Vacation Care is not available.

SECONDARY CAMPUS

Students at the Secondary Campus commence school at 8:40 am. Students are advised to be on campus by 8:35 am at the latest. Conclusion time every day is 3:30 pm. The Secondary Campus is supervised in the morning from 8:20 am and afternoon supervision concludes at 3:40 pm.

OUT OF SCHOOL HOURS CARE

St Michael's College OSHC aims to provide quality care for children of primary school age in a safe, friendly environment that aims to meet the needs of all children, parents and community. Our program is tailored to be flexible and open-ended in order to give our young individuals every opportunity to be the best that they can be. Activities are created to various levels in order for all interests to be stimulated and needs to be catered for.

The Out of School Hours Care Program is open to children from Reception to Year 7. Hours of operation are Monday to Friday 3:20 pm to 6:00 pm.

Fees:
- Monday to Friday 3:20 pm to 6:00 pm $17.00
- Early finish days 12.45 pm to 3:30 pm $17.00
- Early finish days 12.45 pm to 6:00 pm $34.00
SPORT / CO-CURRICULAR ACTIVITY

Sport and co-curricular activities are integral to the educational program at St Michael's. Extensive facilities for athletics, badminton, basketball, cricket, football, netball, soccer, softball, table tennis, tennis, volleyball, weight training and other sports are available to all students. A program of physical education is also given in a variety of physical activities. Parental support with transporting, coaching and managing is a key element in the success of this program.

Students are expected to represent the College as required.

All students are encouraged to contribute to co-curricular activities during the school year. There are a large number of non-sporting activities available to cater for all interests and talents including an outstanding Music co-curricular program.

Primary students participate in the appropriate local sporting competitions and the Sports Association for Adelaide Schools (SAAS) competition. Secondary students participate in such competitions as the SAAS and Catholic Girls Sports Association (CGSA) of which the school is a member.

Sporting teams compete on Friday afternoons and Saturday mornings with First/Second XI Cricket and First XVIII Football competing on Saturday afternoons.
THE STAR - COLLEGE NEWSLETTER

*The Star* contains up-to-date College information and is distributed each week to families via email. If an email address is not available, a hard copy will be available from the Administration Office on each campus for collection by students.

The Star is also available via the College’s website: www.smc.sa.edu.au.

STUDENT SERVICES AND FAMILY SUPPORT

Both campuses provide student counselling services and family outreach. At the Secondary Campus there is also a careers and vocational team to assist students and families.

BUS SERVICE

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

2017 COLLEGE TERM DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Monday 30 January</td>
<td>Thursday 13 April</td>
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<tr>
<td>Term 2</td>
<td>Monday 1 May</td>
<td>Friday 7 July</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 24 July</td>
<td>Friday 29 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 16 October</td>
<td>Friday 8 December</td>
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2018 COLLEGE TERM DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Monday 29 January</td>
<td>Friday 13 April</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 30 April</td>
<td>Friday 6 July</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 23 July</td>
<td>Friday 28 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 15 October</td>
<td>Friday 7 December</td>
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FEES AND BENEFITS - 2017

ENROLMENT LODGEMENT FEE - $50.00 PER APPLICATION

All Enrolment Application Forms must be accompanied by an Enrolment Lodgement Fee. Applications cannot be processed until this fee is received. The Enrolment Lodgement Fee is non-refundable.

ACCEPTANCE OF ENROLMENT FEE - $200.00 PER APPLICATION

The Acceptance of Enrolment Fee is payable as a formal acceptance of the College’s enrolment offer to your child. The fee covers the expenses incurred by the College in the total enrolment process, however $150 is credited to your child’s Term 1 tuition fee. Do not forward the enrolment fee at the time of submission of your “Enrolment Application Form”. You will be formally requested to pay the fee when you receive a letter advising of your child’s acceptance into St Michael’s College.

The Acceptance of Enrolment Fee is non-refundable.

TUITION FEE

<table>
<thead>
<tr>
<th>Level</th>
<th>Fees</th>
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<tr>
<td>Reception (Reception)</td>
<td>$1,391 per Term</td>
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<tr>
<td>Junior Primary (Years 1 - 3)</td>
<td>$1,546 per Term</td>
</tr>
<tr>
<td>Primary (Years 4 - 5)</td>
<td>$1,898 per Term</td>
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<tr>
<td>Primary (Years 6 - 7)*</td>
<td>$1,937 per Term</td>
</tr>
<tr>
<td>Junior Secondary (Years 8 - 10)</td>
<td>$2,679 per Term</td>
</tr>
<tr>
<td>Senior Secondary (Years 11 - 12)</td>
<td>$2,991 per Term</td>
</tr>
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*2019 Year 7 Secondary fees to be confirmed

A discount of 3% will be granted to families who pay tuition fees and the Building Fund in full and prior to the due date of fees for Term 1 of any given year.

DISCOUNTS

When a family has two or more children at St Michael’s College at the same time:

1. The tuition fee of the second child is reduced by 12%.
2. The tuition fee of the third child is reduced by 22%.
3. No tuition fee is charged for the fourth and subsequent children whilst all children are attending St Michael’s.
FEES

1. The school year is divided into four terms, however Tuition Fees are issued over Terms 1 to 3 only. Term 1 tuition fees will be issued in the first week of term and will be payable within 14 days. Term 2 and Term 3 tuition fees will be issued in the last week of the preceding term and will become payable on the first Friday of the new Term. A $20.00 Administration Fee is charged for all accounts paid after the due date unless prior arrangements have been made.

2. Parents who have particular difficulty meeting fees are requested to contact the College and make any necessary arrangements prior to the fee becoming due. All arrangements are required to be made annually.

3. The weekly/fortnightly/monthly part-payment of school fees can be arranged with the College to assist making full payment of fees more manageable for families.

4. Where a student leaves school during the first half of a Term, half the fees for that Term are liable. If the student leaves in the second half of the Term, full fees will be payable. This does not apply to Year 12 students who leave the school in Term 4. Year 12 students who leave in Term 4 will be required to pay the full year’s fees.

5. No fee reductions are granted where a student of the College has the benefit of an overseas trip during all or part of a school term.

6. Parents will pay all costs associated with any debt collection fees.

BUILDING FUND

The College is proud of its facilities and these are enhanced with significant assistance from parents through contributions to our Building Fund.

Each family is asked to pay a Building Fund donation of $294 per family per year, to assist in paying for the fine provisions that have been provided for the student. The College does not have a compulsory Building Fund amount because that would deprive parents of the opportunity to claim the Building Fund contribution as a tax deduction, which can be quite considerable.

In 2016 Capital funds were used to provide a new lift at the Secondary Campus and a significant contribution towards the IT program. In 2016 over $750k was spent on IT upgrades across the College.

The amount contributed should be according to means. The College attempts to keep expenses for parents to a minimum and the level of the Building Fund contributions assist us greatly in that task. We look forward to your continued and generous support.
OTHER FEES AND CHARGES

Apart from the charges listed elsewhere, St Michael's College incorporates year level excursions as well as some retreats and camps, into the tuition fee.

There is no separate ‘Resource’ fee, ‘Text Book Loan’ fee or ‘Composite’ fee.

Please note that there may be other excursion fees throughout the year on a subject by subject basis which will require individual payment.

Students are required to purchase Stationery Packs as designated by year level and subject specific requirements.

SCHOOL CARD BENEFITS

Parents are advised that an allowance is available from the Department of Education and Community Services and is subject to Family Income assessment. The College applies this allowance to tuition fees.

Parents are encouraged to apply for this Government Assistance as the number of students who receive this benefit determines the funding given to non-government schools. Therefore, any funding received by families assists the College in receiving significant funding from the State Government.

School Card applications can be made at the commencement of the year through the College. St Michael's College parents who receive the School Card benefit will also automatically receive a discount in tuition fees.

YOUTH ALLOWANCE

Youth Allowance provides assistance from the Commonwealth Government to students 16 years and over who are undertaking full-time secondary studies.

Students become eligible on their 16th birthday and the Youth Allowance is payable fortnightly. The amount of allowance payable is determined by the Adjusted Family Income.

Application forms are available from Centrelink.

INSURANCE

The College does not accept liability for damage or loss of any personal possessions of students. Insurance cover for a student’s personal possessions is the responsibility of the parent or guardian.

Parents are advised to take out private medical insurance in the event of accident or injury.

The College has Ambulance transport insurance for College related activities.
ENROLMENT CONDITIONS

PARENTAL RESPONSIBILITIES

In enrolling a child at St Michael's College, a parent accepts:

• that the child will be educated according to the tradition and values of the Catholic faith within a Lasallian educational environment;
• school policies, as amended from time to time, and agrees to abide by these school policies;
• that participation in camps and excursions is a requirement of the education program;
• that the College reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies;
• the standards set by the College regarding grooming, uniform and personal presentation;
• responsibility for the payment of tuition fees and other costs associated with the education of their child as determined and amended from time to time by the College (except where exemptions/remissions have been sought and granted);
• that the College does not accept liability for damage or loss of any personal possessions of students and that insurance for a student's personal possessions is the responsibility of the parent;
• that the College does not accept liability for accidents occurring at the College unless such accident is directly due to gross negligence of the College or its staff.

PRIVACY POLICY

The full St Michael’s College Privacy Policy is available upon request. Matters relating to enrolment, in particular, are mentioned below.

1. The College respects the privacy of personal and sensitive information regarding your family. The College collects personal information, including sensitive information about the student and parent(s) or guardian(s) before and during the course of a student’s enrolment at the College. The purpose of collecting this information is to enable the College to provide schooling for your child.

2. In situations where parents are separated, it is the policy of the College to release school reports to the mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interviews upon request. However, the College will abide by any court orders which prevent the release of such information.

3. Some of the information the College collects is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child from time to time.

5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Catholic schools in the case of transfer, government departments and strategic bodies, the South Australian
Commission for Catholic Schools, the School’s local Diocese and the parish, schools within other Dioceses, medical practitioners and people providing services to the College including specialist visiting Consultants and Advisers (e.g. for vaccinations), sports coaches, parents and guardians, volunteers and counsellors.

6. In the event of default of payment of fees, the College may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.

7. The College from time to time is required to collect and disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities. These include relevant Education Acts, and Public Health and Child Protection laws.

8. If we do not obtain the information referred to in Clause 7, we may not be able to enrol or continue the enrolment of your child.

9. On occasions information such as academic and sporting achievements, student activities and other news is published in the College newsletter, magazine and website.

10. Parents or guardians may seek access to personal information collected about them and their child by contacting the College. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the student, or where students have provided information in confidence.

11. The College from time to time engages in fundraising activities. Information received from families may be used to make an appeal to them. It may also be disclosed to organisations that assist in the School’s fundraising activities solely for that purpose. The College will not disclose personal information to third parties for their own fundraising purposes without specific consent.

12. If other personal information is provided to the College, such as doctors or emergency contacts, parents are encouraged to inform those persons that this information has been disclosed to the College and why. This information can be accessed by that individual and the College will not usually disclose the information to third parties.

13. The College and/or Catholic Education SA may make publications containing the student’s work available free of charge to government and/or non-government schools and education authorities around Australia for their educational purposes under the National Education Access Licence for Schools (NEALS). By way of enrolment, permission is given to include your child/ren in any such publication or display and for all materials created by students including documents, artworks and/or projects generally, all photographs and recordings of the student including videos, CD’s, DVD’s and/or audio recordings to include in promotional material of the College, for example, the College prospectus, magazine, newsletters, web pages and videos. Consent shall extend to the use of the student’s name in connection with such photographs or to record achievement in various activities or examples of work. The College must be advised, in writing, if that permission is withdrawn.
ENROLMENT PROCEDURE

As a Catholic school, St Michael's College gives preference to families whose faith is an important part of family life. If the demand for places is very high, the students are selected based on the following criteria.

1. Brothers or sisters of current students.
2. Children of Old Scholars.
3. Children who attend local Parish Schools.
4. Catholics - those who have demonstrated commitment to the Catholic faith.
5. Parents seeking a Christian education for their children.

The date of application may come into effect, in conjunction with the above criteria, when enrolment applications exceed quota.

Early application is advised.

PRIMARY CAMPUS

Students are enrolled at the Primary Campus at Reception (Foundation) level. Positions may become available in other year levels periodically.

Students enrolled at the St Michael's College Primary Campus are automatically enrolled into the Secondary Campus.

Primary enrolment applications close the last week of Term 1, twenty months prior to the enrolment start date.

SECONDARY CAMPUS

YEAR 7 Applications close the last week of Term 1 of the year the enrolling student is in Year 5. Students enrolled in Year 6 at the St Michael's College Primary Campus will automatically transfer to the Secondary Campus into Year 7.

YEAR 8 2019 Applications close the last week of Term 1 of the year the enrolling student is in Year 6. (Friday 14 April, 2017) Students enrolled in Year 7 at the St Michael's College Primary Campus will automatically transfer to the Secondary Campus into Year 8.

YEARS 9 - 12 Enrolments are considered if there are vacancies at the time of application.

Application forms should be forwarded to the Registrar at the appropriate campus.