



St Michael's
CATHOLIC PRIMARY SCHOOL LANE COVE

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PARENT HANDBOOK 2026



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181-187 Longueville Road,

Lane Cove, NSW, 2066

Ph: 9427 3508

Web address: <https://stmlanecove.syd.catholic.edu.au/>

General Informations: info@stmlanecove.catholic.edu.au

Email correspondence to teachers: studentserv@stmlanecove.catholic.edu.au

ST MICHAEL'S SCHOOL PRAYER

Father in heaven,
We thank you for the gifts of life.
We thank you for our parents,
who love and care for us.
We thank you for our friends
and our teachers who share our days at school.
Help us today to grow more like your son Jesus
as we work and play together.

St Michael

Pray for us

Our Lady Help of Christians

Pray for us

St Mary of the Cross MacKillop

Pray for us

Venerable Catherine McAuley

Pray for us.

Amen.



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ST MICHAEL'S PRIMARY SCHOOL VISION AND MISSION

School Motto

'Love and Loyalty'

School Mission

- Love God** Educating students in the rich traditions of the Catholic faith and assisting them to respond to the message of Jesus in their lives.
- Love Others** Valuing and respecting all members of the community and challenging them to do what Jesus would do.
- Love Learning** Providing a dynamic student-centred education which inspires children to become enthusiastic life-long learners.

Vision for Learning

At St Michael's Catholic Primary School, we believe that learning encompasses four key elements to encourage individual success: self-efficacy, collaboration, stewardship, and creativity.



STAFF

Our Parish Priest

St Michael's Lane Cove, is part of Sydney Catholic Schools in the Archdiocese of Sydney. It is supported by St Michael's Parish. The Parish Priest, Fr Mark Anderson, supports the spiritual welfare of the school students and works in close partnership with the school leadership team.

School Leadership

The Principal, Assistant Principal and the Coordinators form the school leadership team. They are responsible for all matters related to the running of the school. They are assisted by the parish priest, staff, students and parents. In addition, other staff members may be appointed as coordinators of particular programs.

Class Teachers

Class teachers are responsible for all matters related to the classroom. They welcome the cooperation of parents in their important work of teaching the children and contributing to their progress. Class teachers arrange meetings, interviews, and make themselves available to parents as the need arises.

Specialist Teachers

Teachers are employed in specialist roles within the school. These teachers provide learning programs in Italian, Physical Education, STEM (Science, Technology, English, Mathematics) and Creative and Performing Arts. Specialist teachers are also engaged to provide additional support to students through the Diverse Learning and Literacy Intervention programs. All specialist teachers work cooperatively with classroom teachers to meet the varying needs of the students.

School Administration Staff

The school Administration Staff are appointed to assist the Principal in the administration of the school. Most inquiries and/or messages will be taken by one of the Administration Staff. Parents wishing to make an appointment with a member of the staff team may do so through studentserv@stmlanecove.catholic.edu.au

Learning Support Officers

Support staff consists of Learning Support Officers. The role of support staff is to provide assistance in relation to student learning.

SCHOOL INFORMATION

2026 Term Dates

	Students Commence	Students Conclude
Term One	Thursday 29 January - Year 1-6 Commences Friday 30 January - Kindergarten Commences	Thursday 2 April
Term Two	Tuesday 21 April	Thursday 2 July
Term Three	Tuesday 21 July	Thursday 24 September
Term Four	Tuesday 13 October	Tuesday 15 December

School/Home Communication

The Michaelian (School Newsletter) is emailed fortnightly. The Michaelian keeps parents informed with upcoming events and announcements. Other important information will be sent out via Compass.

Curriculum Newsletters

At the beginning of each term, families will be emailed a curriculum newsletter. This is to inform parents of the area of focus in each Key Learning Area specific to that class/year, and how parents can support classroom teaching and learning experiences. It will outline when students need to wear a sports uniform and bring in their library bag.

School Hours

School begins at **8.45 am** and finishes at **2:55 pm**. A teacher is on playground duty before school from **8.15am to 8.45am**. School finishes at **2:55 pm**. Parents can pick up their children via the car gate or top grass by **3.15pm**.

Before and After School Care

Before and After school care is available. Before School Care is available from **7:00am** and then students are delivered to the school playground once teacher supervision commences from 8.15am. After School Care is available from **2.55pm-6:00pm**.

Homework

Students will receive homework every Friday, which is then returned to School the following Thursday. Grades will communicate homework expectations in the curriculum newsletter which is distributed at the beginning of each term.

Parent Meetings

At the beginning of every year, there is a 'meet the teacher' event, where parents have an opportunity to meet their child's classroom teacher and share important information. There are parent-teacher meetings at the end of Semester 1 and 2 following the release of school reports.

Interview Requests

We welcome open communication with our families. If parents would like a meeting with teachers outside of the formal meeting times, please make contact via email studentserv@stmlanecove.catholic.edu.au and address it to the required person and the teacher will be in touch to arrange a meeting time. Parents are requested to briefly outline in their email the purpose of the meetings.

Email Correspondence

All email correspondence can be sent to studentserv@stmlanecove.catholic.edu.au, and note in the subject line who you are addressing the email. We ensure all emails will be responded to within 3 working days.

Privacy

Parents are reminded that the privacy of another child or family will never be compromised. The Sydney Catholic Schools "Working Together: Resolution of Complaints" policy is available on the School website.

Signing in and out

All parents must sign in and out via the Compass Kiosk when volunteering or attending events during the school day.

Professional Development of Teachers

All staff have access to a variety of ongoing professional development opportunities designed to keep them abreast of the latest educational changes and pedagogical developments. These initiatives include weekly staff meetings, in-service programs offered by Sydney Catholic Schools, and dedicated Staff Development Days. This multifaceted approach ensures that teachers can engage in professional growth at both the school and system-wide levels. On these occasions casual teaching staff are employed to work in classrooms.

Staff Development Days

Staff Development Days are held throughout the year and will be communicated to parents at the start of the year when they will occur. On these days, the teachers work together as a staff to develop policies or are in-serviced on particular aspects of the curriculum. These days are pupil-free days and the school is closed.

Buddy System

To support their transition into school, Kindergarten students are paired with a Year 6 Buddy. This program initially focuses on helping the younger children become familiar with the school environment while also providing the older students with an opportunity to take on a leadership role. The buddy system evolves throughout the year, developing into a learning partnership that provides ongoing benefits for students in both year groups.

Assembly

Every Monday morning there is a prayer assembly for all students. Parents are invited to our whole school award assemblies which take place on nominated Fridays throughout the term. Dates and times will be communicated to parents at the start of the term.

Child Protection

It is essential that appropriate care and protection structures exist within our school to enable us to provide the safest possible environment for our students. As educators in Catholic Schools, we are aware of our professional responsibility in this regard and we demonstrate our commitment by being well-informed and meeting our legal obligations surrounding the care and protection of students entrusted to us. Please refer to Sydney Catholic Schools Child Protection Policy QR code.



Legal Care of Children

It is important to share any legal documents relating to your children with the school. Court Orders relating to the safety and wellbeing of your child and particularly matters relating to sole custody and access are important information. If you delegate a friend or relative to take your child/children from school for you, please also share this information.

Parent Helpers

At St Michael's, we welcome parents to assist in excursions, carnivals and other on-site activities. Parents who wish to participate in school events or assist in classrooms are required to complete an online compulsory Child Protection Information Session every year and provide their Working With Children Check to the office before being able to volunteer for school activities. For safety reasons, parents are advised that there is no child minding available during volunteer reading sessions or excursions and are requested to make other arrangements for preschoolers.

Address changes

If your address, phone number or emergency contact changes, please update your new information using the Compass Portal.

Resolution of Complaints Policy

Please refer to the *Resolution of Complaints Policy* QR code from Sydney Catholic Schools' that St Michael's School adheres to.



Bring Your Own Designated Device (BYODD)



Our school currently participates in a BYODD (Bring Your Own Designated Device) program. Students from Years 3-6 work on their individual iPads to access the internet and a variety of apps to support their learning. All essential information regarding BYODD can be found on the school's site using the QR code. This program is currently under review and further information will be shared once this thorough review has been completed.

Lost Property

Every item of school clothing should be labelled. Articles of clothing are returned to children if labelled. Follow up on lost items with your child's teacher as soon as possible. If parents are satisfied that the item is not in the classroom, they are invited to check the lost property chests which are located near the uniform shop during drop-off and pick-up times.

Toys and Valuables

No responsibility can be taken for these items at school. Toys should not be brought to school except in special circumstances. Electronic and computer games, play guns or war-like toys are not permitted.

Mobile Devices at School [apart from iPads and laptops] smart watches etc

All mobile phones and smart watches need to be handed in and signed in the office every morning. At the end of the day, each student is responsible for picking up and signing out their device from the office. .

School OPAL Card

Student travel passes are only available online. Please visit the website using the QR code.



CURRICULUM

School Curriculum

The Key Learning Areas, inclusive of the Australian Curriculum from the NSW Education Standards Authority (NESA) are:

1. Religious Education
2. English
3. Mathematics
4. Science and Technology
5. Creative and Performing Arts
6. History & Geography
7. Personal Development, Health and Physical Education

Catholic primary schools in Sydney, like all Australian schools, are accountable to governments and their local communities for meeting the teaching and learning requirements of the state and nation. Sydney Catholic primary schools are required to have an educational program based on, and taught in accordance with, the NSW Education Standards Authority (NESA) syllabuses for the six learning areas of primary education.

Religious Education

At St. Michael's School, we believe that parents are the primary religious educators of their children. We are committed to working in close partnership with families and the broader parish community to guide and nurture our students in their Catholic faith. Our Religious Education Program is a vital and integrated part of our curriculum, and we emphasise the importance of this strong collaboration between the home, the school, and the parish.

The Religious Education curriculum for schools in the Archdiocese of Sydney is followed and the supporting text 'To Know Worship and Love' is implemented for Kindergarten to Year 6. The class teacher informs parents of the units of study and student textbooks are sent home every term as part of homework. Class and school liturgical, sacramental and prayer celebrations are an important aspect of the Religious Education curriculum, the Catholic identity of our school and the faith development of the children.

The Sacraments of Initiation are Baptism, First Eucharist and Confirmation. Catholic children receive the sacraments of First Reconciliation, First Eucharist and Confirmation during their primary years. At St Michael's, children are prepared for the Sacraments as part of a class program as well as participating in the Parish Sacramental program and currently receive the sacraments in the following years.

- **First Reconciliation (Year 3)**
- **First Eucharist (Year 4)**
- **Confirmation (Year 6)**

School Mass and Prayer Celebrations

School Mass and Prayer Celebrations are celebrated at a class and whole school level. Parents are notified through Compass and the newsletter when Prayer Celebrations or Masses will be celebrated. All parents are invited to attend school Masses and Liturgies.

Information Technology

The integration of Information Technology is a mandatory requirement in the school curriculum. It is a key focus at the school to enable students to have optimum learning opportunities through the integration of technology across the curriculum. Digital devices enhance the teaching and learning opportunities for students within the integrated curriculum. All classrooms are fitted with a television or one Promethean interactive display. All displays work with VIVI to allow for ease of teacher and student sharing.

Newman Selective Gifted Education Program

St Michael's is an accredited Newman Selective Gifted Education Program school. The Newman program at St Michael's caters to students who have been identified as potentially gifted. The program offers students academic rigour, creative and critical thinking experiences, and enrichment opportunities both within the regular classroom program and through other opportunities.

Language Other Than English (LOTE) - Italian

The students experience a 60-minute Italian lesson each week for two terms with a specialist Italian language teacher. This provides the students with an exposure to the Italian language and culture.

Intensive Literacy Intervention (Kindergarten-Year 2)

This is a one-to-one intensive reading intervention program designed for students in Kindergarten - Year 2. Working with a specially trained teacher, students participate in daily sessions aimed at accelerating and supporting the child's literacy progress.

EAL/D (English as an Additional Language/Dialect)

EAL/D learners will be supported through the English curriculum. Additionally, all students are exposed to an explicit teaching of the language structures and features of texts. A specialist EAL/D teacher supports classroom teachers and students.

Extra Curricular Activities

- Chess club
- Drama club
- Choir
- Dance club
- Inter-School Public Speaking
- Inter-School Debating

School Carnivals

- Cross Country
- Athletics Carnival
- Swimming Carnival
- Infants (K-1) Fun Days

Excursions and Incursions

Class teachers organise excursions and incursions to enrich learning in particular Key Learning Areas. All children require parental consent to participate in these excursions. Parental consent is given online through the Compass app in the events tab. All details regarding the excursions will be communicated through Compass events. It is an expectation that all children will participate. There is a school-based levy to cover the cost of the incursions and excursions. Teachers may invite parents to attend and assist teachers on these excursions. Teachers will inform parents of these responsibilities. It is always the teacher's responsibility to manage the behaviour of the children.

ASSESSMENT

Standardised Testing

A variety of assessments including NAPLAN for Years 3 and 5 and the Archdiocese of Sydney Year 6 Religious Education test will be administered to students. The following standardised tests are administered to students:

1. NAPLAN LITERACY AND NUMERACY TESTS - YEARS 3 & 5

NAPLAN Tests in Spelling, Grammar, Punctuation, Writing and Numeracy are given to students in Years 3 & 5. All students in Catholic, Independent and State schools in Australia will participate in these tests.

2. PAT MATHEMATICS AND READING COMPREHENSION TESTS – YEARS 1 to 6

Students in Years 1-6 will sit the online PAT diagnostic tests.

3. ARCHDIOCESE OF SYDNEY YEAR 6 RELIGIOUS EDUCATION TEST – YEARS 6

All students in Year 6 sit for the Archdiocese of Sydney Religious Education Test.

ICAS (International Competitions and Assessments for Schools) Competition

Students in Years 2 to 6 will have the opportunity to participate in the optional ICAS Competitions in the following areas:

- English – Years 2 to 6
- Writing – Years 2 to 6
- Mathematics – Years 2 to 6
- Spelling – Years 2 to 6
- Science – Years 2 to 6
- Digital Technologies – Years 2 to 6

ATTENDANCE

Absence from School

If a child is absent from school due to illness or for medical appointments an explanation for the absence must be provided via the Compass Portal. Each day the class teacher must mark a Class Roll. The Class Roll is a legal document that records the official attendance of all children in the class and for auditing purposes an absence explanation must be provided.

Absence other than sickness

It is a Government requirement that if a child is absent from school for other reasons, such as overseas family holidays greater than 5 school days, an 'Application for Extended Leave' form needs to be completed and submitted to the office three weeks prior to the commencement of leave. This leave request will be reviewed by the Principal. This request must be approved by the Principal before leave can be taken. Absences for holidays during school terms are not encouraged and it cannot be assumed leave will automatically be approved.

Partial student absence

If parents need to take their child from class, please contact the office. The Parents/Guardian will sign their child's absence using the Compass Kiosk if they are taking a child earlier or arriving late for school. Sometimes you may want another person to collect your child. If so, please advise the Office by email or phone, so that we know that you have given permission to let your child leave with that nominated person. It is important that students attend school for consistency of their learning. If your child's percentage of school attendance falls below 90% the school will follow up with communications to determine the reasons for this absence and if necessary to support the development of an Attendance Plan.

HEALTH AND WELFARE

At St Michael's, our commitment to student wellbeing is part of our school culture, supported by a powerful combination of Positive Behaviour for Learning (PBL) and the Berry Street Education Model (BSEM). Our school expectations are being Respectful, Responsible, Safe, Learner.

We leverage the strengths of PBL by integrating the development of social and emotional skills. This empowers students to build empathy, self-awareness, responsible decision-making, and resilience. In parallel, the Berry Street Education Model provides a vital, consistent structure, offering trauma-informed practices, clear classroom routines, and explicit strategies for emotional regulation. Together, these models ensure every student is actively engaged in their learning while gaining the tools necessary to manage their emotions and build positive, supportive relationships.

We maintain clear and high expectations for behaviour. When those expectations are not met, we consistently implement our School Correction Sequence. Following a behaviour incident, we prioritise restorative conversations. By guiding students through this process, we help them to reflect on their actions and make better choices in the future.

Illness at School

If a child is unwell at school the following steps are taken:

1. Contact the parents
2. Contact the nominated emergency contact person (if step one is unsuccessful)
3. If neither a parent nor the nominated person can be contacted, the school acts in the best interests of the child.

Medication

Only prescribed medication can be administered by the school office team. A medication form will need to be completed outlining the condition and dosage. As far as possible, all medication should be administered at home. Class teachers are not permitted to administer tablets/medicine. Storage of medication must be in the school office and be accompanied by a letter of confirmation for dosage and timing. All students with Anaphylaxis medication or Asthma medication should notify and provide the school with the relevant Management Plan as negotiated by the

family doctor; inform and provide the school with the medication needed; provide the student with an Asthma puffer or epi-pen if required for use in class, playground, excursions etc.

Birthdays

Sometimes parents like to celebrate their child's birthday at school. For health and safety reasons only individual serves (for example; lolly bags, individually wrapped cup-cakes) may be sent to the school for this purpose. There are children with serious/life threatening allergies. Please ensure that any food given to children does not include any nut products. Birthday treats will be given to students at the end of the school day so they may be taken home and parents can decide when they are eaten. Please be sensitive to all students when birthday invitations are distributed. The child not included can be deeply hurt.

Crunch and Sip

All years from Kindergarten to Year 6 participate in Crunch and Sip. A healthy snack in the classroom helps the students concentrate on school work. Children can eat fruit or vegetables.

Lunch and Recess

We encourage children to eat healthy lunches. Students are to bring a packed lunch and afternoon tea. Children are required to bring their own drinks. Our online canteen service is available for students five days per week.

Nut minimisations

Parents are reminded that St Michael's School is a **Nut Minimisation School**. In the interest of children's health and safety, we ask that children not bring to school any nuts, muesli bars or spreads containing nuts such as peanut butter and nutella.

SCHOOL TIMETABLE

Time	K-2	Time	3-6
8:45-10:45am	Session 1 (2 hours)	8:45-10:15am	Session 1 (1 hour 30 min)
9:45am	Crunch and Sip	10:15-10:45am	Recess
10:45-11:25am	Lunch	10:45-12:45pm	Session 2 (2 hours)
11:25-1:25pm	Session 2 (2 hours)	11:45am	Crunch and Sip
1:25pm-1:55pm	Recess	12:45-1:25pm	Lunch
1:55-2:55pm	Session 3 (1 hour)	1:55pm	Session 3 (1 hour 30 min)
2:55pm	Dismissal	2:55pm	Dismissal

ROAD SAFETY

Parents are requested to be most particular about observing road safety when dropping off and picking up their children. Some of the most common road hazards outside our school are; double parking, parking in bus zones, no parking or no standing zones. Please do not park in driveways, do not double park or block the driveways of our neighbours or cut in at drop-off and pick-up zones from Longueville Road traffic.

LOCAL PARKING PROCEDURES MUST BE OBSERVED. RANGERS REGULARLY PATROL TO ENSURE STUDENT SAFETY IS NOT PUT AT RISK.

Afternoon Pickup

Classes are dismissed from 2.55pm. Children supervised by their teachers, leave their classrooms from the buildings via the three exits assigned to bus, Car Gate, Out Of School Hours (OOSH), walking and pick-up.

At dismissal children assemble in the following areas:

- Car Gate – Grass near the front gates
- Walkers/Bike-riders/ Scooter-riders – near the Car Gate
- OOSH – Hall concrete stairs
- Pick-up - children collected by parents from the top grass area double gates
- Buses - In Kindy Courtyard

Buses

For children catching buses home in the afternoon, teachers escort and supervise children at the bus stops.

- 694W and Tennis - Lane Cove Public to Lane Cove West (across the road)
- 696W – Ralston and Murray Street Lane Cove to St Michael's Lane Cove (near OOSH)
- 693W - Lane Cove Public to Riverview (near OOSH)

Car Gate

When dropping children to school in the morning, please drive up to the council signs, stop, allow your child to get out of the car and walk into the school grounds. Please do not park in this area.

In the afternoon any child being collected by parents in cars will wait at 'Car Gate'. There is a designated area where children wait. We ask that each family has a card with their surname printed on it and displayed on the visor of the passenger side.

- Only students who can buckle themselves in
- Only three cars at a time are permitted in the 'Car Gate' zone
- To access Car Gate, please queue up from Alpha Road
- In the afternoon, three teachers are rostered on duty to put children in the cars. Please move (in turn) up to the 'Car Gate' zone. When your car is stationary, the teachers call the children forward and put them in the car
- Please do not access Car Gate from Longueville Road

Car Gate is the only designated car pick up area for your children in the afternoon. Please do not arrange for your children to be picked up in any other areas around the school. If you are delayed, it is extremely difficult to get a message to children waiting in unsupervised areas. If you are collecting children from school, please park in the streets near the school and walk onto the school grounds to collect children.

UNIFORM

Girls summer uniform:	Boys summer uniform:
- Summer dress - White socks / black shoes - Summer skort - White short-sleeve blouse	- Sky blue short-sleeve shirt - Grey shorts - Short grey socks with school stripes/ black shoes
Girls winter uniform:	Boys winter uniform:
- Check winter tunic - White long-sleeve blouse - Navy pant - Long navy Socks or tights / black shoes	- Sky blue long-sleeve shirt - Winter grey shorts - Grey pants - School tie with logo - Long grey socks with school stripes / black shoes
Unisex Sports Uniform and Other:	
-V-neck navy wool jumper -Fleece zip jacket navy -Sports polo (short and long sleeve) -Sports shorts -Track pants -Track jacket	-Sport socks (white) -Bucket hat -Cricket hat -Colour house swim cap (optional) -Raincoat (optional) -Art smock (optional)

Hairstyles

Extreme hairstyles for boys or girls are not appropriate for school. Long hair for boys and girls should be tied back and fastened with clips or white, green or black bands/ribbons. No jewellery (bracelets and necklaces etc.) should be worn to school. A wrist watch is appropriate for school. For safety reasons, children with pierced ears should wear stud earrings rather than hoop earrings.

School Uniforms

The set uniform is to be worn at all times. Parents are requested to send a note explaining the reason why their child is not wearing the full correct uniform. A school hat is mandatory. The **No Hat Play in the Shade Play** policy is implemented at St Michael's. The summer school uniform is to be worn in the first and fourth terms of each Year. The winter school uniform is to be worn in the second and third terms of each school year.

Uniform Shop

All students wear the school uniform. All uniforms with the exception of shoes can be purchased through *Pickles*, our uniform provider. The uniform provider will hold a pop-up shop once per term for parents to try on sizing.

The **Second Hand Uniform Shop** is run by a group of parents and all proceeds go back to the school for resources and playground equipment. There is a sale held each term which is advertised in The Michaelian (newsletter) and on Compass.

COMMUNITY ORGANISATIONS

Sydney Catholic Early Childhood Services (SCECS) Out of School Hours care (OSHC)

(02) 9568 8628 or 0473 458 895
lanecove.oshc@syd.catholic.edu.au
Monday – Friday: 7am – 6pm



Uniform Shop – Pickles Schoolwear



Online Food Ordering and Delivery service Flexi Schools Tel: 1300 361 769



St Michael's Lane Cove Association

Netball: <https://stmichaels.nsw.netball.com.au>

click on 'NSW' and input the search 'St Michaels Netball Club Lane Cove'

Enquiries: secretary.smnclc@gmail.com

St Michael's Junior Football Club

<https://stmfc.org.au/juniors-football>

StM.registrar@gmail.com

St Michael's Basketball

registrarstmbasketball@gmail.com