# Contents

## WELCOME TO MACKILLOP
- About Our School 1
- Our Facilities 1
- School Hours & Holidays 1
- Our College Leadership Team 1
- Our Mission & Vision 2

## OUR CATHOLIC LIFE & MISSION
- What It Means To Belong To A Catholic Parish School 3
- Our House Teams & Their Meaning 3
- Our Liturgical Celebrations 4
- Sacrament Program & Spiritual Opportunities 4
- Our Youth Ministry Program 4

## OUR TEACHING & LEARNING COMMUNITY
- The MacKillop Approach To Learning 5
- Our Teachers 5
- Our Curriculum, Assessment & Reporting Program 5
- Access to Technology & Resources 7
- Extra-Curricular Opportunities We Provide 8
- Parent Information Nights & Interviews 8
- Learning Goals & Secondary Student Planners 8
- How We Support Student Learning 9
- Our Gifted & Talented Program 9
- Student Excursions & Incursions 9
- Awards & Prize-Giving 10

## PASTORAL CARE & WELLBEING
- Our Approach To Pastoral Care & Student Management 11
- Our Student Leadership Program 12
- Our Leadership Model 12
- Peer Support 13
Welcome to MacKillop

Welcome to the community of MacKillop Catholic College, Warnervale! It is our aim to partner with you to help support and shape your child as they commence their journey at the College.

This guide has been put together to provide parents and carers with an overview of what you can look for from the College and what is expected from your child and yourself.

ABOUT OUR SCHOOL

MacKillop Catholic College, Warnervale is the only Kindergarten to Yr 12 Catholic College in the Broken Bay Diocese. The College is situated on eight hectares on the Upper Central Coast of NSW and offers a quality Catholic School education to over 1500.

Since the College opened in 2003, it has built up not only outstanding campus facilities, but also a fine reputation for providing spiritual enrichment, quality academic support, leadership programs, sporting and cultural experiences and opportunities.

OUR FACILITIES

As a relatively new school, the College has many contemporary features and facilities. The university-style campus has a large number of separate buildings that are designated to different areas of learning. The campus includes the Parish Church of St. Mary of the Cross MacKillop, Parish/College Administration Centre, Library/Resource Centre, Australian Trade Training Centre for Industrial Design, Hospitality & Café, Creative & Performing Arts Centre, a 200 seat tiered Theatre, Language Centre and a large College Hall.

SCHOOL HOURS & HOLIDAYS

College Office hours are between 8:00am and 4:00pm, Monday to Friday during the school term. Outside of office opening hours and through the holiday breaks, email messages are received and an answering message system operates for contact purposes.

OUR COLLEGE LEADERSHIP TEAM

The College has a K-12 Executive Team led by the College Principal, Steve Todd, in association with our Parish Priest, Fr John Hodgson CSsR and with the Head of Primary, Sue Dietrich.
OUR MISSION & VISION

The Mission intention of all Catholic Schools in the Broken Bay Diocese is that Catholic Schools exist to educate and form young people in Catholic discipleship, offering them experiences of following Jesus as members of the Catholic community.

Therefore, it is our College’s Mission …

‘To provide a quality K-12 Catholic education for all students of our community following Christ as our Light in the spirit of Mary MacKillop’

Through our vision for…

1. Catholic Life & Mission

Living out the gift of St Mary of the Cross MacKillop, our College and Parish create a vibrant Catholic faith community, radiating Christ as Our Light. It is through prayer, liturgy and service that all in our community are called to discipleship.

2. Teaching & Learning

Providing a stimulating learning environment, our College enables all students, with the collaboration of teachers and parents, to achieve their personal best. Quality teaching and learning are a key focus of our College community.

3. Pastoral & Wellbeing

Strengthening partnerships across students, staff, family, Parish and the wider community, our College community continues to shape each person’s development. Our pastoral support develops resilient and respectful members of society.
Our Catholic Life & Mission

WHAT IT MEANS TO BELONG TO A CATHOLIC PARISH SCHOOL

MacKillop Catholic College functions in collaboration with the St. Mary of the Cross MacKillop Parish as a Kindergarten to Yr 12 Catholic College in the Broken Bay Diocese. The relationship shared with our Parish offers to everyone a unique and special atmosphere.

The St. Mary of the Cross MacKillop Parish has weekend Mass times of Saturday 5:00pm, Sunday 8:00am, 10:00am and 5:00pm. Weekday Masses are at 9:15am, Monday to Friday with a 7:30am Mass on Tuesdays and Wednesdays during the school term. A Youth Mass is celebrated on the fourth Sunday of every month.

OUR HOUSE TEAMS & THEIR MEANING

The College and Parish are named in honour of St. Mary MacKillop, Australia’s first Saint. To honour that connection the College has six House Teams that connect to the story of Mary MacKillop:

- **FITZROY (Blue)** with the Core Value of FAITH
- **PENOLA (Gold)** with the Core Value of DISCIPLESHIP
- **GESU (Green)** with the Core Value of HOPE
- **ALMA (Purple)** with the Core Value of INTEGRITY
- **TEMUKA (Red)** with the Core Value of JUSTICE
- **KINCUMBER (White)** with the Core Value of COMPASSION
OUR LITURGICAL CELEBRATIONS

The College motto of ‘Christ Our Light’ in combination with the Gospel and the inspirational life of Mary MacKillop are featured in the College Prayer and College Song. There are numerous opportunities for the celebration of the Church Year plus class group and whole College Masses. The key College Masses and Liturgies held during the year include:

- The Opening College Mass (Term One)
- Ash Wednesday, Holy Week & Easter Celebrations (Term One)
- Mothers Day (May) & Fathers Day (September)
- Feast of Mary MacKillop (8th August – Term Three)
- Yr 6 & Yr 12 Graduation Masses (Terms Three & Four)
- Advent & the Final Mass of Thanksgiving (Term Four)

SACRAMENT PROGRAM & SPIRITUAL OPPORTUNITIES

There are opportunities for students to grow in their spirituality, particularly through Parish/College Sacrament Programs, Retreats and Reflection Days. Students are engaged in regular Religious Education classes, with opportunities to experience Leadership Programs and with the opportunity to join a Youth Ministry Team.

Parish/School Sacrament Program

- Confirmation – Year 2
- Reconciliation (Penance) & First Holy Communion (Eucharist) – Year 3

Parents and Carers of students who may have missed a sacrament program are most welcome to enquire about the reception of the Sacraments through the College's RE Team or directly with a member of the Parish Team.

OUR YOUTH MINISTRY PROGRAM

Both the College and Parish have Youth Ministry Coordinators who have regular meetings with liturgical and formation opportunities. A Youth Ministry Centre named after Mother Leone Ryan rsj is situated on the Campus. The College’s Youth Ministry Coordinator is Adam Frost with Diocesan Coordinator, Kelly Paget.
Our Teaching & Learning Community

THE MACKILLOP APPROACH TO LEARNING

To enhance student learning at MacKillop Catholic College, the teaching staff encourage ‘learning conversations’ as a key aspect of supporting teaching and learning. A learning conversation is a planned and systematic approach to the dialogue that supports the learning environment. Learning conversations happen at school between the teachers and the students and also can be held at home between students and their parents/carers. Parents are encouraged to have these conversations with their children by discussing what occurs each day at school and by viewing the ‘Learning Preparation’ and goals set by teachers in classes.

OUR TEACHERS

The professional teaching staff are appointed by the Catholic Schools Office in one or more of the following areas – Primary, Secondary, Teacher/Librarian or as Support Teacher in Learning Support. Teachers are members of departments and faculties and work in collaboration with team leaders who are appointed as coordinators. Other roles such as Curriculum Coordinators, Administration Coordinators, Pastoral Coordinators and Literacy Coaches are teachers appointed to specific support or pastoral roles.

OUR CURRICULUM, ASSESSMENT & REPORTING PROGRAM

The Curriculum in NSW is determined and regulated by the NSW Board of Studies. The Curriculum is arranged into Stages from Early Stage 1 through to Stage 6. Visit the NSW Board of Studies website for details of Curriculum requirements www.boardofstudies.nsw.edu.au. When visiting the College’s website, parents can access overviews of the curriculum, assessment schedules, book lists, Gifted and Talented Programs, Learning Support Programs and operation of the Library as a Learning Centre.

Religious Education is an academic and compulsory course at the College and the Curriculum has been constructed by the Diocese covering a course of study in Sacred Scripture, Church History, Prayer, Liturgy and Sacraments, The Church Seasons, Moral Development, Spirituality and People of the Church. Yr 11 and Yr 12 students have the option of completing Studies of Religion 1, Studies of Religion 11 or Catholic Studies courses that contribute to a student’s HSC.
The process of Assessment operates for all students as a program of formal (Assessment of Learning) and informal learning (Assessment for Learning) tasks that allow for measuring student performance at a given point of time. Tasks have both an in-class purpose and an outside-class role in allowing students to demonstrate their learning to meet the performance standards. The Performance Standards in NSW are measured through the application of the Common Grade Scale of A to E (High to Elementary). Secondary students receive Assessment Handbooks that are an overview and framework for the requirements, weightings and due timeframe for the completion of assessment tasks.

Reporting is the process of gathering assessment data and indicating to both parents and students the performance of each student at a particular point of the school year. The main reporting timeframe is at the mid-year point and for the end-of-the-year. A formal School Report is provided for all students.

An informal report is available at any time to a parent/carer who wishes to know how their child is progressing. This type of reporting is often seen as a ‘learning conversation’ between a parent and a teacher.

The other main formal reporting process is at a Parent/Teacher Interview and these interviews are scheduled at a specific point during the year. For Primary Parent/Teachers Interviews are held at the end of Term 1 and in the Secondary in Term 2.
ACCESS TO TECHNOLOGY & RESOURCES

MacKillop College has access to a number of information computer learning technologies with computer laboratories across the College. The College Library is a centre for computer information technology and students are able to access computers for class and research work. A number of specialist areas also have banks of computers to support learning.

All Secondary students along with their parents are required to sign the Computer Code of Conduct found in Secondary Students Planners. Students are to work between home and school through their email accounts:

Access to Student Email: http://mail.dbbstu.catholic.edu.au
Access to Google Drive: http://docs.dbbstu.catholic.edu.au

Primary students also have email accounts and both students and parents are required to sign a Computer Code of Conduct form. At present, the Primary students have a bank of iPads, connecting students to a range of learning opportunities. For Secondary, senior students are also allowed to use their own laptops and tablets devices to support their learning and research at the College.

Other digital devices such as mobile phones for Secondary students are allowed at the College but must be switched off during school hours and are not to be used to take photos, film or record other students or staff. Primary school students are not encouraged to have mobile devices at school.
EXTRA-CURRICULAR OPPORTUNITIES WE PROVIDE

MacKillop Catholic College offers many varied opportunities for students. Our aim is that all students may broaden their experiences and talent through all aspects of their lives. Sporting and Cultural opportunities include, but are not restricted to, the following:

Sport

Competitions vary from school-based to Gala Days to pathways where students may represent the Diocese, NSW or Australia. Sports include swimming, athletics, cross country, rugby league, rugby union, soccer, Oz tag, netball, surfing, body boarding, surf lifesaving, water polo, tennis, golf, lawn bowls, biathlon, cricket, volleyball, beach volleyball, softball, baseball, hockey and equestrian.

Cultural

Cultural activities include music tuition, choirs, bands, music ensembles, dance troupes, boy dance troupe, eisteddfods, art competitions (including a portrait prize), film competitions (including a Film Fest), a major production each year, an annual MCC Festival including talent quests and busking experiences.

PARENT INFORMATION NIGHTS & INTERVIEWS

Parent Information sessions run throughout the year covering: Learning (Parent/Teacher Interviews); Learning Support students; Sacrament programs, Enrolment Information Nights, Parent Forums run in collaboration with the Parents & Friends Association.

Parent Interviews are also part of any student management or counselling circumstance. At these times parents and the College staff form a ‘team’ to support a positive way forward for any student experiencing some difficulty e.g. bullying or with any incident involving internal/external suspensions.

LEARNING GOALS & SECONDARY STUDENT PLANNERS

Secondary students have Planners where a clear record of learning goals, lesson preparation, learning tasks and research support the process of ‘learning conversations.’ Parents are also encouraged to have these conversations with their children by discussing what occurs each day at school and the ‘Learning Preparation’ set each night. These conversations can also be guided by the Learning Goals that the students in the junior high school write in their Planners for every lesson each day. The goals can inform parents on what has occurred in the classrooms each week and can provide a basis for a discussion on what has been learnt or still needs development.
HOW WE SUPPORT STUDENT LEARNING

To support quality teaching and learning, we have Literacy Coaches for our Primary and for Stage 4 of Junior Secondary.

This role is designed to assist and equip all teachers both Primary and all Secondary with the skills and strategies required to enhancing of the literacy experience of all students within their classrooms. The Literacy Program has a particular focus on subject specific literacy skills as well as a broader focus on promoting reading, writing and comprehension skills in a day-to-day context.

OUR GIFTED & TALENTED PROGRAM

Upon entry into the High School campus, the Gifted and Talented Coordinator tests all students using both subjective and objective measures, and then monitors the progress of students with high potential in one or more domain. There are regular informal and formal meetings with teachers, and where necessary, students and parents, as part of this process. Our focus is to assist gifted students in developing their natural abilities by providing enrichment and extension opportunities both within the classroom, as well as through various extra-curricular activities. In addition, gifted students may partake in a range of competitions aimed at challenging themselves against like-ability peers from across the country. Finally, gifted students are invited to the annual enrichment camp where each year a different subject is chosen as the core focus for investigation. For further information, please contact our Gifted and Talented Coordinator, Erin Sullivan on erin.sullivan@dbb.catholic.edu.au

STUDENT EXCURSIONS & INCURSIONS

An integral aspect of learning is to provide students with learning excursions (outside of school) or with incursions (inside school with visiting/guest presenters). All excursions require the specific permission of parents/carers and details of excursion are relayed to parents via a detailed information letter with a permission form. These documents are also listed on the College’s website for access and downloading.

Parents and carers should be informed of upcoming excursion at least two weeks in advance and for overnight excursions/camps/retreats/sporting and cultural events at least a month in advance. Students will not be allowed to attend an excursion without parent/carer permission.
AWARDS & PRIZE-GIVING

Students are acknowledged and presented with awards/prizes during the course of the year. This is to highlight and to publicly recognise the students’ specific accomplishments and to encourage them and other students in the school community to continue to strive for their personal best in all their endeavours. The awarding of certificates at MacKillop is considered to be best practice for providing students with positive reinforcement for successful achievement in all dimensions of College life. Students also gain points for their Houses every time they represent the College or are awarded any form of certificate or prize. Recognition and rewards are found both on the College website in the Pastoral Care section and also in the Secondary Student Planner. All major award winners are named in an award booklet distributed at the end of the year and certificates are awarded at the fortnightly assemblies. (Further information in the Student Planners and College Website)

Prize-giving Ceremonies are an annual event for both Primary and Secondary students. In the Secondary, there are award assemblies held during the year to acknowledge students for achievements. Primary and Infants Assemblies with acknowledgments are a weekly event and cover a wide array of activities.
Pastoral Care & Wellbeing

OUR APPROACH TO PASTORAL CARE & STUDENT MANAGEMENT

Pastoral Care is the overall care provided for the wellbeing of students, staff and families. There are many programs of support in place to promote a happy and safe environment at MacKillop. Programs cover a range that includes student management, counselling services, career advice, anti-bullying strategies, leadership and an awards system.

The student management system at MacKillop provides a means to empower students to make decisions and choices that reflect the vision of Catholic Education. Students are encouraged to develop skills in self-management, autonomy and restoration.

Teachers in the classroom have a ‘authoritative’ role (not authoritarian) in the way they guide and direct students to act respectfully in their relationships. The focus is by working ‘with’ students to assist them to correct any issues that cause disruption or a harmful to others.

In Primary Classrooms, teachers build relationships with students around rules that are positive in practice. Simply, how students are to behave not what they should not do. The emphasis is on positive behaviours.
The practice of Secondary teachers is to use corrective steps such as warnings, then a STO (Short Time Out) before LTO (Long Time Out) before any higher intervention steps are necessary. This range of corrective practices provides opportunities for students to come on board with acceptable classroom behaviour. Beyond the classroom students requiring additional correction will move to SAD (Short Afternoon Detention) and, then to a LAD (Long Afternoon Detention).

The Secondary Pastoral Team includes the Wellbeing Coordinator and each Form/Year group has a their own Pastoral Coordinator.

External Suspensions or Exclusions from the College will involve the direction of the College Principal in association with the Catholic Schools Office. The Parish Priest, is advised of external suspension and is welcome to offer a pastoral role to students and parents.

OUR STUDENT LEADERSHIP PROGRAM

Leadership at MacKillop Catholic College is a process through which students, regardless of their role, strive to create positive change in their community. At MacKillop this leadership is to be guided by the College Mission and Vision statements. All students at the College have the potential for Leadership and are called upon to exercise it as part of their role in discipleship.

OUR LEADERSHIP MODEL

Student Leadership at the College is guided by a model for the appointment and commissioning of student leaders in what is known as Meritorious Selection. This process offers a clear picture and a profile is gathered for all nominated students, so as, to make an informed and unbiased selection. This process provides an emerging picture for all candidates from peers, staff and the College Executive. The final decision rests with the College Principal in consultation with the Parish Priest.

There are many opportunities for students to be leaders and involved in leadership at the College. In the Primary, two students from, each class, Yrs 2-6 form a Student Representative Council. The Primary Captains along with the Yr 6 portfolio leaders and the SRC form the student leadership of the Primary section of the College. This leadership team meets often with the support of the Head and Assistant Head of Primary.

Student Leadership for the Secondary runs from the beginning of Term 3 to the end of Term 2 in the following year. 42 students are elected to the Student Parliament under the leadership of the two College Captains, the Senior Portfolio Leaders and Form representatives. Student Parliament is coordinated by the College’s Assistant Principal.
PEER SUPPORT

Peer Support operates in both the Primary and in the Secondary. The Yr 6 students mentor and support the Kindergarten students. In the Secondary, Yr 10 leaders run small group sessions with Yr 7 students as they commence Secondary School in Term One. The College’s Transition Coordinator, oversees the Peer Support Program.

SUPPORT SERVICES WE PROVIDE

The College has a Counselling Team that is supported by the Pastoral Wellbeing Team. The School Counsellors work in collaboration and through a process of individual appointments students access a support network. The aim is to provide students a network of pastoral and professional support. The privacy of individuals is understood under the overarching understanding that parents/carers and senior staff members are informed of any specific or urgent needs.

All staff are trained in First Aid and CPR with key Office staff trained in supporting and treating students with injuries and illnesses. Students with particular medical alerts are coordinated through the Office staff and other key staff members such as Pastoral Coordinators and the Learning Support Team.

Students and families also have access to other visiting medical/health specialists such as Speech Pathologists, Hearing Impairment Specialists etc. Sr Marea Ross rsj is the College Family Liaison Officer who has the role of responding to and supporting families and students with particular pastoral needs. As a Sister of St. Joseph, Sr Marea works in the spirit of Mary MacKillop of ‘Never seeing a need without doing something about it.’ Sr Marea can be contacted at the College through the College Office.

The College also operates a Canteen and a Uniform Shop to support students and families. Parent helpers are always welcome with these important services to students and families.

PARISH & COLLEGE FAMILY GROUPS

Our Parish welcomes College families to join a social network with other families known as Family Groups. Like-minded families gather for a picnic, a barbeque or some form of social outing like a sporting or cultural event e.g. movies, bushwalking. Families meeting together simply form a bond around a connection such as being part of a Catholic Parish School and having things in common such as raising your children. If you would like to join a Family Group contact the Coordinators, Leanne and Shane Hyland 0421 927 435 or email leanne_hyland@hotmail.com
ANTI-BULLYING POLICY

The College has a clear anti-bullying policy, structure and process. Students and parent/carers may access support through this system by contacting classroom teachers and/or coordinators. Investigations and referrals take place when bullying arises for students. Many incidents have positive outcomes due to a proactive process and with a consistent message of support to students.

In the Secondary, a student team called ‘The Bully Busters’ meets regularly to look at strategies to support anti-bullying in the College. A Bully Box is available in a strategic place (Student Foyer) for the confidential referral of any bullying incident. A Bully Survey is conducted twice a year with associated follow-ups for both victims and for those students seen as bullies. Most bullying incidents are overcome and managed in a supportive and corrective environment.

STUDENT EXCHANGE PROGRAM

The College is partnered with the International AFS operation that brings students on exchange to Australia. The College has welcomed exchange students from all around the world. Students interested in applying for an overseas exchange may enquire through the College’s Assistant Principal, Debra Ferguson.

SISTER SCHOOL PROGRAM

To support a real sense of others and a better appreciation for how students operate in other countries, the College has a Sister School relationship with Nihon Daiichi High School, Tokyo. Our Japanese Sister School visits Australia every year for two weeks during the early part of August. The College has a scheduled program for visiting Japan every three years with preference given to our students studying Japanese.

SECONDARY STUDENT CAREER GUIDANCE

Career and Vocational support is an important area of senior studies and the College’s Careers/VET Coordinator, Russell Jones is available to students to discuss and research career and university options. This is a very important pathway for students who are preparing to select their senior electives in Yr 10. For the senior years, it is vital for students looking ahead beyond school to discuss their career options and to possibly attend a career market and/or a university open day. This information is available via Mr Jones. Appointments can be made with Mr Jones throughout the year.
OPPORTUNITIES FOR COMMUNITY ENGAGEMENT

As a Josephite School and a Catholic School, the College offers a number of programs and opportunities to engage in community service. The Primary students can connect with the Mini Macs with Sr Marea while Secondary students have the Mini Vinnies and other community service projects to connect with and engage in community service. The Secondary Awards system invites students to engage with community service by recording the time they donate to community service in their Planner.

OUR COLLEGE PUBLICATIONS

There are weekly and monthly publications for parents and students to avail themselves of during the course of the year via the website. Both Primary (Primary Matters) and Secondary (Secondary Matters) are a weekly publication for important news and for upcoming events/activities across the College. Linked to both publications are letters and permission forms for excursions, camps and retreats.

The College publishes a monthly newsletter called ‘College Matters’ that is a retrospective of the month’s news and happenings at the College. All publications are available on the College website.

The Annual Yearbook is a way of celebrating the year and life at the College. The Yearbook is part of the School Fee structure and is distributed to all families at either the end of a year or at the beginning of the next year.

THE COLLEGE WEBSITE & POINTS OF CONTACT

College Website: www2.mccwdbb.catholic.edu.au

One of the most important reference points for parents/carers is accessing the College Website to discover and engage with College life. The website contains our Mission and Vision Statement, School Improvement and Strategic Plans, Term calendars, contact details, forms, policies, publications and updated information so everyone is kept in the loop. By accessing the weekly Primary Matters and Secondary Matters sections one can see everything that is happening over the coming week at the College. The monthly College Matters is a reflection on the events, celebrations and achievements of the students here at MacKillop. The photo collection is a celebration of life at MacKillop. The College has an app now available for parents, students and the community to access details from the website. The app is available to download via the website.

College Office Hours: 8.00am to 4.00pm, Monday to Friday
Phone: (02) 4392 9399   Email: smccw@dbb.catholic.edu.au
Supporting Your Child

HOW TO ENROL AT MACKILLOP

Enrolment at MacKillop College is available to interested families via the College’s ‘Expression of Interest - Enrolment Form’ that is available on the College website or by contacting the College Office. The College’s Office Manager, Janine Silver, is the Enrolment Officer for the College and is available to discuss enrolment issues during school hours.

On completing an ‘Expression of Interest – Enrolment Form’, parents are then invited to attend an enrolment interview with the Head of Primary (Primary students) or for Secondary students with the College Principal. At or after the initial interview an ‘Enrolment Application Form’ is then completed for the application to be passed onto the Enrolment Committee to support the enrolment policy and process.

There are enrolment boundaries for both the Primary and the Secondary with clear catchment areas for the College. The boundaries are different in the Primary (Parish Boundaries) than the Secondary (Regional to the Central Coast).

There are two main enrolment periods for Kindergarten and Yr 7 intakes. The College has a process for enrolment in Yr 7 during April and for the Primary during May. Intakes in other years are dependent upon places being available. The College has a waiting list in the Secondary and Primary that allows families the option for enrolment as places become available.
The process for enrolment covers the Diocese of Broken Bay’s Selection Guidelines with the College’s Guidelines. These guidelines and procedures support parents and families with a clear understanding of the pathway for enrolment at the College. Enrolment offers Catholic families a priority, followed by families with a sincere connection to the Catholic School System and then on through all other faith traditions and applications.

OUR STUDENT UNIFORM

MacKillop students are required to present themselves in a way, which reflects the values and standards of the College. Necessarily, the College uniform places restrictions on personal choice and requires consistency in presentation of all students. The College uniform helps foster a sense of belonging and pride. The way it is worn within the College and in public, displays a level of support and respect for the College.

The responsibility of wearing the uniform correctly does not end at the College gates and as such it is important the College uniform is also worn correctly to and from the College.

The College uniform is to be worn in its complete and approved form:

- when students are travelling to and from school
- to each class
- to all official school functions (Presentation Night, Graduation Mass, etc.)
- as directed by the Principal or Executive staff

EXPECTATIONS FOR STUDENT ATTENDANCE, APPEARANCE & BEHAVIOUR

MacKillop has high expectations when it comes to student attendance rates. In order for students to reach their full potential it is of paramount importance that they attend school regularly. Parents have a legal responsibility under the Education Act to ensure that their children attend school regularly. As part of their duty of care, our staff monitors all absences and work in partnership with parents to support and promote the regular attendance of students.

The College has set a target or benchmark for all student attendance. Our College promotes and expects that all students will reach a target attendance rate of 96% or more of all possible school days (no more than 8 days absence in the year).

The College has in place policies and procedures to monitor student attendance. Procedures are in place to support parents where non-attendance issues arise.
TRAVELLING TO & FROM THE COLLEGE

Students have a number of options for travelling to and from the College: by car, bus, train or walking. Three bus companies provide special bus runs covering the local region. Bus travel forms are renewed annually through the bus companies. There are specific codes of behaviour for bus travel and the College staff often remind students of the safety and behaviour expectations when travelling to and from school. Staff supervise the safe departure of students on buses each school day.

Parents and carers may access the zoned areas for pick-up and drop-off for their children. These zones are supervised by staff and we thank parents/carers for following the procedures for safety.

Senior students with driver’s licences may apply for permission to drive to and from the School. A special form is available via Pastoral Coordinators and must be signed by parent/carers. Student drivers may escort younger siblings to and from the College with the direct permission of parents. In the circumstance where senior students wish to drive other students to and from the College, it is necessary for the College to have written permission from those students’ parents. A designated student car park is available below the main College car park for senior student parking.

WHAT YOUR CHILD NEEDS TO SUPPLY

The majority of Primary students’ learning resources are covered in the School Fee schedule. Parents need to ensure students have the correct school bags for carrying their work and other provisions to and from school.

In the Secondary, a booklist is published at the end of the each year for parents to purchase texts from the appointed supplier. All Secondary students are supplied with a Student Planner and the Planner is required for all lessons to record home learning preparation. Other requirements, such as folders, exercise books, pens, pencils, scissors, glue, calculators and subject specific items are outlined to students by their teachers.
WHAT FOOD YOUR CHILD NEEDS TO BRING

The College Canteen is open each day for students to purchase morning tea and lunch. An ordering system is in place for students and details can be accessed through your child’s teacher or Pastoral Coordinator.

The College asks that no student is given peanut butter on sandwiches or to have nuts contained within their lunch boxes due to severe allergies of other students.

HOW TO BE INVOLVED

The voluntary support of parents and family members in the various activities at the College is greatly appreciated. The College Canteen operates with the support of parents and with other activities such as Class Parents in Primary. These are greatly valued aspect of life at the College. Sr Marea operates the Helping Hands group that supports a number of important pastoral activities for families.

The Parents and Friends Association meets regularly, at least once a term, for parents to support the operation of the College. The P&F is part of the Diocesan Parent network supported by the Catholic Schools Office. Details of the operation of the Parent Network and P&F Association are found on the College and Diocesan websites.
TAKING YOUR CHILD OUT DURING SCHOOL HOURS

The process for collecting your child from the College during School Hours requires notification through both the Class/Pastoral Teachers and with the College Office. Letters of notification for collecting your child should accompany your child or by phoning/emailing the Class Teacher or Pastoral Coordinator (For Secondary students a note is the preferred option for notification). Students are collected from the College Office and students must be signed out. Parents cannot collect another family’s children without the direct permission to the College from those parents/carers. Students also need to be signed in if late or returning to the College.

HOW TO PAY YOUR SCHOOL FEES

Your child’s school fees are a major financial commitment to ensure that your child receives the best Catholic School education possible.

The College school fees are issued in three installments at the beginning of Terms 1, 2 and 3. While this is the normal way accounts are sent, other payment options are available. Payments can be made monthly or fortnightly. The focus with school fee payments is to offer flexibility to families. In special circumstances, an individual payment schedule can be worked out. When you receive your first statement the options described above will be outlined and you can choose the one most suitable for your situation.

Setting up a regular direct debit or using bill pay will ensure that payments are made on time and reduces the possibility of fees building up and creating financial stress for your family.

It is important that if family circumstances change that will impact on your ability to meet school fees that you contact the College and discuss your circumstances with the Senior Finance Officer or the College Business Manager. Please never feel embarrassed to contact us or ignore letters and requests, as our major focus is to provide a Catholic School education to your children.