

CHRIST OUR LIGHT



**MACKILLOP**

Catholic College

**WARNERVALE**

**MACKILLOP  
PARENT &  
STUDENT  
HANDBOOK**

*2026*

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## FOREWORD FROM THE COLLEGE PRINCIPAL

In 2026, the College community will transition from a traditional 2-tiered structured school (Primary school and Secondary school) to a 3- tiered structure to include a Senior School (Year 9-12+), Middle School (Year 5-8), Junior School (Early Learning-Year 4) as a result, there are implicit changes. Concurrent with this change in structure, are a range of new initiatives to better support the day to day operation of a growing school community.

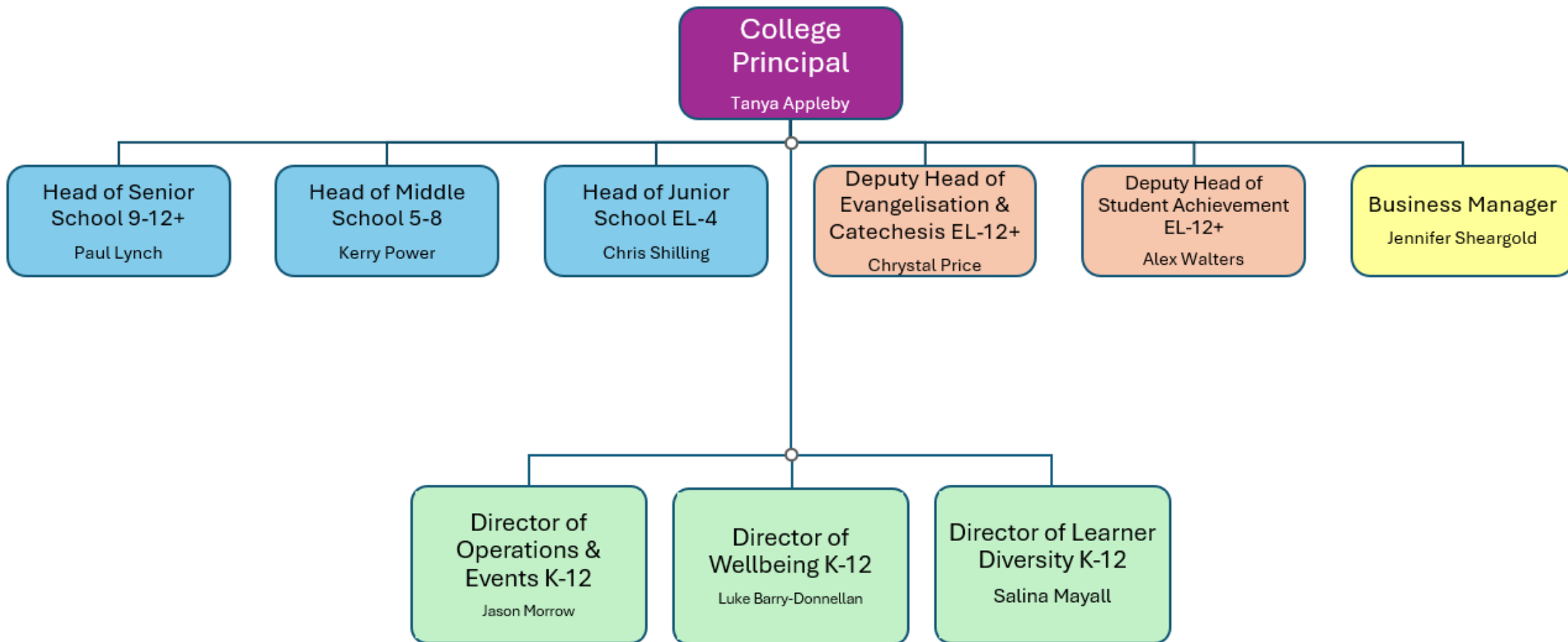
This document provides:

- Information about the day-to-day operational management of the College commencing in 2026.
- Supports new and existing students and their families
- Useful information to help our community navigate a bold new journey as we engage our vision for MacKillop Catholic College.

I hope that you find this handbook a useful tool and point of reference for you and your family.

Mrs Tanya Appleby | College Principal

# WHAT DOES THE NEW STRUCTURE LOOK LIKE AND WHO IS IN CHARGE?

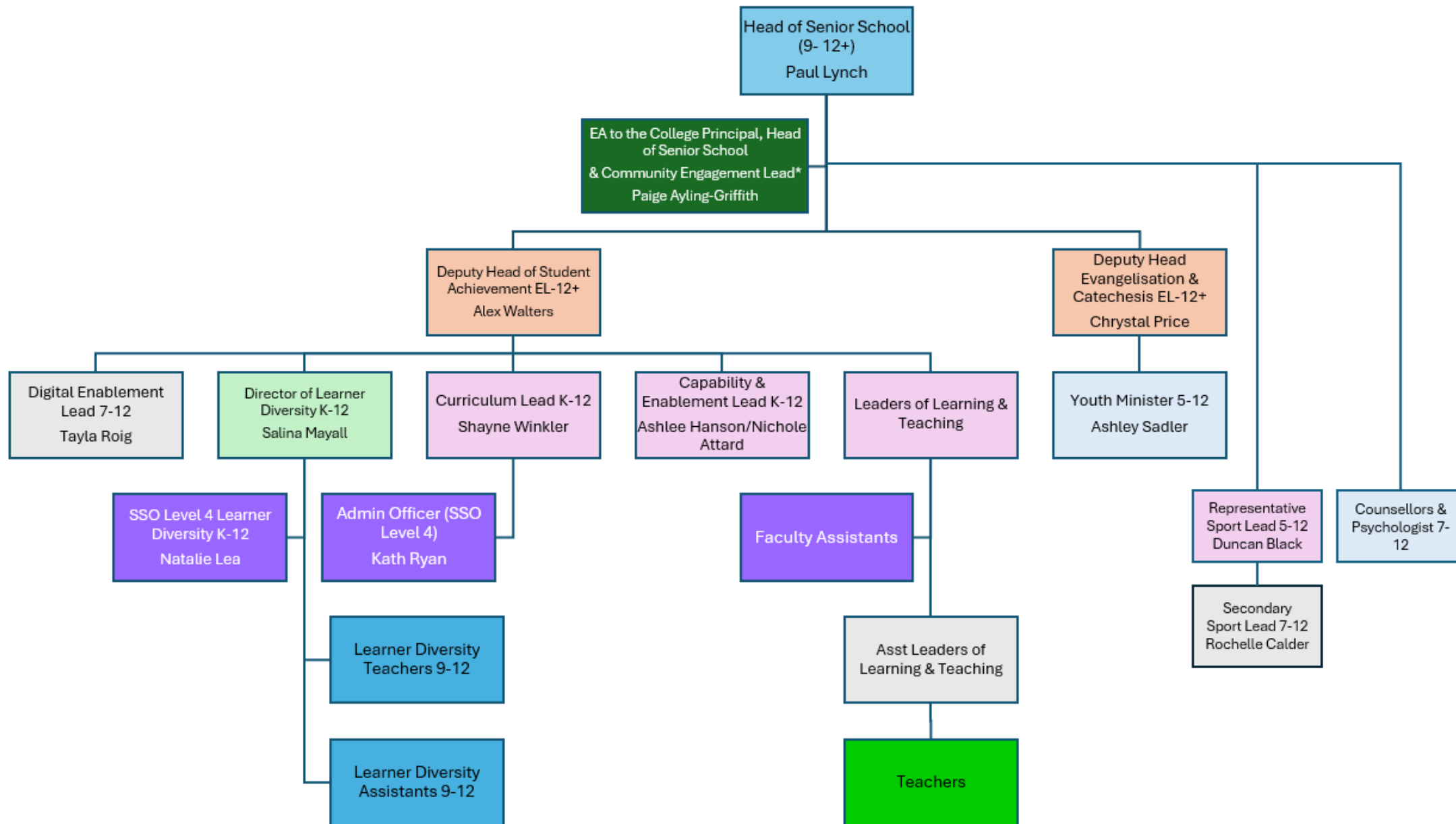


# WHO REPORTS DIRECTLY TO THE COLLEGE PRINCIPAL?

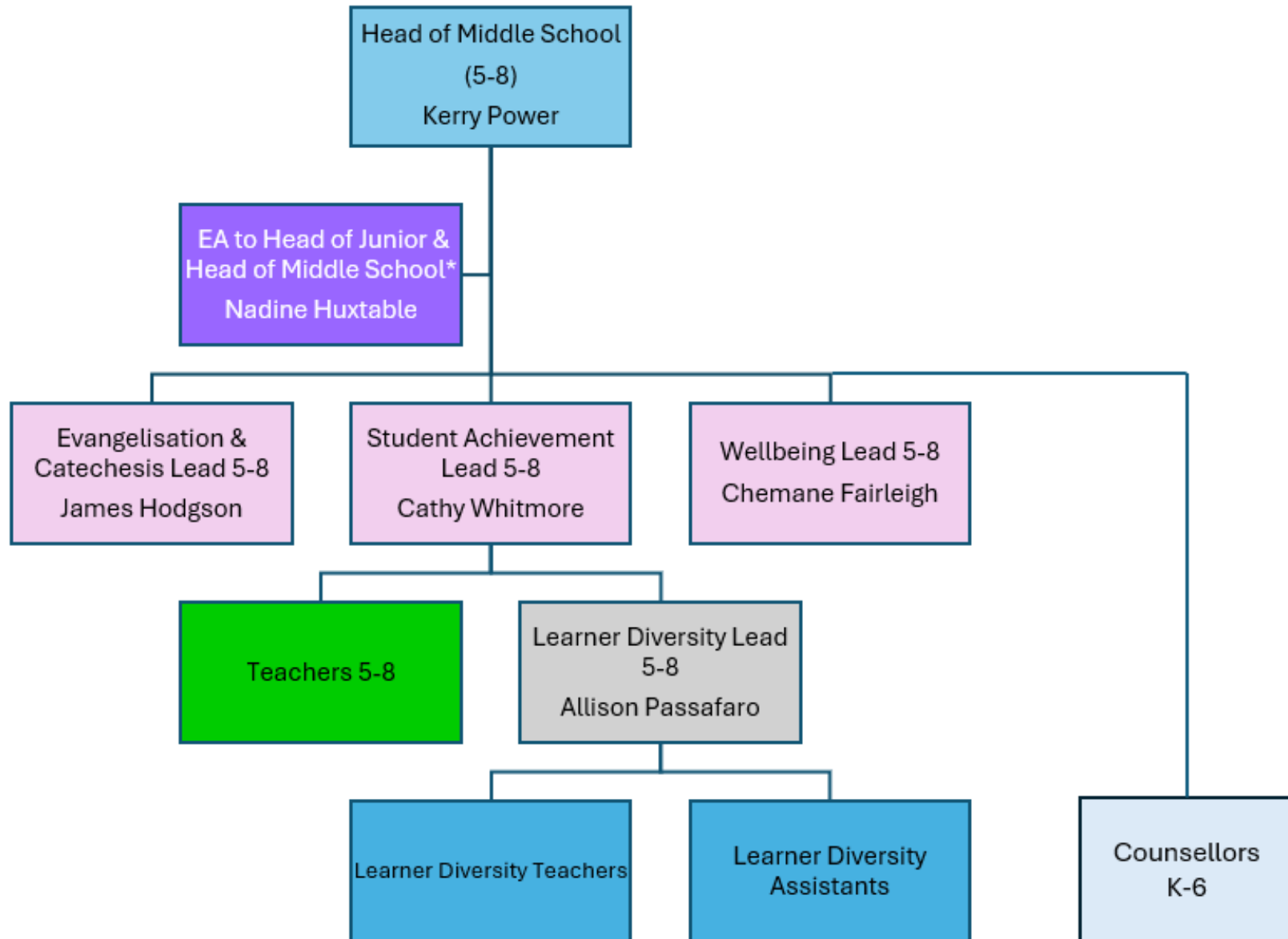
The following diagram indicates direct report lines. This is useful in understanding the leadership management structure of the College.



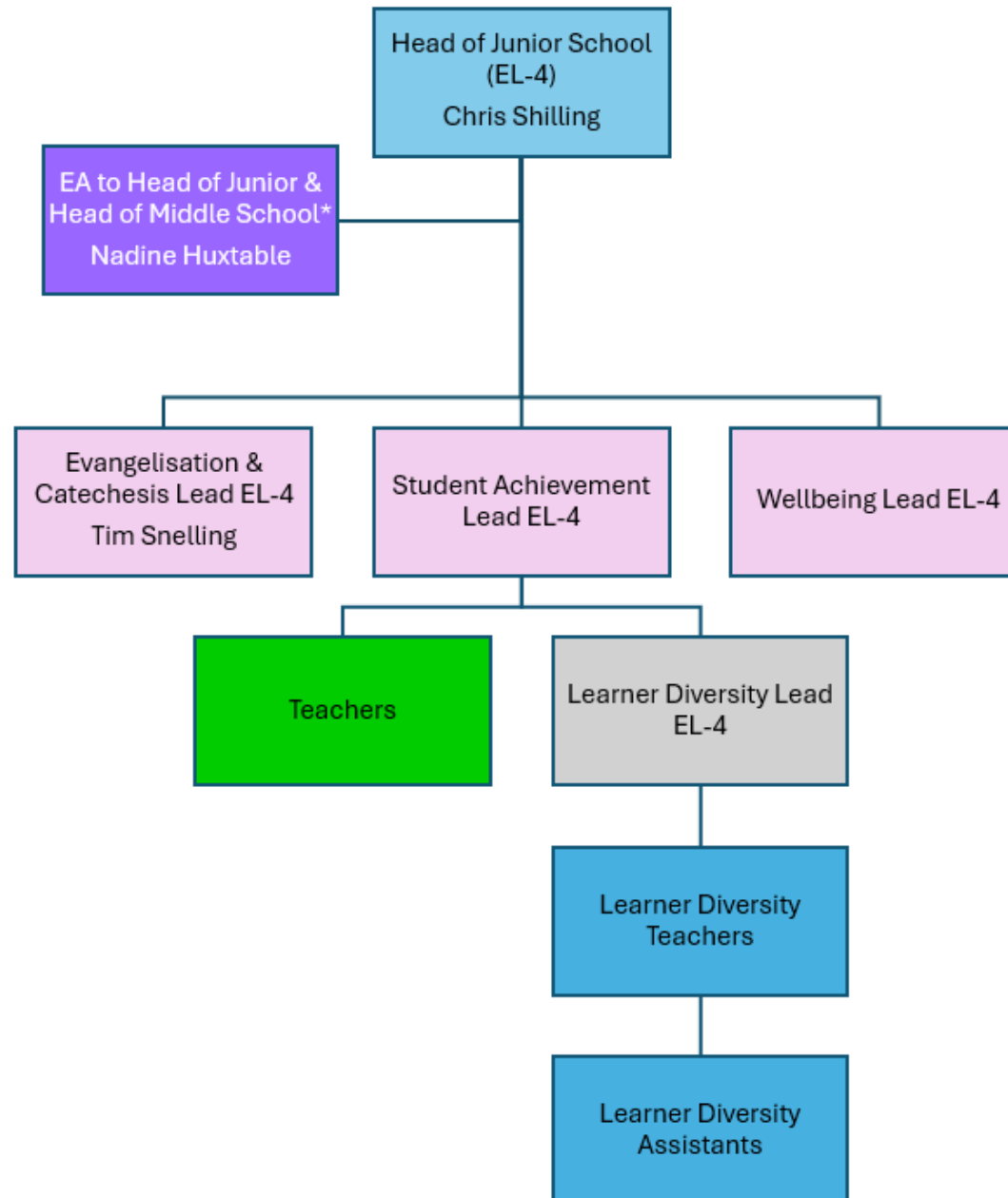
# SENIOR SCHOOL STRUCTURE



# MIDDLE SCHOOL STRUCTURE



# JUNIOR SCHOOL STRUCTURE



# WHAT DOES THE NEW STRUCTURE LOOK LIKE AND WHO IS IN CHARGE?

## Key Leaders

| Title                                      | Name                     | Role                                                                                                                                                                  |
|--------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| College Principal                          | Mrs. Tanya Appleby       | Leadership of entire College with oversight over all 3 schools                                                                                                        |
| Head of Senior School                      | Mr. Paul Lynch           | Leadership of Senior School Years 9-12+                                                                                                                               |
| Head of Middle School                      | Mrs. Kerry Power         | Leadership of Middle School Years 5-8                                                                                                                                 |
| Head of Junior School                      | Mrs. Chris Shilling      | Leadership of Senior School Years Early Learning (EL)-4                                                                                                               |
| Deputy Head of Evangelisation & Catechesis | Mrs. Chrystal Price      | Leadership of EL-12+ in all matters related to the Catholic Faith & Mission and Social Justice Outreach                                                               |
| Deputy Head of Student Achievement         | Mrs. Alex Walters        | Leadership of EL-12+ in all matters related to learning & teaching.                                                                                                   |
| Director of Wellbeing                      | Mr. Luke Barry-Donnellan | Leadership of EL-12+ in all matters related to student wellbeing for learning, behaviour management, Pastoral concerns, uniform expectations and student expectations |
| Director of Learner Diversity              | Mrs. Salina Mayall       | Leadership of EL-12+ in all matters related to learning support for students with diverse and complex needs.                                                          |
| Director of Operations and Events          | Mr. Jason Morrow         | Leadership of EL-12+ in all matters related to the operational and calendar management, timetabling and relief teaching staff.                                        |
| Business Manager                           | Ms. Jennifer Sheargold   | Leadership of all matters financial and business-related management of the College.                                                                                   |

# THE A-Z MACKILLOP DIRECTORY

## A

### **Anti-Bullying Policy**

The Anti-Bullying Policy is located on the College website [HERE](#).

### **Assemblies K-12**

Please see page 28.

### **Attendance & Leave**

#### *Compulsory Schooling*

- Under section 22 of the Education Act 1990 (NSW) it is stated that parents or carers must send a child must be enrolled at a school or be registered for homeschooling with NSW Education Standards (NESA) to receive instruction according to registration.

#### *Obligation to Attend School*

- All students enrolled at MacKillop Catholic College are expected to attend, regardless of their age. Regular attendance at school is essential in maximising the learning potential of each student. Every day at school matters.
- The College is legally responsible for maintaining an attendance register or roll to verify attendance.
- Parents or carers are required to explain the absences of their children from school promptly. An explanation for absence must be provided to the school within 7 calendar days of the first day of any period of absence.
- The College monitors attendance with parents and responds to any matters relating to the school attendance may indicate safety, welfare concerns arising for a student as mandatory reporters.

#### *Notifying of Student Absence*

Parents and Carers are required to notify the school office of absence from school by using the Compass App or by calling 02 7256 2116.

# THE A-Z MACKILLOP DIRECTORY

## A

### **Attendance & Leave Cont.**

#### *Leave*

It is not recommended that holidays be taken during term time. Your application for leave during this time may be rejected by the College and/or may impact on your child's assessment.

#### *How to Apply for Leave*

To apply for leave, please complete an application for leave which can be found on the College Website, [here](#), or can be picked up at the College Administration Office. Once completed, these must be returned to the Administration Office where they will be passed on to the respective School Leader for approval.

### **Allied Health Professionals**

The College supports the practice of allied professionals working with client/students on school site. If you wish to enquire more about how your child can be supported by an allied health professional, please contact Mrs Natalie Lea by email on [natalie.lea1@dbb.catholic.edu.au](mailto:natalie.lea1@dbb.catholic.edu.au) for the respective guidelines and requirements.

### **Assessment Handbooks**

From 2026, assessment Handbooks for Year 5 -12 will be located on the College website [HERE](#). These documents are live so please ensure that you always use the site indicated to ensure you are reading the most up to date version. Please note that dates for assessments may move.

### **Allergies**

MacKillop Catholic College is not a nut free school. We ask that parents to train their children to not share or swap food. Please be mindful that some students in our community may have potentially life-threatening allergies.

If your child has an allergy, please ensure that his/her medical plan or Anaphylaxis Plan is always up to date and that EpiPens are available and up to date. If you require additional support, please contact Mrs Natalie Lea on [natalie.lea1@dbb.catholic.edu.au](mailto:natalie.lea1@dbb.catholic.edu.au).

# THE A-Z MACKILLOP DIRECTORY

## A

### **Allergies cont.**

#### *Red Cross Badge*

If your child is very young or unable to speak or has anxiety related to an allergy and unable to articulate that they have a potential life-threatening allergy, then they are encouraged to wear a red cross badge to indicate to others that they have a potential life-threatening allergy. This badge should be clearly pinned onto their school uniform. Badges are available for \$10 at the Finance Office at the College.

#### *Special Food for Celebrations*

If your child is celebrating a special event such as birthday with their class peers, then please speak to the class teacher or pastoral teacher to identify safe and dangerous food items that can be provided to children. Please also consider the child who cannot eat the 'special treat' and provide an alternative food item.

## B

### **Bell times**

MacKillop uses staggered bell times to maximise playground space, prioritise younger students' safety, and support our Traffic Management Plan.

Please see page 29 for a table of bell times from 2026.

### **School Bag**

The MacKillop school bag will be compulsory from 2026.

### **Behaviour Management Matrix**

Please be advised that the College is phasing out short and long time outs K-12 in 2026. See page 30 for more information.

### **Bus Information**

Bus timetables can be found on the College website [HERE](#).

Please note that younger primary aged students alight the bus before secondary students.

# THE A-Z MACKILLOP DIRECTORY

## C

### **Camps, Retreat and Carnivals**

See page 31.

### **Complaints and Concerns**

At MacKillop Catholic College we endeavour to achieve:

**Respectful resolution:** Concerns should be raised and addressed respectfully and in a timely manner.

**Transparency:** Policies and guidelines are used to support processes. Confidential documentation will be kept by the College related to complaints and concerns. Police involvement is utilised as required pending the nature of the matter. Internal and external investigation may be required.

**Communication:** Clear and concise communication with all people involved, with the exception of the confidential nature of some matters or safeguarding matters as required or as directed by the police or CSBB key staff.

**Safeguarding Children:** Safeguarding all children is critical and mandatory. The College is required by law to escalate safeguarding matters to CSBB, DCJ and or Police as required.

**Escalation pathways:** From teacher → school leadership → Catholic Schools Broken Bay

**Documentation:** Written complaints should include evidence and records of prior attempts at resolution.

Please refer to the Complaints and Concerns Flow Chart on Page 32-35.

# THE A-Z MACKILLOP DIRECTORY

## C

### **Community Engagement Team**

Please see a detailed description of the Parent Engagement Coordinator & Transition Officer and how they can support you and your child/ren at the College on page 39.

## D

### **Detention Structure & Demerits**

Please see page 40.

## E

### **Enrolments Entry & Exits**

#### *Entry Point of Transition into MacKillop*

The College has waitlists for many year groups and has capped enrolments in some Year groups so that we are able to grow strategically. It is envisaged that MacKillop will grow to 2200 students in the next few years and as a result, we have engaged a Master Plan to address our growing classroom needs.

Parents and carers are advised to book their children in early and well ahead of time. Last minute enrolments will be placed on a waitlist.

#### *Entry Point into Year 5 Middle School*

External Year 5 enrolments for 2027-2030 have commenced as families across the Northern Central Coast take advantage of our unique Middle School Model of Learning. Families already in our school, are automatically transitioned across to the Middle School and Senior School.

#### *Priority*

Parents are reminded that Catholic students are prioritised over other students and those with siblings already enrolled are considered next. For information regarding Baptisms, please contact the Deputy Head of Evangelisation & Catechesis or Evangelisation & Catechesis Lead in Junior or Middle School or the Parish Secretary.

# THE A-Z MACKILLOP DIRECTORY

## E

### ***Early Learning Centre***

As we also intend to have a Preschool or Early Learning Centre on site, I urge parents to have their name on our wait list so that you receive the first information when enrolments commence. Please do not hesitate to contact our Enrolment Officer on 02 7256 2116. Catholic children will be prioritised.

### **Elite Athlete Program**

The College from 2026 has developed an explicit Elite Athlete Program for students Year 4 onwards. Please see page 43-48 for more information.

### **Evacuation Drills**

Evacuation drills are mandatory and some are announced and others are not announced. If your child requires additional support during or after these drills please contact the Director of Learner Diversity and or Wellbeing Year Leader (7-12) Or Wellbeing Leads (Junior and Middle School).

## G

### **Graduations and Formals**

Please see page 49.

### **Gate Protocols**

In late 2025, the College became a fully gated community. For information about gate protocols and understand where to pick up and drop off your child, please refer to this document located on the College website. This document also includes specific information for early bird students who have sport training, and excursions etc.

# THE A-Z MACKILLOP DIRECTORY

## H

### **House Structure**

The College has an effective House Structure that is critical to building school spirit and a sense of belonging for our students. Below is information regarding our Houses.

MacKillop Catholic College has dedicated their six Houses to significant places and times in the life of Mary MacKillop: Fitzroy, Penola, Gesu, Alma, Temuka and Kincumber. Each House is connected to the Indigenous peoples of each area and represented by a different animal. Students are placed in their House at the beginning of school which is also their Pastoral Class in Secondary. They will then remain in that House until the end of Year 12.

# THE A-Z MACKILLOP DIRECTORY

I

## **Individual Plans**

Individual Plans or IPs are critical to students who have diverse and or complex needs. To book your appointment please contact the Learner Diversity Administrator, Natalie Lea, or speak to your Learner Diversity Lead in Junior and Middle School or the Director of Learner Diversity K-12.

## **Inclusive Framework for Diverse Learners**

Please see page 50.

L

## **Lost Property**

Contact Administration Office. Please label all parts of the College uniform, books, shoes, sneakers socks, hats and caps. Consider engraving laptops or digital devices.

## **Library Hours**

The College Library is open from 8:20am until 3:45pm.

## **Learner Diversity - Support and Information**

Please contact the Learner Diversity Administrator for all your needs or speak to your Learner Diversity Lead in Junior or Middle School. Senior School enquiries are directed to the Director of Learner Diversity.

## **Legal Paperwork**

Legal paperwork such as court orders are required by the College if they pertain to access to a child by a parent or other adult. Please send these to Enrolment Officer who will decimate these to respective staff or to our friendly Administration Office staff.

# THE A-Z MACKILLOP DIRECTORY

## L

### **Lockers**

Lockers are available to students in Years 7-12. Once the Primary School buildings are complete, lockers will be made available to students in the Middle School Year 5 and 6. Please buy a long-shank padlock with a number combination.

### **Literacy Leader**

From 2026, two Literacy Leaders have been appointed to targeting intervention needs for students in the Junior, Middle and Senior Schools and new arrivals to Australia with limited language capacity. For more information, please contact the Director of Learner Diversity.

### **Learning Management System Canvas**

In 2026, the College will utilise Canvas as our new Learning Management System. This means students and parents will have direct access to their child's learning from Year 5 -12. If you would like a free tutorial on how to navigate this new learning platform, please contact the Digital Enablement Lead.

# THE A-Z MACKILLOP DIRECTORY

## M

### **Middle School Model**

In 2026, MacKillop Catholic College moves into a distinct Middle School Model of learning to promote the growing independence of students at a time of their lives that is marked by adolescence and social-emotional and physical change. The Middle School anchors students at a unique time in their lives where they yearn to belong, extend their independence, but are still between childhood and adolescence. This program of learning helps support the transitions required to promote resilience, growing independence and increasing emotional regulation and success in learning. We are so excited that you and your children are part of this journey at MacKillop!

#### *Definition*

The Middle School Model at MCC is from Year 5 to Year 8 or Stage 3 to 4. It transitions students from Primary School into a Secondary School learning context in a seamless and authentic manner. Thereby, reducing anxiety and supporting student wellbeing for learning. The most significant changes occur in Years 5 and 6 that begin to 'take on' the characteristics of the secondary school learning experiences.

**Please see page 51-55 for more information about the Middle School Model at MacKillop.**

### **Mobile Phone Policy**

The College has developed a new Mobile Phone Policy that will be activated in 2026. Mobile phones should not be seen or heard during school hours. Parents or carers should not directly call their children on their devices. This creates enormous conflicting priorities and is not permitted. The new Mobile Phone Policy will be found on the College website in 2026.

### **Merit System**

Please see page 41-42.

# THE A-Z MACKILLOP DIRECTORY

## O

### **OSHC**

The College works in partnership with our OSHC for families who require their children in care before and after the school day or in the school holidays. For more information please contact 0409 758 603 or [oshc.warnervale@catholiccaredbb.org.au](mailto:oshc.warnervale@catholiccaredbb.org.au) directly. Please get your name in early to avoid disappointment.

### **Opportunity Classes**

Currently, the College has an Opportunity Class for English and Mathematics in Years 7 and 8. Moving forward the College will introduce an Opportunity Class for Year 5 and 6 in 2027. For more information regarding access into and monitoring of Opportunity Class students, please speak to Deputy Head of Student Achievement.

## P

### **Parent Charter**

The Parent Charter identifies all the expectations of parents/carers in the context of our school community. Please locate the Parent Charter [HERE](#).

### **Playground Zones**

Playground demarcation zones will come into place in 2026. Please see page 56 for more information to support your understanding.

### **Pastoral Structures & Teachers**

Please see page 57.

### **Pastoral Lessons**

Please see page 58.

# THE A-Z MACKILLOP DIRECTORY

## P

### **Parent Engagement Talks**

MacKillop Catholic College does not have a P & F Association. In late 2024, we developed Parent Engagement Talks (PETs) as the key method used to communicate with the parent community. We feel that PETs are much more inclusive of all families and offer flexibility to busy families. As a result, they are conducted over TEAMs after school hours and allow parents to access conversation and information from home or their workplace.

From time to time, we offer PETs onsite pending the nature of the topic. PETs are targeted to different topics and also different Year groups or grades. The College also uses PETs to consult with parents about major policy changes or topical matters that needs us to work in partnership with our families. PETs are organised by the Parent Engagement Coordinator and are advertised through our social media platform and the newsletter. RSVPing is important to be included in the PET.

### **Personal Emergency Evacuation Plans (PEEPs) & Student Recovery from Injuries**

If your child is recovering for surgery and this is impacting on his/her mobility then you need to ensure that you have a PEEP in order to support your child. Please speak to the Wellbeing Lead or Director of Wellbeing or Wellbeing Year Lead (7-12) to action one of these. If you child has a mobility or sight disability it is equally important that a PEEP is in place for your child.

### **Photographing students and staff**

Please advise the Enrolment Officer and/or the Administration Office if your child is not permitted to have a photograph taken or displayed in public. Information related to this will then be disseminated to other staff.

The photographing of staff without their consent is not permitted.

# THE A-Z MACKILLOP DIRECTORY

## P

### **Parish**

MacKillop Catholic College works in close collaboration with the Parish of St Mary of the Cross MacKillop on site. To find out more information about what the Parish can offer you and your family, please contact the Parish Secretary on [warnervaleparish@bbcatholic.org.au](mailto:warnervaleparish@bbcatholic.org.au).

### **Priests**

We are fortunate to have two wonderful Priests that support our College as we strive to give life to *The Shared Mission Principles* that govern the respectful and faith-filled interaction between Church and College. Our College Priests are Fr Philip Thottam and Fr Joshi Naduppura. These priests can be contacted via the Parish Secretary.

## R

### **Re-entry Meeting following School Suspension**

Following a school suspension, parents/carers and the students are expected to have a re-entry meeting prior to re-commencing school again.

### **Runners**

Student Runners are used to carry messages, support younger students walking to class, support lost students as they transition into the College and help staff as required. You child may be required to provide this service to the College at least once in the time of their education journey at MacKillop. Students are usually drawn from the Upper Middle School or Early Senior School.

# THE A-Z MACKILLOP DIRECTORY

## S

### **Supervision of Students**

Supervision duty commences at 8.20am each morning and, therefore, gates are opened at this time and not earlier. For gate protocols please refer to the information available on the College website.

### **School Opening Hours**

The School Administration Office is open from 8:00am and closes at 4:00pm, Monday to Friday.

### **Sun Safety**

Mackillop is a sun safe school, and all students and staff must wear a hat when outdoors. The wearing of sunscreen is also important. Students are also encouraged to wear sunproof swim wear. No Hat, No Play rules apply.

### **Signing students out of the College Protocols**

Parents/carers are required to be in person to sign-out their children. No phone calls authorising signing out is permitted. This responsibility also cannot be delegated to a person under the age of 18.

### **Strategic Plan CSBB**

Can be found on page 59.

### **Strategic Plan MacKillop**

Can be found on page 60.

### **Sport**

From 2026, the College will offer an integrated model of sport in Year 7-12. This new model will see trained or expert staff taking these sports such as PE staff. Contractors are used for other sports where the staff do not have training or expertise. These teachers will track commitment and engagement to sport and behaviour management. Please note that 'Thursday Sport' ceases to exist in its current form and is replaced with the integrated model. Sports uniform will be worn according to timetabled lessons.

# THE A-Z MACKILLOP DIRECTORY

## S

### **Sick Bay**

The College has a sick bay available to students. We have a two-step sign-off process for delivering medication. Please send all medication in the original packaging with the child's name and dose clearly visible. This also applies to medications for Camps.

### **Student Leadership**

MacKillop has an extensive student leadership formation program. In 2026, as we move into our new structure of a Junior, Middle and Senior School, we hope to create stronger interschool bonds between each of the schools.

As a result of the change of structure, December 2026 marks the conclusion of the Primary School Captain roles. Moving Forward, these positions will be re-developed as Student Representative Captains that will continue to lead a large body of students in collaboration with existing parliament leaders and College Cabinet leaders.

Due to the structural change, we also appoint a set of Junior School Representative Captains to oversight the introduction to leadership responsibilities from Year 4 onwards. This will commence in 2027 with further information to follow throughout 2026 to the current Year 3 students.

## T

### **Technology Transition 2025-2027**

Please find more information on page 61.

### **Traditions-New, Old and Omitted**

It is critical that some traditions are kept as we transition into the new MacKillop structure of a Junior, Middle and Senior School. This also means we need to make way for new traditions and move away from other traditions that are not as relevant as they once may have been. We have deeply considered what will be kept, new and omitted as we move forward. You can find more information on page 62.

# THE A-Z MACKILLOP DIRECTORY

## U

### **Uniform Shop Days and Times**

The MacKillop Catholic College Uniform shop is run by Alinta Apparel and is located next to the canteen.

Contact:

P: 0421 630 836

The Uniform Shop phone on site can only be answered when the shop is open.

Outside of uniform shop hours, please call Head Office. P: 4321 0433

You can also email the store at [mackillop@alinta.com.au](mailto:mackillop@alinta.com.au)

*Opening hours: During school term (not during school holidays).*

Tuesday 8 am-11 am

Wednesday 1 pm-4 pm

Thursday 8 am-11 am

You do not need an appointment for normal term trading.

Head Office: Monday to Friday, 8 am and 4 pm

Back to School and holiday extended hours are by appointment only, which you book online at the Alinta website.

Online store:

Before you can order online, you must login and register at [alintaapparel.com.au](http://alintaapparel.com.au)

Select MacKillop Catholic College from the school dropdown menu.

You will find shop opening hours, price lists, appointment booking and online shop at our website: [alintaapparel.com.au](http://alintaapparel.com.au)

# THE A-Z MACKILLOP DIRECTORY

## U

### **Uniform and Grooming Policy**

Please refer to the College website for the [Uniform and Grooming Policy](#).

### **Uniform Transitioning**

Over a two-year period starting in 2026, the College will transition uniforms. The College will transition into uniforms that show connection to either the Junior School, or Middle School or Senior School.

The College is very aware that uniform costs are expensive and we have tried hard to avoid additional costs to families.

Please see page 63 for a table showing what uniform is permitted over the next two-years. This gives parents two years warning of change.

## V

### **Values**

The College values as expressed in the Gospel teaching are the foundation of the Catholic Faith journey of your child at MacKillop Catholic College. Our values are:

- Faith & Discipleship
- Hope & Integrity
- Compassion & Justice

## MacKillop Core Values



# APPENDICES



**MACKILLOP**  
Catholic College  
WARNERVALE

# ASSEMBLIES K-12

| Focus                                  | Junior School<br>K-4                                                                                  | Middle School<br>5-8                                                                                                                 | Senior<br>School 9-12                                                                                                                                                                        |
|----------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Assemblies -<br/>Major Events</b>   | K-12 Opening Mass<br>K-12 Feast Day<br>K-12 Thanksgiving Mass<br>K-4 Ash Wednesday<br>K-4 Easter Mass | K-12 Opening Mass<br>K-12 Feast Day<br>K-12 Thanksgiving Mass<br>5-8 Ash Wednesday<br>5-8 Easter Mass<br>5-12 Commissioning Ceremony | K-12 Opening Mass<br>K-12 Feast Day<br>K-12 Thanksgiving Mass<br>9-12 Ash Wednesday<br>9-12 Easter Mass<br>Year 12 Graduation<br>5-12 Commissioning Ceremony<br>Year 12 Senior Afternoon Tea |
| <b>Assemblies -<br/>Regular events</b> | Separate K-4                                                                                          | Separate 5-8                                                                                                                         | Separate 9-12                                                                                                                                                                                |
| <b>Assemblies -<br/>Awards</b>         | K-4 Awards Ceremony<br>Minor Awards Ceremony                                                          | 5-8 Awards ceremony<br>Minor School Awards                                                                                           | 9-12 Awards Ceremony<br>Minor Senior Awards<br>Year 12 Awards                                                                                                                                |

| Bell Times                                    |  |                                               |                                           |
|-----------------------------------------------|--|-----------------------------------------------|-------------------------------------------|
| Junior School K-4                             |  | Middle School 5-8                             | Senior School 9-12                        |
| 8:20am – 8:45am <b>Before School Duty</b>     |  | 8:20am – 8:48am <b>Before School Duty</b>     | 8:20am – 8:48am <b>Before School Duty</b> |
| 8:43am <b>Warning Bell</b>                    |  | 8:43am <b>Warning Bell</b>                    | 8:43am <b>Warning Bell</b>                |
| 8:45am - 9:45am                               |  | 8:48am – 9:00am <b>Pastoral</b>               | 8:48am – 9:00am <b>Pastoral</b>           |
| 9:45am - 10:35am                              |  | 9:00am – 10:00am <b>Period 1</b>              | 9:00am – 10:00am <b>Period 1</b>          |
| 10:35am - 11:05am <b>Break 1</b>              |  | 10:00am – 11:00am <b>Period 2</b>             | 10:00am – 11:00am <b>Period 2</b>         |
| 11:05am - 12:05pm                             |  | 11:00am – 11:30am <b>Break 1</b>              | 11:00am – 11:30am <b>Break 1</b>          |
| 12:05pm - 1:05pm                              |  | 11:30am – 12:30pm <b>Period 3</b>             | 11:30am – 12:30pm <b>Period 3</b>         |
| 1:05pm - 1:15pm <b>Eating Break</b>           |  | 12:30pm – 1:30pm <b>Period 4</b>              | 12:30pm – 1:30pm <b>Period 4</b>          |
| 1:15pm – 1:45pm <b>Break 2</b>                |  | 1:30pm – 2:00pm <b>Break 2</b>                | 1:30pm – 2:00pm <b>Break 2</b>            |
| 1:45pm - 2:45pm                               |  | 2:00pm – 3:00pm <b>Period 5</b>               | 2:00pm – 3:00pm <b>Period 5</b>           |
| 2:45pm - 3:00pm <b>Supervision/admin/duty</b> |  | 3:00pm - 3:30pm <b>Supervision/Bus Duty 1</b> | 3:00pm - 3:30pm <b>Bus Duty 1</b>         |
| 3:00pm - 3:30 <b>Bus Duty</b>                 |  | 3:30pm - 4:00pm <b>Supervision/Bus Duty 2</b> | 3:30pm - 4:00pm <b>Bus Duty 2</b>         |

# MCC BEHAVIOUR MANAGEMENT MATRIX

| Level         | Examples of Behaviour                                                                                                                                                                                                                                                                                                                                                                            | Possible Consequences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Low</b>    | <ul style="list-style-type: none"> <li>Disruptive behaviour</li> <li>Not completing set work</li> <li>Unprepared for class</li> <li>Minor insolence</li> <li>Late to class</li> <li>Chewing gum</li> <li>Uniform infringement</li> <li>Inappropriate phone use</li> </ul>                                                                                                                        | <ul style="list-style-type: none"> <li>Verbal warning</li> <li>Monitor behaviour</li> <li>Loss of minor privileges</li> <li>Report phone use</li> <li>Confiscate jewellery</li> <li>Verbal/written reflection or apology</li> <li>Parent communication</li> <li>Compass entry</li> <li>Demerit</li> <li>Movement to another class for a short period</li> </ul>                                                                                                                                         |
| <b>Medium</b> | <ul style="list-style-type: none"> <li>Repeated disruption</li> <li>Defiance</li> <li>Non-submission of work/assessment</li> <li>Inappropriate language</li> <li>Misuse of ICT</li> <li>Deliberately missing class</li> <li>Continued disregard for College expectation</li> <li>Consistent uniform infringement</li> <li>Consistent inappropriate phone use</li> </ul>                          | <ul style="list-style-type: none"> <li>Compass entry</li> <li>Written reflection</li> <li>Apology</li> <li>Lunch Detention</li> <li>College Detention</li> <li>Monitor laptop use</li> <li>Loss of privileges (e.g. events, representation)</li> <li>Community service</li> <li>Education program</li> <li>Referral to counsellor</li> <li>Mediation</li> <li>Parent communication and/or meeting</li> <li>Daily monitoring card</li> <li>Movement to another class for an extended period</li> </ul>   |
| <b>High</b>   | <ul style="list-style-type: none"> <li>Gross defiance</li> <li>Theft or damage to property</li> <li>Bullying/cyberbullying</li> <li>Physical/verbal aggression</li> <li>Intentional harm</li> <li>Possession of illegal substances or weapons</li> <li>Vaping, alcohol, or drug use</li> <li>Vandalism</li> <li>Bringing College into disrepute</li> <li>Repeated harassment or abuse</li> </ul> | <ul style="list-style-type: none"> <li>Written reflection</li> <li>Apology</li> <li>College detention</li> <li>Withdrawal from class</li> <li>Suspension</li> <li>Education program</li> <li>Counselling</li> <li>Mediation</li> <li>Parent meeting</li> <li>Financial reimbursement</li> <li>Exclusion policy</li> <li>Police notification (if applicable)</li> <li>Immediate parent collection</li> <li>Review of enrolment at MacKillop</li> <li>Support for transition to another school</li> </ul> |



# CAMPS, RETREATS, CARNIVALS & SPORT

| Focus                 | Junior School K-4                                                            | Middle School 5-8                                                      | Senior School 9-12                                       |
|-----------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Camps/Retreats</b> | Year 4 Retreat (2027)                                                        | Year 5 Retreat (2026)<br>Year 6 Camp<br>Year 7 Camp<br>Year 8 Day Camp | Year 9 Camp<br>Year 10 Retreat<br>Year 12 Senior Retreat |
| <b>Carnivals</b>      | Cross Country (K-4)<br>Athletics Carnival (K-4)<br>Swimming Carnival (Y2-Y4) | With Senior School                                                     | With Year 5 & 6                                          |
| <b>Sport</b>          | No change                                                                    | No change for Years 5 & 6<br>Integrated MCC Sport Model 7-10           | Integrated MCC Sport Model 7-10                          |

# MACKILLOP FLOWCHART OF COMPLAINTS & CONCERNS

## Areas of Complaint or Concern

Starting process

## Follow the Process

Email or speak to the respective person in the role identified below as your starting point

General Public

Business Manager



Respective Head of School  
(Junior, Middle, Senior)



College Principal

Learning or Teaching

Classroom Teacher in the first instance



Leader of Learning & Teaching (Subject specific Leader)



Student Achievement Lead (Executive Leader Junior or Middle)



Deputy Head of Student Achievement (K-12)



Respective Head of School

# MACKILLOP FLOWCHART OF COMPLAINTS & CONCERNS

## Areas of Complaint or Concern

Starting process

Student Behaviour

## Follow the Process

Email or speak to the respective person in the role identified below as your starting point

Class Teacher (K-6) or  
Pastoral Teacher (7-12)



Leader of Wellbeing



Respective Wellbeing  
Lead (Leader Junior,  
Middle or Senior)



Director of Wellbeing K-  
12



Respective Head of School  
(Junior, Middle, Senior)

# MACKILLOP FLOWCHART OF COMPLAINTS & CONCERNS

## Areas of Complaint or Concern

## Follow the Process

Starting process

Email or speak to the respective person in the role identified below as your starting point

Teacher Concern

Leader of Learning & Teaching (Subject specific Leader)



Deputy Head of Student Achievement (K-12) or Deputy Head of Evangelisation & Catechesis (K-12)



Respective Head of School



College Principal

Learner Diversity

Learner Diversity Teacher



Learner Diversity Lead (Junior or Middle)



Director of Learner Diversity K-12

# MACKILLOP FLOWCHART OF COMPLAINTS & CONCERNS

## Areas of Complaint or Concern

## Follow the Process

Starting process

Email or speak to the respective person in the role identified below as your starting point

Matters to do with any non-teaching staff member

Business Manager



Respective Leader of Learning (Subject specific leader or Level 6 Line Manager)



College Principal

Matters related to a key leader at the College

Respective Head of School (Junior, Middle or Senior)



College Principal

Matters related to a Head of School

College Principal

Matters related to the College Principal

CSBB Complaints Process (See website)

If you have exhausted all the above options

CSBB Complaints Process (See website)

# NEED HELP OR HAVE A QUESTION?

| Title                                      | Name                     | Can help you with:                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Senior School Year 9-12+</b>            |                          |                                                                                                                                                                                                                                                                                                                            |
| Head of Senior School                      | Mr. Paul Lynch           | All matters related to students in the Senior School from Years 9-12+ Email: paul.lynch@dbb.catholic.edu.au                                                                                                                                                                                                                |
| Deputy Head of Evangelisation & Catechesis | Mrs. Chrystal Price      | Available for assistance for any parent across Early Learning to Year 12 + on matters related to: Catholic Faith & Mission, Sacramental Program and Social Justice Outreach (JUMP), Retreats, religious matters and religious curriculum, student leadership formation ASPIRE<br>Email: chrystal.price@dbb.catholic.edu.au |
| Deputy Head of Student Achievement         | Mrs. Alex Walters        | Available for assistance for any parent across Early Learning to Year 12 + on matter related to: Learning and teaching, assessment, Elite Athlete Program, Curriculum, School Reports, academic prizes<br>Email: alex.walters@dbb.catholic.edu.au                                                                          |
| Director of Wellbeing                      | Mr. Luke Barry-Donnellan | Available for assistance for any parent across Early Learning to Year 12 + on matter related to: Wellbeing for learning, behaviour management, Pastoral concerns, uniform expectations, student expectations, camps<br>Email: luke.barrydonnellan@dbb.catholic.edu.au                                                      |
| Director of Learner Diversity              | Mrs. Salina Mayall       | Available for assistance for any parent across Early Learning to Year 12 + on matter related to: Learning support, Giftedness & High Potential, Learning Plans, English as Second Language (EAL/D), access to allied health staff<br>Email: salina.mayall@dbb.catholic.edu.au                                              |

# NEED HELP OR HAVE A QUESTION?

| Title                                | Name                    | Can help you with:                                                                                                                                                                                                                                                                       |
|--------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Middle School Years 5-8</b>       |                         |                                                                                                                                                                                                                                                                                          |
| Head of Middle School                | Mrs. Kerry Power        | All matters related to students in the Middle School from Years 5-8<br>Email: kerry.power@dbb.catholic.edu.au                                                                                                                                                                            |
| Evangelisation & Catechesis Lead 5-8 | Mr. James Hodgson       | Available for assistance to any parent from Years 5-8 on matters related to: Faith, mission, religious education matters, sacramental program, retreats or religious experiences such as liturgy and any religious or faith focused matter.<br>Email: james.hodgson1@dbb.catholic.edu.au |
| Student Achievement Lead 5-8         | Mrs. Catherine Whitmore | Available for assistance to any parent from Years 5-8 on matters related to Learning and teaching, assessment from Year 5-8, Homework or any related learning matter.<br>Email: catherine.whitmore@dbb.catholic.edu.au                                                                   |
| Wellbeing Lead 5-8                   | Mrs. Chemane Fairleigh  | Available for assistance to any parent from Years 5-8 on matters related to: Wellbeing for learning, behaviour management, Pastoral concerns, uniform expectations, student expectations, camps<br>Email: chemane.fairleigh@dbb.catholic.edu.au                                          |
| Learner Diversity Lead 5-8           | Mrs. Allison Passafaro  | Available for assistance to any parent from Years 5-8 on matters related to: Learning support, Giftedness & High Potential, Learning Plans, English as Second Language (EAL/D), access to allied health staff<br>Email: allison.passafaro@dbb.catholic.edu.au                            |

# NEED HELP OR HAVE A QUESTION?

| Title                                        | Name                 | Can help you with:                                                                                                                                                                                                                                                                     |
|----------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Junior School Early Learning - Year 4</b> |                      |                                                                                                                                                                                                                                                                                        |
| Head of Junior School                        | Mrs. Chris Shilling  | All matters related to students in the Junior School from Years Early Learning-Year 4<br>Email: christine.shilling@dbb.catholic.edu.au                                                                                                                                                 |
| Evangelisation & Catechesis Lead EL-4        | Mr. Tim Snelling     | Available for assistance to any parent from Years 5-8 on matters related to: Faith, mission, religious education matters, sacramental program, retreats or religious experiences such as liturgy and any religious or faith focused matter.<br>Email: tim.snelling@dbb.catholic.edu.au |
| Student Achievement Lead                     | TBC                  | Available for assistance to any parent from Years 5-8 on matters related to Learning and teaching, assessment from Year 5-8, Homework or any related learning matter.<br>Email: TBC                                                                                                    |
| Wellbeing Lead EL-4                          | Mrs. Catherine Brown | Available for assistance to any parent from Years 5-8 on matters related to: Wellbeing for learning, behaviour management, Pastoral concerns, uniform expectations, student expectations, camps<br>Email: catherine.brown@dbb.catholic.edu.au                                          |
| Learner Diversity Lead EL-4                  | Mrs. Kim Fisher      | Available for assistance to any parent from Years 5-8 on matters related to: Learning support, Giftedness & High Potential, Learning Plans, English as Second Language (EAL/D), access to allied health staff<br>Email: kim.fisher@dbb.catholic.edu.au                                 |

# NEED HELP OR HAVE A QUESTION?

| Title                               | Name                    | Can help you with:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Senior, Middle & Junior School K-12 |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Business Manager                    | Mrs. Jennifer Sheargold | Available for assistance to any parent from Years 5-8 on matters related to: School fees, camp fees, uniform shop, contractors, volunteers, canteen, cleaning gates, gardens, building structures, master planning.<br>Email: jennifer.sheargold@dbb.catholic.edu.au                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Parent Engagement Coordinator       | Mrs. Lucy Marien        | Available for assistance to any parent across Early Learning to Year 12 + on matter related to: Support to families in crisis or duress due change in personal circumstances, school fee assistance, second hand uniforms, pre-loved baptisms gowns, pre-loved holy communion gowns and other general sacramental information for your children, settling families into a new school, playgroup, outreach to parent community, movement classes for mums and bubs, supports new families and existing families to help them navigate the school to speak to the right person at the College, conduit between parish and school, parent wellbeing, warm, friendly and supportive parent-friendly conversations and any questions related to the College. Works closely with Transition Officer, Director of Wellbeing, Director of Learner Diversity and Wellbeing Leads.<br>Days Available: Tuesday, Wednesday, Thursday<br>Email: lucy.marien@dbb.catholic.edu.au |
| Transition Officer                  | Mrs. Carla Norman       | Available for assistance to any parent across Early Learning to Year 12 + on matter related to: Support new and existing students as they transition and navigate the school environment and helps them settle into a new school or as they transition from grade to grade, is a helpful link between family and the school and can help families navigate the right person to speak to at the College, personal check-ins on students, student orientation, and student wellbeing for learning assimilation. Welcomes conversations from parents about their children through friendly and receptive conversations. Works closely with Parent Engagement Coordinator, Director of Wellbeing, Director of Learner Diversity and Wellbeing Leads.<br>Days Available: All days<br>Email: carla.norman@dbb.catholic.edu.au                                                                                                                                            |

## DETENTION STRUCTURE YEARS 5-12

Note: No detentions  
are provided to  
students in Junior  
School

| Type of Detention                                | Issued By                                                   | Reasons for Issue                                                                                                                                                                                                                                                                                                                               | Time & Location                                                                                                                                                | Supervision                     |
|--------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Recess/Lunch Detention</b>                    | Classroom Teachers                                          | Minor or ongoing concerns e.g. <ul style="list-style-type: none"> <li>• Incomplete homework/classwork</li> <li>• Lateness</li> <li>• Disruption or disrespect</li> <li>• Not following Instructions</li> <li>• Missing equipment or incorrect uniform/grooming</li> </ul>                                                                       | Held in the teacher's classroom or designated area of supervision. Final 10 minutes reserved for eating and bathroom break. Note: Medical condition of student | Classroom Teacher               |
| <b>College Detention - Learning and Teaching</b> | Leaders of Learning & Teaching or Executive Leadership Team | Serious or repeated <b>Medium</b> matters in the classroom including: <ul style="list-style-type: none"> <li>• Cheating or plagiarism</li> <li>• Incomplete assessments</li> <li>• Disrespectful behaviour</li> </ul>                                                                                                                           | After School (3:10-4:10pm) in a designated room                                                                                                                | Executive Leadership Team Staff |
| <b>College Detention - Pastoral</b>              | Leaders of Wellbeing                                        | Serious or repeated <b>Medium-High</b> issues beyond the classroom, such as: <ul style="list-style-type: none"> <li>• Six unjustified late arrivals in a Term</li> <li>• Multiple mobile phone infringements</li> <li>• Bullying, truancy, inappropriate language or misuse of property</li> <li>• Accumulating 6 Demerits in a Term</li> </ul> | After school (3:10-4:10 PM) in a designated room.                                                                                                              | Executive Leadership Team Staff |
| <b>Sport Detention</b>                           | Sport Coordinator                                           | Poor behaviour during sport, missed detentions, or uniform/grooming issues.                                                                                                                                                                                                                                                                     |                                                                                                                                                                | Allocated Teacher               |

# MACKILLOP MERIT SYSTEM CONT

## Supporting Positive Behaviour

To support positive behaviour and maintain high standards and expectations, the College will implement a structured merit and demerit System.

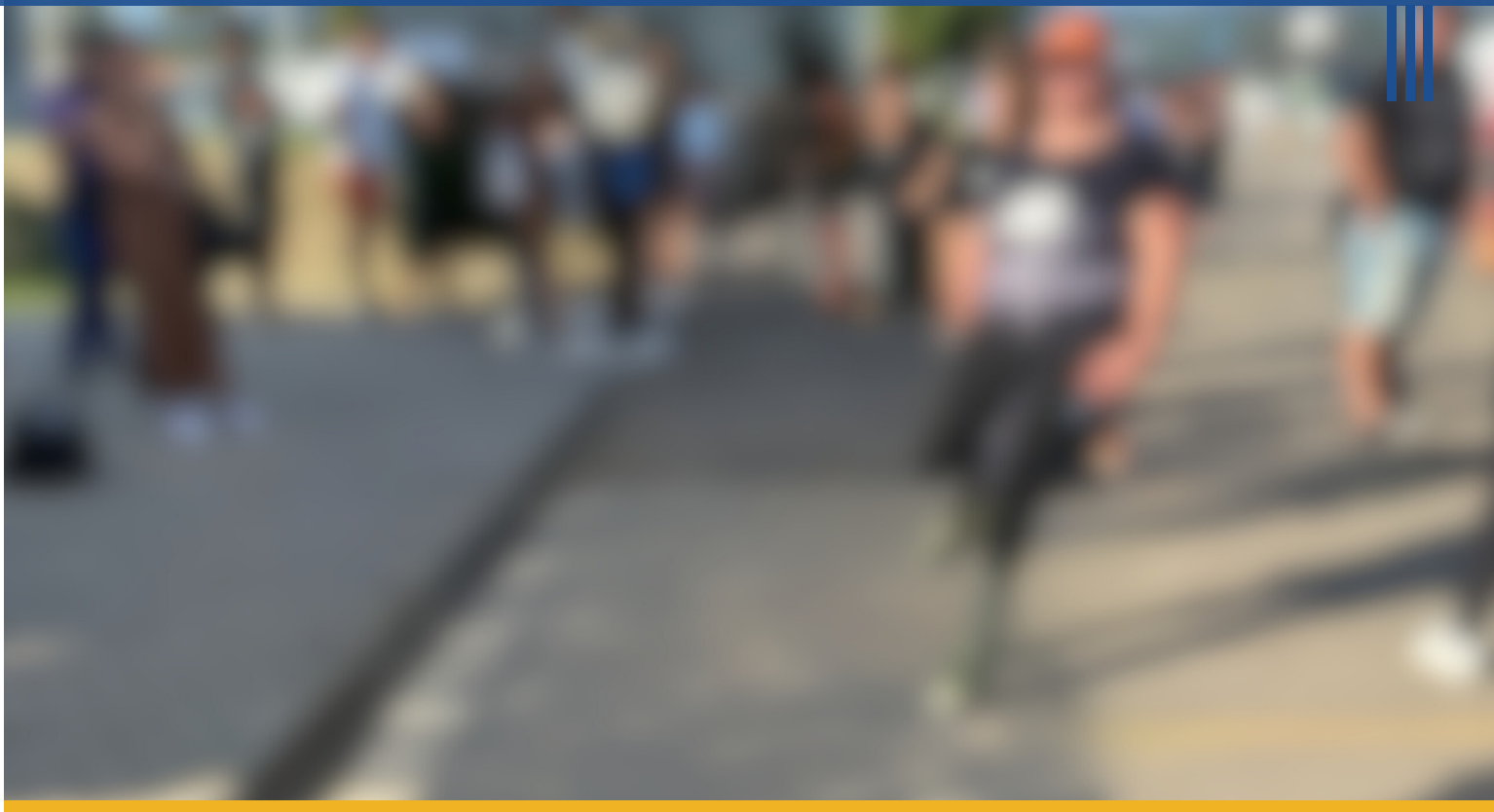
A Demerit is issued when a student engages in LOW behaviours, which are considered minor breaches of College expectations. These behaviours may include, but are not limited to:

- Uniform infringements
- Device infringements
- Minor classroom disruptions
- Lack of preparedness for learning
- Failure to follow basic instructions or expectations.
- Punctuality to class.

Demerits will be logged on Compass. Students who accrue 6 Demerits in a Term will be placed on an afternoon detention.

# MACKILLOP MERIT SYSTEM

| Award Type          | Criteria                                                                         | Recognition                                                                 |
|---------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>MCC Merit</b>    | Consistency/Improvement in Wellbeing, Mission and/or Evangelisation, or Learning | Logged on Compass by Class Teacher                                          |
| <b>Merit Award</b>  | 6 Merits                                                                         | Logged on Compass & Parents notified                                        |
| <b>Bronze Award</b> | 5 Merit Awards                                                                   | Presented at Year Group Meeting or Junior, Middle or Senior School Assembly |
| <b>Silver Award</b> | 2 Bronze Awards                                                                  | Presented at Whole School Assembly                                          |
| <b>Gold Award</b>   | 2 Silver Awards                                                                  | Presented at End-of-Year Major Award Ceremony                               |



# Elite Athlete Program

The Elite Athlete Program at MacKillop Catholic College supports students competing at high levels of sport, recognising the significant time demands they face. Through flexible learning options, the program enables students to pursue both academic and sporting excellence.

Applications can be submitted by parents/carers. The College reviews applications and may request more information. If accepted, students are placed in an appropriate program level, with offers reviewed annually.

The College may withdraw the offer at any time for the following reasons:

- College or CSBB policies are breached
- The student displays inconsistent commitment to studies
- The student displays inconsistent or poor behaviour
- The student displays inconsistent attendance e.g. unapproved leave
- The student displays inconsistent commitment to their sport

## Eligibility

All Applicants must:

- ✓ Be a current MacKillop student.
- ✓ Have achieved proven selection for their nominated sport at State, National or International level. E.g. a letter from the sporting organisation or confirmation of entry into an elite sport event.

## Obligations

Students will be expected to:

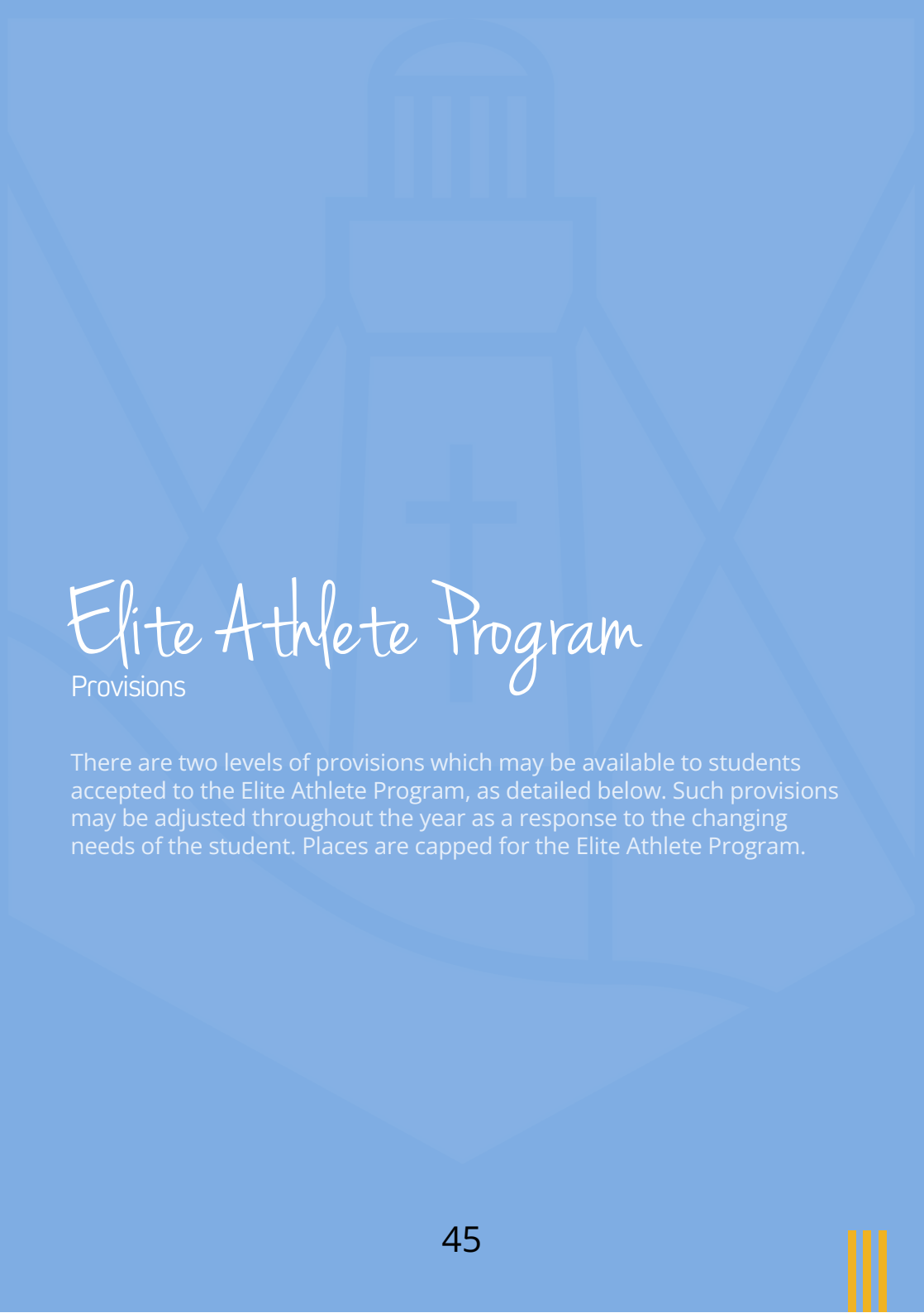
- ✓ Be committed to participate in the MacKillop sports program and attend carnivals.
- ✓ Maintain communication with the Elite Athlete Program mentor.
- ✓ Demonstrate commitment to learning.
- ✓ Demonstrate a commitment to the College expectations and involvement in the College community.
- ✓ Represent the College and in their chosen sport modelling positive behaviour and conduct.

Parents will be expected to:

- ✓ To communicate their child's sporting commitments to your child's mentor.
- ✓ Support their child to meet their academic requirements.
- ✓ Support the promotion of their child's sporting achievements through College Social Media channels.
- ✓ Monitor the wellbeing on their child and report any variations to the College mentor.

MacKillop will be expected to:

- ✓ Maintain communication with students, parents and other MacKillop Staff.
- ✓ Provide access to academic, wellbeing and careers support for the student.
- ✓ Create an online profile for the student on College Social Media channels to promote the student's sporting achievements.



# Elite Athlete Program

## Provisions

There are two levels of provisions which may be available to students accepted to the Elite Athlete Program, as detailed below. Such provisions may be adjusted throughout the year as a response to the changing needs of the student. Places are capped for the Elite Athlete Program.

# Level 1

## National or International Representation

---

### Criteria

Students are engaged in their field at National or International level. This is in addition to any MCC commitment they may have.

### Elite Athlete Program Academic & Wellbeing Mentor

A school-based mentor will be appointed to provide support, advice and guidance to the students. They will meet with students to assist them with balancing their study and sport commitments.

The Mentor will:

- ✓ Act as a communication conduit between the student, parents/carers and significant MCC staff.
- ✓ Support the development of the student's time management and self-management skills.

### Customised Elite Athlete Support Plan (EASP)

An EASP provides flexibility for students to meet both their sport and curriculum commitments through curriculum accommodations.

**Support plan accommodations may include but are not limited to:**

|                               |                                                                                                                                                              |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Year 5 to 12 Students</i>  | May continue to elect to study a full academic program, or<br>May have adjustments made around curriculum requirements<br>(content, attendance, assessment). |
| <i>Future Pathways Advice</i> | Mr Gasparotto - Leader of Learning & Teaching Careers & Scholarships<br>dennis.gasparotto@dbb.catholic.edu.au                                                |



# Level 2

## State Representation

---

### Criteria

Students are engaged in their field at a state level. This is an addition to any MCC sporting commitments.

#### Elite Athlete Program Academic & Wellbeing Mentor

A school-based mentor will be appointed to provide support, advice and guidance to the students. They will meet with students to assist them with balancing their study and sport commitments.

The Mentor will:

- ✓ Act as a communication conduit between the student, parents/carers and significant MCC staff.
- ✓ Support the development of the student's time management and self-management skills.

#### Customised Elite Athlete Support Plan (EASP)

An EASP provides flexibility for students to meet both their sport and curriculum commitments through curriculum accommodations.

**Support plan accommodations may include but are not limited to:**

|                        |                                                                                                                                                              |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Year 5 to 12 Students  | May continue to elect to study a full academic program, or<br>May have adjustments made around curriculum requirements<br>(content, attendance, assessment). |
| Future Pathways Advice | Mr Gasparotto - Leader of Learning & Teaching Careers & Scholarships                                                                                         |



# Level 3

## Academy-level Representation

---

### Criteria

Students are engaged in their field at an academy level. This includes students who represent Central Coast, Newcastle or Sydney and are aspiring to State, National and International representation. Examples include Central Coast Mariners, Newcastle Jets, etc. This is an addition to any MCC sporting commitments.

### Customised Elite Athlete Support Plan (EASP)

An EASP provides flexibility for students to meet both their sport and curriculum commitments through curriculum accommodations.

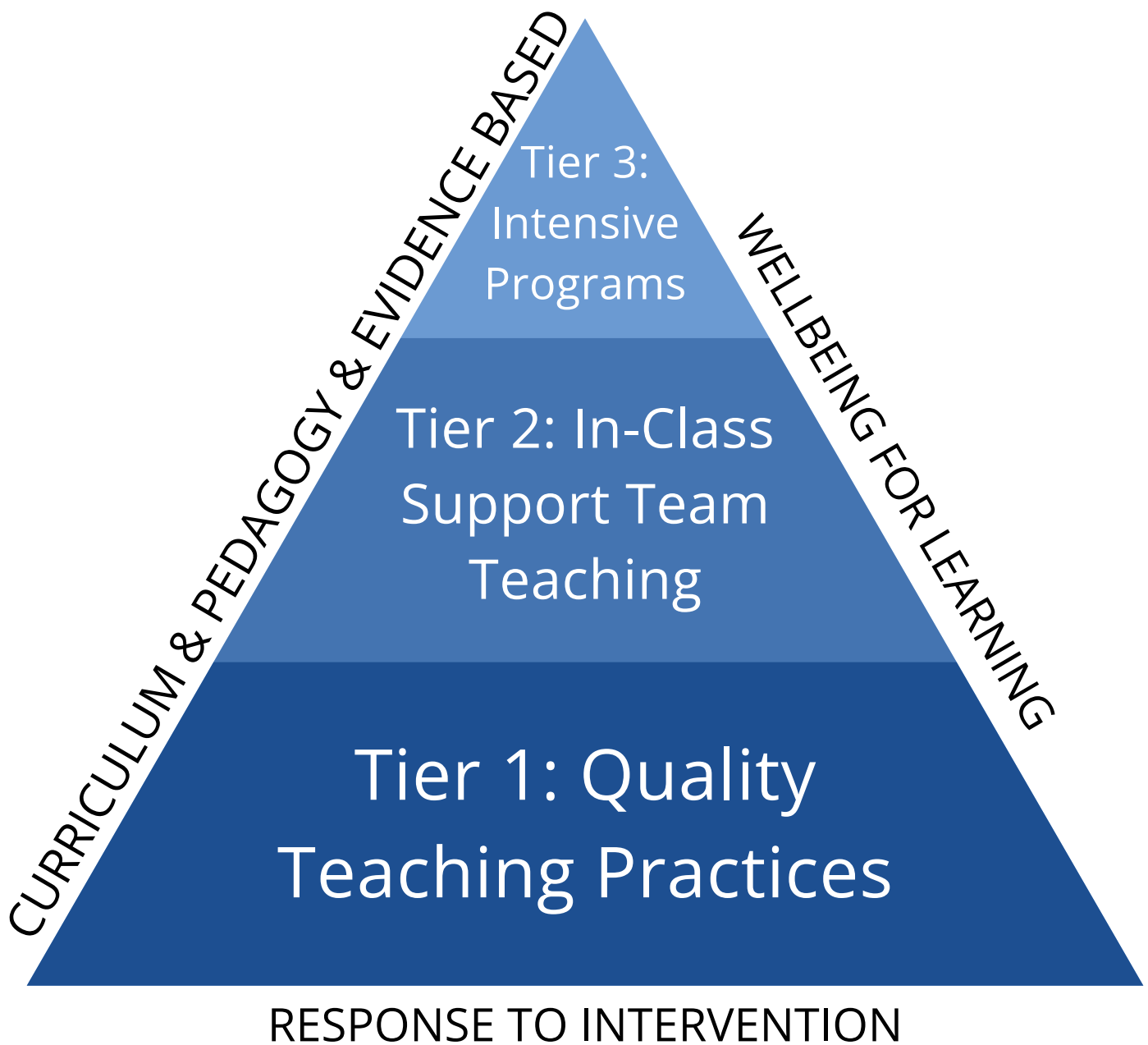
### Support plan accommodations may include but are not limited to:

|                       |                                                                                                                                                           |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Year 5 to 12 Students | May continue to elect to study a full academic program, or<br>May have adjustments made around curriculum requirements (content, attendance, assessment). |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|

# GRADUATIONS

| Focus              | Junior School<br>K-4                                                                                                                                       | Middle School<br>5-8                                                                                                                                                                                                                                                                                                                                                                      | Senior<br>School 9-12                                                                                                               |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Graduations</b> | <p>"Year 4 End of Junior School" Mass at 5pm with Year 4 families and light supper in full school uniform</p> <p>Year 4 Disco - Graduation celebration</p> | <p>Beginning of Middle School ceremony (liturgical)</p> <p>Graduation mass followed by a special morning tea (from 2027 onwards)</p> <p>Last Year 6 school-run graduation celebration will occur in 2026. This event will be superseded by the graduation mass and special morning tea (in school uniform). Students will then be dismissed to attend any private family celebrations</p> | <p>Beginning of Senior School ceremony</p> <p>Senior Afternoon Tea (Yr12)</p> <p>Formal Year 12 Lolly jar for Year 12 Graduates</p> |

# MacKillop Inclusion Framework



# THE MIDDLE SCHOOL MODEL AT MACKILLOP

## **What is different and what stays the same?**

### *Lesson structure*

Classes are structured into periods of learning to give students in Year 5 and 6 an authentic high school experience of moving between subject matter. The students are provided with a timetable just like a Secondary School student. They are taught to read this timetable and call the transitions in learning: Period 1, Period 2 etc. This sets up students for success as they merge from Year 6 into Year 7. They also begin to use the language of Secondary schooling. Teachers in Year 5 and 6 help students develop this meta-language so that the shift between Primary and Secondary school becomes every day, normal and familiar.

## **Specialist Teachers deployed into Middle School**

### *Specialist Teachers and Generalist Teachers*

Secondary School teachers are specialist in specific subject areas e.g. English, History and Drama. This means that when they go to university they spend up to 3-4 years in deep learning about their subject content and curriculum.

Primary school teachers, on the whole, are generalist teachers and are trained to deliver learning across multiple subject areas as part of their university training. In some cases, Primary teachers have broader qualifications and experiences that enables them to teach in Year 7 and 8.

The MCC Middle School Model will have specialist teachers from the Secondary School who take your children in certain subject areas e.g. Science. Here a specialist Science teacher will deliver the curriculum content and also do lab work with your child. Your child may also have a specialist PE teacher who will teach PDHPE. In this way, your child is beginning to be transitioned into a secondary school learning environment.

## **Does this happen in a regular Primary School?**

No.

# THE MIDDLE SCHOOL MODEL AT MACKILLOP

## **What are the benefits of the MCC Middle School Model?**

- Students transition smoothly into a Secondary School environment of learning. This reduces cognitive load and anxiety as the transition is gentle and purposeful over a 2-year period that begins in Year 5.
- Students access specialist teachers and have learning experiences not afforded in regular primary schools. This means that they have access to rich curriculum experiences that are simply unattainable in a regular Primary School.
- Students get a variety of teachers and are open to different styles of teaching and learning.
- Students meet Secondary School teachers and develop relationships and are known by a greater number of staff across Years 5-12.
- Learning needs are intercepted at an earlier stage of learning so that we can best support diverse learners and those who are neurodivergent as they transition into different phases.
- Students use laptops from Year 5 onwards and begin transitioning into using the Microsoft learning suite of tools for learning.
- Students increase their proficiency as technology users and designers of their own learning.
- Students have the language, knowledge and skills required to succeed academically and boost their wellbeing for learning.
- Parents gain insights into the world of Secondary Schooling and also develop relationships with a range of teaching staff.
- Parent anxiety is reduced because they are also transitioned into a Secondary School learning environment in a gentle manner.
- Parents are invited into the learning journey through Canvas (our learning platform) which opens up classroom learning so they are better able to help support their children.
- Homework is integrated and consistently delivered from Year 5 onwards.
- Parent-teacher interviews become more diverse.
- Parents gain familiarity with the expectations of students as they are also transition gently and purposefully between different stages of learning.

# THE MIDDLE SCHOOL MODEL AT MACKILLOP

## Homework and Diary

Homework is structured and subject-based. The use of the College diary is initiated from Year 5 to develop habits of learning that set students up for success. Students in Year 5 will be taught to write their homework into their diary and learn to manage their study load. Homework at MacKillop is compulsory from Year 5 -12 and serves as a habit-forming experience that sets your child up to be disciplined and grow in independence.

Homework is also integral to Year 5 & 6 students and it ensures a smooth transition into high school expectations. Homework guidelines will be made available to parents and students in 2026.

Homework is checked and is part of the regular academic expectations of all students. In Year 5 and 6, homework will be checked by the core teacher and the specialist teachers.

## EXAMPLES OF HOMEWORK ROUTINES

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Year 5</b> | Monday – Spelling Words (10 minutes)<br>Tuesday – Reading (10 minutes)<br>Wednesday – Maths (10 minutes)<br>Thursday – Research questions on Australian Sports Heroes- (15 minutes)<br>Friday – NIL                                                                                                                                                                                                                                                           |
| <b>Year 6</b> | Monday – Spelling words, 10 complex sentences and 3 paragraphs – (15 minutes)<br>Tuesday – Comprehension Task – (15 minutes)<br>Wednesday – NIL<br>Thursday – Revision task for Maths test next week – (20 minutes)<br>Friday/ Weekend- Reading in preparation for class discussion on Monday- (10 minutes)                                                                                                                                                   |
| <b>Year 7</b> | Monday – Read Chapter 1 of Novel for Wednesday (15 Minutes), & Maths exercises (15 minutes)<br>Tuesday – Science research task on plants. Draw diagram of 2 plants from your garden- (30 minutes), finalise reading of chapter 1 of Novel (15 minutes)<br>Wednesday – Study Japanese vocabulary works (10 minutes) & Maths exercise (15 minutes)<br>Thursday – NIL<br>Friday/ weekend – Begin History Project on Ancient Egypt. Complete Qs 1-5. (30 minutes) |

# THE MIDDLE SCHOOL MODEL AT MACKILLOP

## **Assessment Practice**

### *What will assessments look like?*

Assessment begins to resemble high school style assessment that is explicitly structured into assignments and testing with deadlines and a notification of assessment. Some of this may be independent work and at other times it will be group-based assessment - just like Secondary School. Students in Year 5 -12 also receive an Assessment Handbook to guide their understanding of assessment practice and a formal assessment calendar.

### *Decoding or understanding Assessments*

The move from this structured assessment style begins slowly and purposefully in Year 5 as students grow in confidence. By the time your child reaches Year 6 and 7 that are familiar with an assessment notification, they can decode what is expected and are taught to understand the rubric or marking criteria. These are all foundational skills that were once only delivered in the secondary school. Now, the academic and cognitive jump between Primary School and Secondary School is not a mountain but rather a simple transition into Year 7 and Year 8.

Students understanding and decoding the language associated with assessments positions them for success.

# THE MIDDLE SCHOOL MODEL AT MACKILLOP

## **What stays the same?**

Students in Years 5 and 6 still have a core teacher who targets the teaching of core literacy and numeracy, religious education and other key learning areas.

They still develop strong bonds with their core teacher that are Stage and age appropriate. They mostly stay in the same classroom.

## **What is different?**

- The specialist learning experiences available from Year 5 onwards.
- Getting ahead of their peers who cannot access a Middle School.
- Establishing study habits that promote high levels of independence such as diary use.
- Reduce cognitive load and increase wellbeing for learning as they enter secondary schooling.
- Familiarity of assessment practice.
- Familiarity of homework routines.
- Familiarity of teachers who teach across the Middle and Senior School.
- Establishing relationships with teachers beyond the Primary School teaching staff.
- Familiarity with behavioural expectations from Year 5 onwards.
- Access to lockers to promote independence, organisational skills and executive learning skills to establish patterns and routines of learning in a manner that promote gentle transition.
- Variety of teachers in the school day.

## **Do students in Year 5 and 6 move between classes like high school students?**

Yes, there are in some instances that required students to move between classes. It is important that they have access to specialist teaching rooms such as laboratories, kitchens etc.

This is why Year 5 and 6 students are timetabled just as secondary students are timetabled.

# PLAYGROUND DEMARCATATIONS & COMMON AREAS

In 2026, to more effectively manage an increasing number of students and instil a sense of pride of space and place, the College playground will have demarcation zones.

## **Demarcation Zones Include**

CA Area - Year 7 & 8

Science Area- Year 9 & 10

COLA- Year 5 & 6

H Block Garden- Year 11 & 12

Common Areas - Canteen (Lines), Library & Oval are available to all students.

The new playground demarcations will:

- Create a sense of belonging and personal safety for students
- Create a more equitable supervision experience for teachers on duty and Wellbeing Leads
- Exercise our duty of care and provide adequate supervision of students within manageable spaces
- Ownership and autonomy of year groups yards to better manage rubbish, vandalism and toilets
- Students have a clear understanding of where they need to be. to support greater consistency of expectations

# PASTORAL STRUCTURE 5-12

After much consideration and consultations, the College will be reverting back to a horizontal pastoral structure (year group pastoral classes).

- Timetabled 5 days a week
- Leaders of Wellbeing will be responsible for managing a team of pastoral teachers (renamed from event teachers)
- Leaders of Wellbeing will be timetabled on during pastoral time.
- Leaders of Wellbeing will be expected to be present and supporting pastoral class teachers during this time.
- Learning of Learning & Teaching will be required to take a pastoral class

Pastoral Teachers from Years 5-12 will be required to:

- Develop a Pastoral Classroom that is positive, harmonious and that brings a sense of belonging.
- Create a sacred space in their pastoral classroom.
- Pray daily.
- Mark the roll.
- Read any notices from Compass that pertain to the class
- Check diaries once weekly.
- Check uniform.
- Engage in a short learning activity

# PASTORAL LESSONS

- Timetabled fortnightly lesson in pastoral time
- Lessons to be visible on Canvas to support pastoral teachers
- Pastoral Care Teachers will follow their students throughout their school journey

## VISION

**Authentic, professional Catholic education, delivered with care and compassion.**

## PURPOSE

**Inspiring hearts and minds to know Christ, to love learning, to use their talents to be the very best they can be.**

## STRATEGIC STATEMENT

**Under the leadership of the Bishop we are committed to maintaining focus on our purpose; to collaborating in the mission; to applying evidence based practice in all our endeavours and to delivering the vision as we strive to be at least as good as the very best.**

### STRATEGIC THEMES

#### EVANGELISATION & CATECHESIS

- Accompanying students, families and staff to know Christ and the Catholic Worldview.
- Strengthening Formation for Mission through quality Religious Education and opportunities to grow closer to Christ.
- Supporting the faith journey of students through Youth Ministry and daily witness within vibrant Catholic communities.
- Collaborating within the Diocese, School and Parish through the Shared Mission Principles and Catholic Charter to connect to our community and serve the most vulnerable.

#### STUDENT ACHIEVEMENT

- Ensuring academic growth and achievement.
- Knowing our students and how they learn, and knowing the Curriculum.
- Delivering curriculum, assessment and pedagogy by highly skilled effective practitioners.
- Supporting wellbeing to provide a safe, supportive and engaging learning environment.
- Using data and feedback to support success for every student and teacher in all aspects of learning, and for our staff in all aspects of their practice.

### STRATEGIC ENABLERS

#### GOVERNANCE

- Partnering with parents in their role as primary educators.
- Ensuring decision making processes support strategic priorities and regulatory compliance.
- Implementing policies and guidelines that ensure delivery of the Vision and Mission.
- Supporting staff to embed a strong risk culture.
- Setting clear expectations with all suppliers to deliver value and reduce risk.

#### CAPABILITY & ENABLEMENT OF OUR PEOPLE

- Growing capable, faith filled leaders.
- Ensuring student centred leadership in all aspects of decision making.
- Attracting, developing and retaining high performing staff.
- Focusing on individual and team performance growth and accountability in a culture of continuous improvement.
- Building the capability of others, supporting wellbeing and unlocking the potential of staff.

#### FINANCIAL MANAGEMENT

- Setting optimal fees, realistic pricing and providing financial support.
- Budgeting and resourcing to optimise operations and efficiency.
- Embedding short and long term financial planning.
- Supporting decision making through real time data and innovative practices.
- Targeting enrolment strategies for growth.

#### INFRASTRUCTURE

- Providing quality service delivery through efficient, responsive and centralised support.
- Optimising learning outcomes with current and emerging technologies.
- Supporting safe and future focused optimal learning environments with strategic capital planning and asset management.

## MEASURES

**Student progress and outcomes, the efficient use of our resources, the effectiveness of each strategic improvement initiative as well as feedback from staff, students and parents.**

## VALUES



FAITH



JOY



WITNESS



COMPASSION



COURAGE

## Strategic Statement

Under the leadership of the Bishop we are committed to maintaining focus on our purpose; to collaborating in the mission; to applying evidence based practice in all our endeavours and to delivering the vision as we strive to be at least as good as the very best.

## College Vision

Educating confident, compassionate, and future-ready students in the spirit of St Mary of the Cross MacKillop

## Our Purpose

Inspiring hearts and minds to know Christ, to love learning and to use student talents to be the very best they can be.

## MacKillop Core Values



### Strategic Themes

EVANGELISATION & CATECHESIS

STUDENT ACHIEVEMENT

### Strategic Enablers

GOVERNANCE

CAPABILITY & ENABLEMENT OF OUR PEOPLE

FINANCIAL MANAGEMENT

INFRASTRUCTURE

CSBB Strategic Alignment

## ENGAGE STRATEGIC OBJECTIVES

A Catholic Community

- Accompaniment from Baptism to Post School
- Holistic Faith formation
- Encounter with Parish
- Catholic Worldview

Wellbeing for Learning

- Evidence-based Wellbeing for Learning
- Communication & consistency
- Respectful relationships
- Routines and practices

People-Centred Growth

- Peer-based professional learning
- Distributive leadership
- Collaborative relationships with families
- Collective success through capability building

Impactful Learning

- High expectations
- Challenge & support
- Evidence to inform improvement
- Data analysis

Sustainability & Operational Efficiency

- Compliance
- Sustainable growth & financial scalability
- Resource management
- Cost optimisation

# TECHNOLOGY TRANSITION

The following table Identifies the transition phases from iPad to hybrid (the use of both iPads and laptops) to laptops only from 2025 to 2027

|         | 2025                                        | 2026                                | 2027   |
|---------|---------------------------------------------|-------------------------------------|--------|
| Year 5  | Laptop *compulsory all Year 5 students      | Laptop                              | Laptop |
| Year 6  | Hybrid                                      | Laptop *compulsory purchase in 2025 | Laptop |
| Year 7  | Hybrid (all new students compulsory laptop) | Hybrid                              | Laptop |
| Year 8  | Hybrid                                      | Hybrid                              | Laptop |
| Year 9  | Hybrid                                      | Hybrid                              | Laptop |
| Year 10 | Hybrid                                      | Hybrid                              | Laptop |
| Year 11 | Laptop                                      | Laptop                              | Laptop |
| Year 12 | Laptop                                      | Laptop                              | Laptop |

# TRADITIONS

| Focus                     | Junior School<br>K-4                          | Middle School<br>5-8                                                                    | Senior<br>School 9-12                                                  |
|---------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b><i>Tradition 1</i></b> |                                               | Handheld cross for<br>Year 6                                                            |                                                                        |
| <b><i>Tradition 2</i></b> | Teddy Bear in<br>Kindy                        | Key ring Year 7                                                                         | Senior gift<br>Year 12                                                 |
| <b><i>Tradition 3</i></b> | Red carpet entry<br>Guard of Honour<br>Year 4 | Guard of honour<br>Year 5 & 8                                                           | Guard of<br>Honour<br>Piper Year 12                                    |
| <b><i>Tradition 4</i></b> | Year 4 Retreat                                | Year 5 Retreat<br>Year 7 Spirituality<br>Day & Belong Day<br>Year 8 Spirituality<br>Day | Year 9<br>Spirituality Day<br>Year 10<br>Retreat<br>Year 11<br>Retreat |
| <b><i>Tradition 5</i></b> |                                               | Year 6 Shirt                                                                            | Year 12<br>jumper                                                      |

# UNIFORM TRANSITION

| Focus                                                                                                                                                                                                             | Junior School<br>K-4                                 | Middle<br>School 5-8                                                             | Senior School<br>9-12                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------|
| <b>Uniform (Two year transition)</b><br><i>*By 2028, Years K-4 will wear the current Primary uniform, Years 5-8 will wear the current Secondary uniform, and Years 9-12 will wear the current Senior Uniform.</i> | No Change<br>Red jumper for Junior and Winter jacket | High School uniform including blazer and Winter jacket<br>Blue jumper for Middle | Senior Uniform<br>Year 12 Jacket/jumper<br>Red jumper for Senior |
| <b>Bags</b>                                                                                                                                                                                                       | College School Bag                                   | College School Bag                                                               | College School Bag                                               |
| <b>Hats</b>                                                                                                                                                                                                       | Bucket hat                                           | Cap or Bucket Hat                                                                | Cap or Bucket Hat                                                |

# OTHER HELPFUL PEOPLE

| Title                                                                     | Name                 | Scope                     | Area of Focus                                                                                                         |
|---------------------------------------------------------------------------|----------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Enrolment Officer                                                         | TBC                  | Early Learning to Year 12 | Enrolments, Entry & Exits<br>Email:                                                                                   |
| Leader of Evangelisation                                                  | Dr. Ashley Sadler    | Years 5-12                | Social Justice, Outreach, JUMP<br>Email: ashley.sadler@dbb.catholic.edu.au                                            |
| Aspire Student Leadership Leader                                          | Mrs. Rachael Elcoate | Years K-12                | Aspire Student Leadership Formation<br>Email: rachael.elcoate@dbb.catholic.edu.au                                     |
| Elite Athlete Program Lead                                                | Mrs Alex Walters     | Years 5-12                | Elite Athlete Program<br>Email: alex.walters@dbb.catholic.edu.au                                                      |
| Aboriginal & Torres Strait Islander Education, Culture & Community Leader | TBC                  | Early Learning-Year 12+   | Aboriginal & Torres Strait Education, Culture and Community Email: TBC                                                |
| Representative Sport Lead                                                 | Mr Duncan Black      | Years 5-12                | Representative Sport<br>Email: duncan.black@dbb.catholic.edu.au                                                       |
| Learner Diversity Administration                                          | Mrs. Natalie Lea     | Years K-12                | Allied Health Professionals and Medical Plans, Administrator<br>Email: natalie.lea1@dbb.catholic.edu.au               |
| Senior Finance Officer                                                    | Ms. Kate Pareaux     | Early Learning-Year 12    | School Fee enquiries, bus enquires, recording of student absences enquires<br>Email: kate.pareaux@dbb.catholic.edu.au |
| Parish Secretary                                                          | Mrs. Kim McCarthy    | Parish                    | Parish matters, booking funerals, weddings, baptisms etc.                                                             |

CHRIST OUR LIGHT



# MACKILLOP

## Catholic College

### WARNERVALE

MACKILLOP PARENT & STUDENT HANDBOOK  
2026