

MacKillop
Catholic College



Parent Ready Reference Handbook

2021



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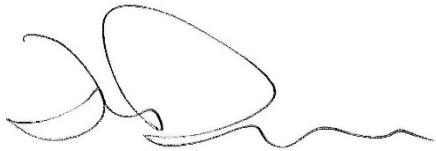
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Welcome to MacKillop Catholic College!

This publication provides some helpful information about our community, our vision and mission, as well as organisational arrangements for 2021.

We are pleased that you and your family are members of our community. May God bless our endeavours together!

Kind regards



Luke Brown
College Principal



Our Purpose

As a Catholic school, our **PURPOSE** is inspired by the *Gospel of Life*.

In the spirit of Jesus Christ, and faithful to the example of St Mary MacKillop, our **VISION** is a school community in which:

- children and their families are welcomed and loved
- students are inquisitive and happily learning
- learners are supported, guided and encouraged.

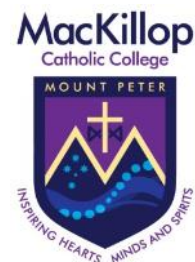
Our **MISSION** as a Catholic school is to:

- form confident and creative young people who value the ethic of love
- be a safe and welcoming community in which relationships are characterised by Gospel values
- offer the best quality pedagogy and curriculum for the creation and sharing of knowledge which is characterised by the good, the true and the beautiful.

As a community of hope investing in the future, we embrace Christianity as the way of humanity.

Desiring our students to experience they are loved and cherished, we **VALUE**:

- Catholic culture as foundational and formative
- Community which is family-like and inclusive
- Curriculum that innovates and energises
- Pedagogy which individuates and engages
- Staff who love their students and who love their own learning
- Leadership that is visionary and at the service of the community
- Facilities that are contemporary and agile.



College Houses

MacKillop Catholic College's four College Houses are named for significant elements of the 'MacKillop Spirit' and 'Josephite charism'. Each house also bears an emblem representing local native wildlife – footprints of adult and young together – drawn from Yidinji culture. The story of *Djarraga* – The Scrub Hen, *Janggull* – The Quoll, *Dimin* – The Sugar Glider and *Mabi* – The Tree Kangaroo strongly links with House values.

While each House represents a particular element in a purposeful manner, all elements are embraced by every House, so that together the four elements are characteristic of the 'MacKillop way'.

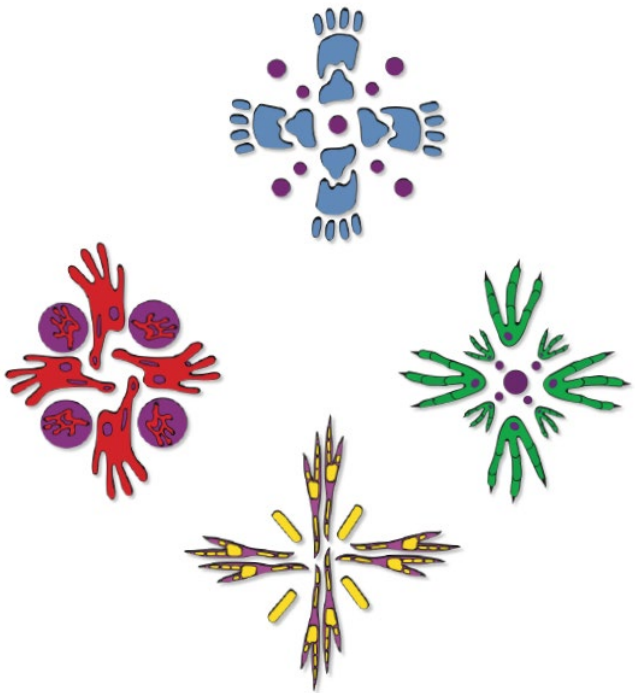
Woods: *Learning and Wisdom*

McDonald: *Family and Community*

Loyola: *Spirit and Faith*

McCormack: *Compassion and Service*

Our college culture is characterised by the 'MacKillop Way'; a college-wide positive relationships framework. As a Catholic school, we welcome students and families who wish to share and support our values:



United by the love of Christ, and inspired by the example of St Mary MacKillop, we value:

- Community in the way of family
- Love of learning
- Respectful engagement and service
- A nurturing of the spiritual

** Read more about our College Houses on our website at:

<http://www.mackillopcatholiccollege.qld.edu.au/wp-content/uploads/2016/12/CollegeHouses20160801.pdf>

The MacKillop Way

A College-wide positive relationships framework

The MacKillop Way is based on the core values of:

- Community
- Learning
- Service and Outreach
- Spiritual Growth

These values are witnessed in the life and teaching of Jesus Christ.

The MacKillop Way describes how we live and learn together in a Catholic Community and is explicitly taught and reinforced in all aspects and contexts of College life. The MacKillop Way dispositions, **RESPECT : ENGAGEMENT : PERSONAL BEST**, give expression to these values.



MacKillop Way Awards

Attitudes and behaviours identified as examples of 'MacKillop Way' values will form the basis for student awards. Student *MacKillop Way Awards* are presented at College Assemblies throughout the year.

The 'target audience' for MacKillop Way Awards are our students themselves. By awarding individual students, we are simultaneously acknowledging all students who display these positive dispositions. Teachers will select individual students for awards. Because of the important relationship between students and their educators, it is our practise for awards to be presented by our teachers to their students.

Not wishing to create expectations on parents that they attend presentation, and equally wanting to avoid disappointment on the part of students (many parents are unable to attend assembly), students and families are not notified prior to awards being presented. However, following the presentation of awards, all awardees' families are notified, and the awards are celebrated in the next edition of the College Newsletter.

Relationships

Relationships and Community are at the very core of Christian living. The vitality of relationships is expressed in God's 'Trinitarian nature': Father, Son, Spirit. This understanding inspires those in Catholic Education to strive to be a living Christian community in relationship with God, others and the world. When we include God in our relationships, we strengthen purposeful meaning and direction. When God is central to faith and life, we have hope and joy. Wherever we experience love, we experience God; for God is love (1 John 4:8).



There is nothing more important than healthy, positive relationships and well-being within a community. Positive relationships allow everyone to achieve maximum potential and growth. A College which lives out its values is a happy, welcoming, caring and safe place where there is great potential for everybody's needs to be met, and where all have the opportunity to succeed and develop.

As stated in the ***Melbourne Declaration on Educational Goals for Young Australians*** (MCEETYA 2008):

'students need to have a sense of self-worth, self-awareness and personal identity that enables them to manage their emotional, mental, spiritual and physical well-being', with a sense of hope and 'optimism about their lives and the future'. On a social level, it helps students to 'form and maintain healthy relationships' and prepares them 'for their potential life roles as family, community and workforce members' (MCEETYA, p. 9).

At MacKillop, a range of beliefs, practices, programs and strategies are in place across the College which aim to develop healthy, positive school culture. These include:

- Student engagement in deep learning experiences
- The Religious Education Curriculum
- The Second Step Program
- Circle Solutions
- The Classroom Management Framework
- Strategies such as Restorative Practices

Read more about the ***College Wide Positive Relationships Framework*** on our website:

<http://www.mackillopcatholiccollege.qld.edu.au/wp-content/uploads/2019/03/MCCSchoolWidePositiveRelationships20180810.pdf>

Student Protection and Wellbeing

In Catholic education, protection for children and young people is based upon the belief that each person is made in the image of God, and that the inherent dignity of all should be recognised and fostered within community.

A commitment to the protection of children and young people and upholding of their right to a safe and secure environment is critical to educational experience.

Those in positions of responsibility in Catholic schools acknowledge their obligation to have in place proactive intervention policies and procedures which will provide students with a safe school environment, ensure that school personnel have the knowledge and skills they need to promote such a safe environment, and provide a prompt and supportive response to an allegation of harm of any kind.



The Education (Accreditation of Non-State Schools) Act 2001 and the Education (Accreditation of Non-State Schools) Regulation 2001 provide the overarching legal requirements for student protection in all Catholic schools in Queensland. The fundamental obligation is for each school to develop and maintain a Risk Management Strategy which seeks to reduce the risk of harm to students. It also includes documentation of policies and procedures which demonstrate the school's compliance with all other forms of child protection legislation in this state and implementation of best practice procedures for the protection of children and young people from harm.

The consequences of failing to act in accord with legislation and regulation are serious because of the potential impact on the lives of students, the well-being of families, school staff and the reputation of the school itself. In addition, failure to comply will attract considerable penalties in the form of fines, convictions and can place the accreditation status of the school in jeopardy.

To support Catholic schools' efforts to create student safety in communities of care, Catholic Education has published a Student Protection Reporting Processes manual. These documents are available at <http://www.cns.catholic.edu.au/your-education/student-protection/>

Communication

MacKillop Catholic College uses various methods of communication to keep all members of the College Community informed.

EdSmart is an online system the College employs to ensure a rapid and efficient response from families. The online system is extremely easy for parents to use. Instead of paper as a form of notification/permission, an email is sent with a link for you to follow.



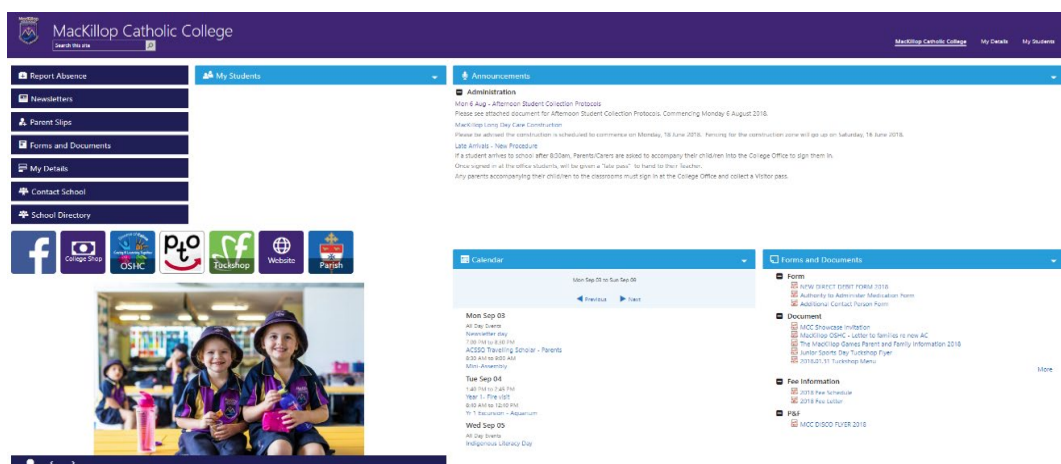
This opens a secure web page version to view the notification and to complete and submit permission if necessary. EdSmart is compatible with smartphones, tablets or computer. You can read more about EdSmart on their web site: <https://edsmart.com/about-us/parents/>

SeeSaw is an online application that allows for open communication between parents and their child's teacher. Access to [SeeSaw](#) will be set up at the beginning of the school year.



Facebook [The College has a public Facebook page - MacKillop Catholic College, Mount Peter](#) - for all audiences to see what is happening in our College. The College also has a Parent Only, closed group: MacKillop Community Hub – which you can request to join once your child has started at the College. The Hub is where the College will post notices about upcoming events, special tuckshop menu items, working bees, free dress days etc.

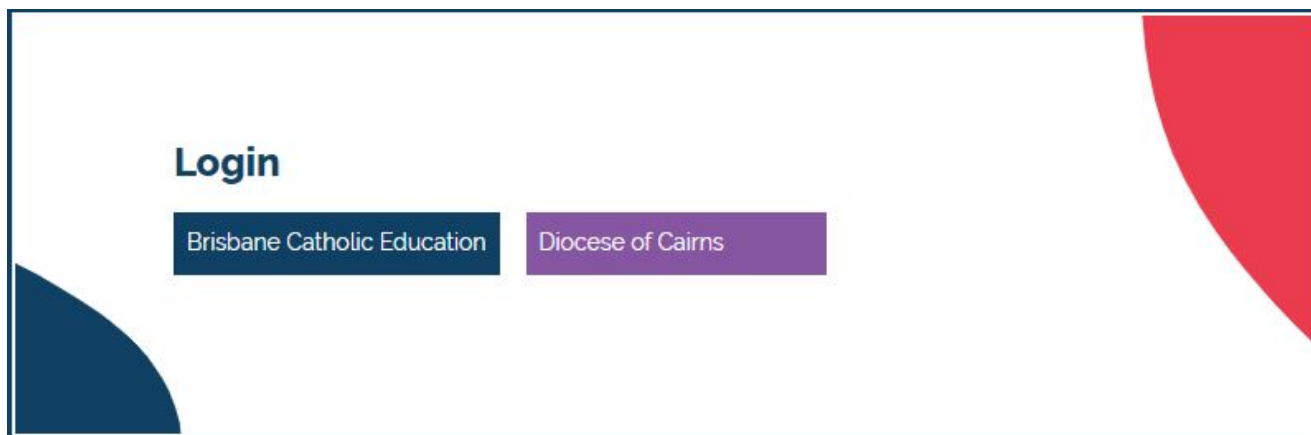
Parent Portal is a secure link for MacKillop Catholic College parents only to access relevant school information. Digital versions of College policies, term dates, student reports, newsletters and other correspondence is available via our Parent Portal. We encourage Parents to check the Parent Portal frequently, to keep informed of announcements and upcoming events. There is a link to the Uniform Shop and Tuckshop online purchasing site – [Flexischools](#). Parents can inform the College of their child/ren's absence, view their child/ren's timetable, attendance and awards received. Additionally, it allows parents to check their own contact details as held by the College and update where necessary.



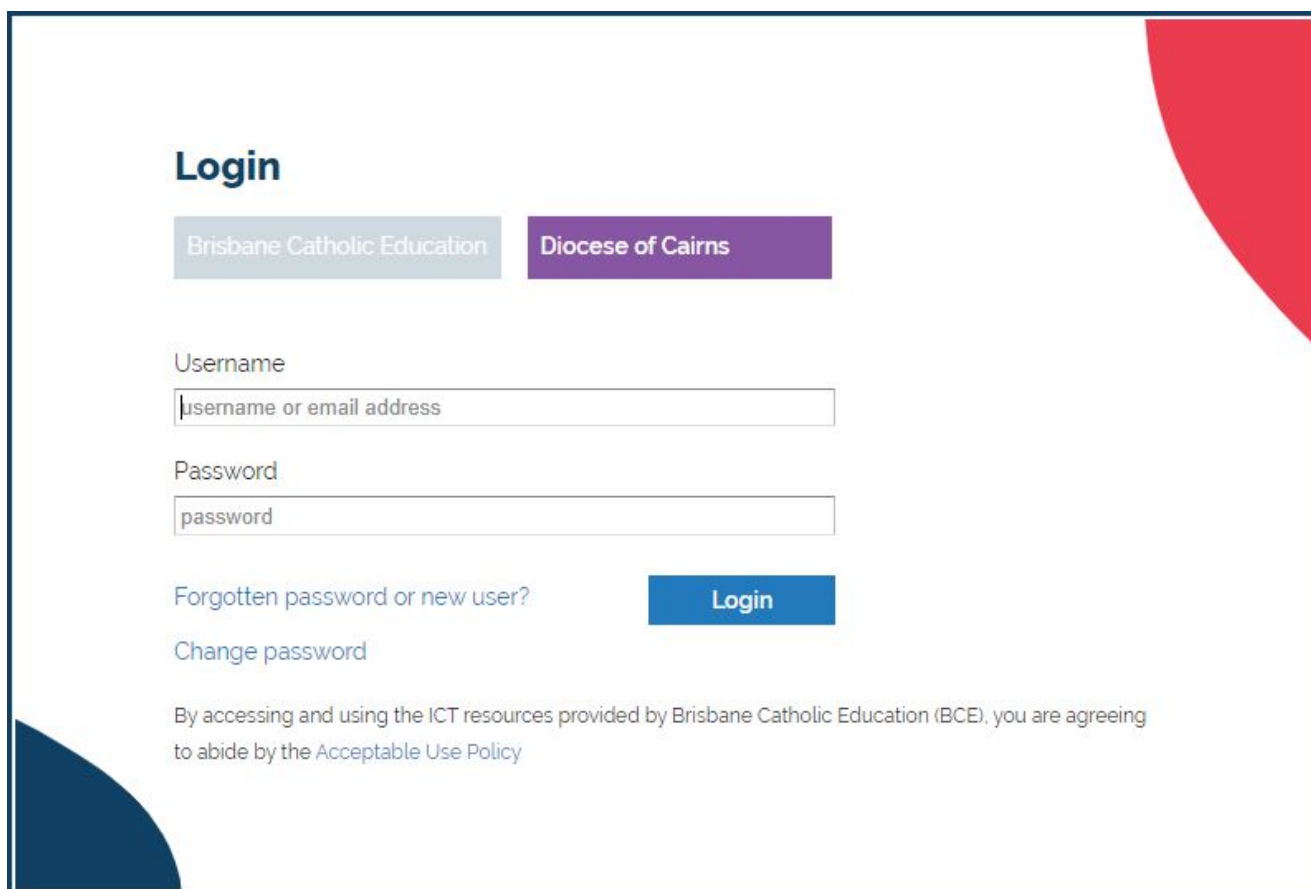
Parent Portal Login Instructions

It is essential that all parents **set up their own Portal access** when their child/ren commence at the College. Instructions to set up Parent Portal are below and the link is located via the College website <http://www.mackillopcatholiccollege.qld.edu.au/>

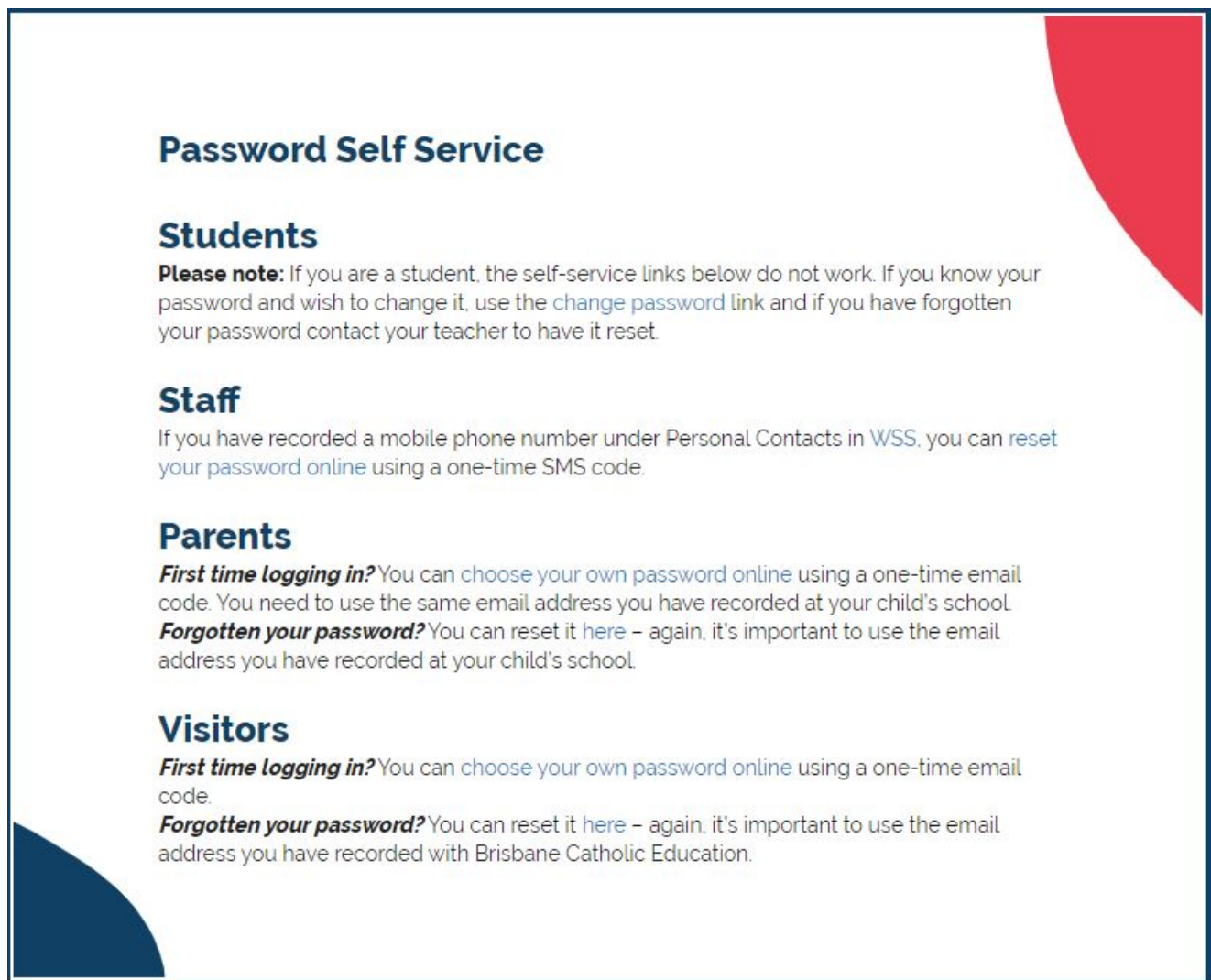
1. Start the process by going to the College website and clicking the [Parent Portal link](#). You will be met with a login screen.



2. CLICK **Diocese of Cairns** and then CLICK **Forgotten Password/First-Time Login button**

A screenshot of the Parent Portal login interface, showing the login form. The 'Login' header is at the top. Below it are the same two buttons: 'Brisbane Catholic Education' and 'Diocese of Cairns'. Underneath these buttons is a 'Username' label followed by a text input field containing the placeholder text 'username or email address'. Below that is a 'Password' label followed by a text input field containing the placeholder text 'password'. To the left of the 'Login' button, there is a link that says 'Forgotten password or new user?' and another link below it that says 'Change password'. The 'Login' button is a solid blue rectangle. At the bottom of the form, there is a line of small text: 'By accessing and using the ICT resources provided by Brisbane Catholic Education (BCE), you are agreeing to abide by the Acceptable Use Policy'. The interface is framed by a dark blue border on the left and bottom, and a red curved shape on the right.

3. CLICK the link under the **Parents** heading titled: “**choose your own password online**”

A screenshot of a web page titled "Password Self Service". The page has a white background with a blue border. There are decorative curved shapes in the corners: a red one in the top right and a dark blue one in the bottom left. The page is organized into sections for different user types: Students, Staff, Parents, and Visitors. Each section has a heading and a paragraph of instructions. The "Parents" section includes two sub-headers: "First time logging in?" and "Forgotten your password?".

Password Self Service

Students

Please note: If you are a student, the self-service links below do not work. If you know your password and wish to change it, use the [change password](#) link and if you have forgotten your password contact your teacher to have it reset.

Staff

If you have recorded a mobile phone number under Personal Contacts in WSS, you can [reset your password online](#) using a one-time SMS code.

Parents

First time logging in? You can [choose your own password online](#) using a one-time email code. You need to use the same email address you have recorded at your child's school.

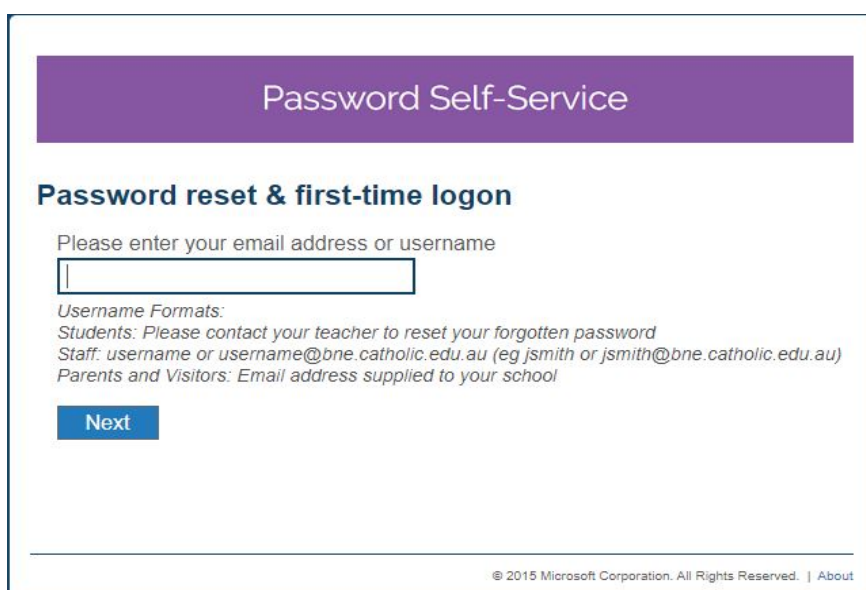
Forgotten your password? You can reset it [here](#) – again, it's important to use the email address you have recorded at your child's school.

Visitors

First time logging in? You can [choose your own password online](#) using a one-time email code.

Forgotten your password? You can reset it [here](#) – again, it's important to use the email address you have recorded with Brisbane Catholic Education.

4. Enter the primary personal email address that you have provided to the school and click **Next** once.

A screenshot of a web form titled "Password Self-Service". The form has a purple header bar with the title in white. Below the header, the section is titled "Password reset & first-time logon". There is a text input field for email address or username. Below the input field, there is a section for "Username Formats" with instructions for Students, Staff, and Parents/Visitors. At the bottom of the form is a blue "Next" button. The footer contains copyright information for Microsoft Corporation.

Password Self-Service

Password reset & first-time logon

Please enter your email address or username

Username Formats:
Students: Please contact your teacher to reset your forgotten password
Staff: username or username@bne.catholic.edu.au (eg jsmith or jsmith@bne.catholic.edu.au)
Parents and Visitors: Email address supplied to your school

Next

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5. Check that email account for a security code which will be sent within 1 minute (expires after 15 minutes), enter the corresponding security code in the **Verify your Identity** form and click **Next**.

The screenshot shows a web form titled "Password Self-Service" with a purple header. Below the header, the section is titled "Verify Your Identity: Email Verification". The instructions state: "Enter your security code below. A security code was sent to the email address registered with Brisbane Catholic Education." There is a label "Security Code:" followed by a single-line text input field. Below the input field are two buttons: "Next" and "Cancel". At the bottom right, there is a small copyright notice: "© 2015 Microsoft Corporation. All Rights Reserved. | About".

6. On the **Password Reset** form enter your desired password in both boxes before clicking **Next**.

The screenshot shows a web form titled "Password Self-Service" with a purple header. Below the header, the section is titled "Login Assistant You were successfully authenticated." There are two radio button options: "Account Unlock: Keep Your Current Password" and "Password Reset: Choose Your New Password and Unlock Your Account". The "Password Reset" option is selected. Below the options, it says "(Resetting password for ssza01@outlook.com)". There are two text input fields: "Enter a new password:" and "Re-enter the password:". Below the input fields are two buttons: "Next" and "Cancel". At the bottom right, there is a small copyright notice: "© 2015 Microsoft Corporation. All Rights Reserved. | About".

7. **NOTE: It is IMPORTANT to close your web browser then re-open it.**
8. Re-visit the College website and click the Parent Portal link.
9. Login using the **same** email address used during setup and the password you created.

Troubleshooting

1. If you did not receive an email from the College advising you of Parent Portal access, then it is likely that you have not given the College an email address. In this case a Parent Portal account will not have been created for you and you will not be able to create a password. Contact the College and provide an email address (if both parents require individual access to the Parent Portal, each parent will need to provide individual email addresses).
2. If you receive an “Error 3000” or an “Access Denied” error, please advise the College. We need to know at which point that error message came up during the password creation process to help us resolve it.

Parent-Teacher-Student interviews

Interviews between Parents, Teachers and Students are held twice each year, at the end of Term 1 and in Term 3 for Primary and Term 2 and in Term 3 for Secondary. These more formal meetings are an invaluable opportunity for parents to:

- receive feedback from teachers regarding their child’s progress at school
- ask questions or raise concerns
- inform the school about relevant information regarding their child.

They also reinforce the important notion that education is a multi-faceted partnership. A student’s success is dependent upon the quality of this partnership between student, school and home.

Bookings for Parent-Teacher-Student interviews are made through PTO, an online booking system which streamlines the process of organising the meetings. The link for PTO is found on the Parent Portal and is accessed by clicking this icon:



Student Learning Resources (aka ‘Booklists’)

The vast majority of student learning resources (all stationery, exercise books and writing materials) are included with the ‘General Purpose Fee’ component of the overall School Fee. Parents are required to purchase a school backpack and library bag, which are available from the school’s Uniform Shop.

Home-Learning (aka Homework) @ MCC

Home-learning, or homework, takes a variety of expressions. We know that children are learning all of the time through their play, interactions with adults and their observations and engagements with their world; and indeed, have done so from the first.

Formal, assigned homework has a variety of purposes in supporting and consolidating school-based learning. Research informs our practice and suggests that a focus on literacy, and reading in particular, is critical in the early years of schooling. Reading for enjoyment is a key foundation for positive growth in the literacy capacity of children. **As such, recommended home-learning is for students of all year groups to engage in reading at a level commensurate with their growing ability;** teachers will guide students as they select texts to read.

Additional home-learning will be teacher-guided and in response to student interest, need and capacity to support classroom learning. This will vary across year levels and will typically grow as students approach the completion of the primary years. Home-learning should also be sensitive to



students' needs and activities beyond school, including: recreation, family time, rest, sport, and cultural pursuits.

Home-learning is an important part of every child's development from Prep through to Year 12. It is intended to be 'purposeful learning' that provides opportunities for students to develop independent study habits as they grow and mature into lifelong learners and responsible citizens. Home learning should complement classroom learning, consolidating the skills learnt during school time, as well as stretching those learners who would benefit from extension activities. A guiding principle for the setting, reviewing and completion of home learning is the maintenance of students' well-being and health. The home learning requirements at MacKillop Catholic College will ebb and flow, following the rhythm of classroom learning and increasing over time as students mature.

<https://www.mackillopcatholiccollege.qld.edu.au/wp-content/uploads/2019/06/Home-Learning-Policy-2019.pdf>

Parent Code of Conduct

This Code of Conduct applies to all parents, volunteers and visitors who interact within our schools and Catholic Education Services in the Diocese of Cairns. It also applies to all parents, volunteers and visitors who are present at school and school sponsored meetings/functions within and outside of school hours. As parents, volunteers and visitors there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Cairns.

Be communities sustained by life giving relationships

Our schools are genuine communities founded on relationships which are based on shared beliefs and common goals. We live this by:

- Being welcoming to all members of the school/parish community
- Helping children to develop positive attitudes to school and respecting the staff, other parents and students
- Avoiding harm to school property
- Respecting the rights, dignity and views of our students, staff and parents
- Creating and maintaining open, honest and positive relationships with staff, parents and students
- Committing to a school community free from unlawful discrimination, victimisation and harassment
- Communicating via all modes in a constructive, timely, honest and courteous manner
- Following and supporting the implementation of the School's Vision and Mission Statements through the implementation of all school and diocesan policies.

Build constructive covenants with all partners

We live this by:

- Conducting ourselves in a manner which enhances the good order of the school, Catholic Education and its staff, and the wider Church
- Upholding and complying with applicable laws, policies and procedures at a diocesan, state and federal level (including Student Protection and Workplace Health and Safety)
- Identifying, reporting and resolving any situations that have potential for conflict in a manner which is consistent with this Code of Conduct
- Ensuring the integrity of confidential, private and sensitive information is maintained at all times
- Ensuring that our presentation and personal appearance is appropriate for the school community

- Ensuring that parents and volunteers are free from the influence of alcohol as appropriate to the occasion
- Ensuring that state and federal laws are followed in relation to smoking
- Ensuring children are punctual, consistently attending and thoroughly prepared to maximise learning
- Following the safety procedures of the school
- Following the directions of staff in all educational and school activities including camps and excursions
- Disclosing fully and accurately any information required by the school in its enrolment process and committing to further update this information as required.

A copy of the Catholic Education, Diocese of Cairns '*Code of Conduct for Parents, Volunteers and Visitors*' is available at this address: <http://www.cns.catholic.edu.au/wp-content/uploads/2016/11/Code-of-Conduct-for-Parents-Volunteers-and-Visitors.pdf>

Term Dates

2021		
Term	Dates	Weeks
1	Wednesday 27 January – Thursday 01 April	10
2	Monday 19 April – Friday 25 June	10
3	Monday 12 July – Friday 17 September	10
4	Tuesday 05 October – Friday 03 December	
	Notes:	8 [Y7-Y8]
	<ul style="list-style-type: none"> • Years 7 & 8 last day is Friday 26 November (Week 8) • P-6: School ends at 12:00 noon, Friday 03 December (Week 9) 	9 [P-Y6]

Public Holidays & Student Free Days


2021	
Term	Dates
1	Tuesday 26 January – Australia Day
2	Friday 02 April – Good Friday
	Monday 05 April – Easter Monday
	Sunday 25 April – ANZAC Day
	Monday 26 April – ANZAC Day Holiday
	Monday 03 May – Labour Day
3	Friday 16 July – Cairns Show Day
	Friday 03 September – Student Free Day (P-8)
4	Monday 04 October – Queens Birthday

Daily Routine


School Daily Timetable	Start	Finish	Duration
Home Form	8:30am	8.50am	20 mins
Period One	8:50am	9.45 am	55 mins
Period Two	9.45am	10.40am	55 mins
Morning Tea	10:40am	11:00am	20 mins
Period Three	11:00am	11.50am	50 mins
Period Four	11.50am	12.40pm	50mins
Lunch	12:40pm	1:20pm	40 mins
Period Five	1:20pm	2.10pm	50 mins
Period Six	2.10pm	3.00pm	50mins
End of School Day	3:00pm		
College Office Hours – Term Time	8:00am	3:30pm	
<p align="center">Primary Assemble – Friday Period One</p> <p align="center">Secondary Assemble – Wednesday Period Four</p> <p align="center">Thursday A and Thursday B Secondary School finishes at 2.10pm for Staff PD and Meetings</p>			

Classrooms open at
8:20am

Learning starts at
8:30am



Don't be late!!



Student Drop-off and Pick-up times

Please be aware that limited supervision for students is provided by College staff before and after the school day. **Supervision is normally provided from 8.10am before school commences and until 3.20pm after school.**

Excellent care is provided before and after school each day by MacKillop's *Outside School Hours Care*. This service is provided by Cairns Catholic Early Learning and Care. Our OSHC coordinator can be contacted on [0439 312 901](tel:0439312901) and more information, including enrolment forms can be accessed at: <https://www.ccelc.catholic.org.au/oshcare/mackillop-catholic-college-mount-peter/>

Student Drop Off and Pickup

- In the morning, staff supervision commences at 8:10am. Students should gather in covered areas, the Avenues, near the classrooms.
- **In the afternoon, staff supervision concludes at 3:20pm.**
- Students will be supervised in the area adjacent to the carpark in the Meet-up & Stop, Load & Go zones.
- **WET WEATHER PICK-UP** In the event of heavy rain, students will be supervised in the class building covered areas, where they can be collected by parents and care givers. When 'Wet Weather' arrangements are designated, parents will normally be notified by signs at the pick-up zone and/or by Text Message.
- Students attending OSHC will be collected from the classroom.
- Please follow staff directions at all times.

Stop, Load & Go Procedures

Safety is the key consideration for Stop, Load & Go. Therefore **Stop, Load & Go is only for children who can secure their own seatbelt**. If a student is not yet able to secure their own seatbelt, parents/carers must park in the car park, walk-in and collect their child.

Watch our Video on safe pick-ups <https://youtu.be/VcGjYvKL3yE>.

Make Every Minute Count!

The morning transition from home to school is the most important transition of any school day. The best learning time for students **is the start of the school day**. That is when every minute counts the most!!

- Getting to school on time ensures everyone has a calm and orderly start to their day.
- Bags, lunch orders and notices dealt with at the right time.
- Learning is easier because no-one has missed the start of any lesson.
- Children are happy and secure because there is a known routine which offers them structure.
- Teachers are pleased that learning experiences will be offered to all students in their class at the same time.

<i>When your child misses on average just...</i>	that equals...	which is...	and therefore, from Prep to Year 12, that is...
10 minutes a day	50 minutes of learning each week	Nearly 1½ weeks per year	Nearly ½ a year of school
20 minutes a day	1 hour and 40 minutes of learning each week	Nearly 2½ weeks per year	Nearly a year of school
½ hour a day	½ a day of learning a week	4 weeks a year	Nearly 1 ½ years of learning

<i>1 hour each day</i>	1 whole day of learning each week	8 weeks per year or nearly a term a year.	Over 2 ½ years of learning
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OSHC – Outside School Hours Care

School-aged Children (4½ to 12 years)



MacKillop OSHC offer an engaging program for children where they can socialise and form new friendships, practice life skills and enjoy their leisure time in a safe and supportive environment.

School-aged children are given the opportunity to interact in group activities, art and craft, construction and physical activity or just relax with their friends.

We have a team of dedicated Educators, whom hold the relevant qualifications along with a current First Aid & CPR Certificate and Blue Card. All Educators are regularly provided with opportunities to advance their understanding through professional development opportunities.

We pride ourselves on the inclusion of the strengths, needs and interests of all children.

Our philosophy is simple, and is based on a foundation of respect; Respect for each other, respect for our environment and respect for diversity.

Care services:	<ul style="list-style-type: none">• Before School• After School• Vacation
Before School Hours	6.30am to 8.30am
After School Hours:	3.00pm to 6.00pm
Vacation Hours:	6.30am to 6pm
Postal:	PO Box 625, Cairns, 4870
Mobile:	0439 312 901
Email:	oshc.mtpeter@cclc.catholic.org.au

MacKillop Childcare & Community Kindergarten



MacKillop Catholic Early Learning & Care, Mount Peter, has been blessed with a wonderful location. It is situated on the grounds of the College, alongside our Outside School Hours Care service.

Our service is surrounded by lush green mountains, and is tucked away from the main road and covered in native trees and grasses that form a lush, natural backdrop to the centre. What more could you ask for? The centre is a home away from home.

“What’s for lunch today?” will be a question asked by many, when the aromas from the kitchen waft through the garden into the rooms. Healthy, nutritious meals will be prepared by our Cook, and served to the Kids; children chatting and sharing a meal with their Educators.

Our outdoor program is just as important to us as our indoor program, therefore our landscape designer has designed an irresistible play space. Our Teachers and Educators offer a wealth of experience and are warm and friendly.

Care services:	6 weeks to 5 years
Hours:	6:30am – 6:00pm
Service Approval Number:	SE-40014045
Director:	Sarah Brown
Address:	1 MacKillop Road, Mount Peter
Postal:	PO Box 625 Cairns, QLD
Mobile:	0438 620 587
Email:	director.mtpeter@cclc.catholic.org.au

Student Absence

Parents/carers whose children are absent are asked to contact the College Office by Telephone 4081 7600, Email studentabsent.mcc@cns.catholic.edu.au or Parent Portal before 8:30 am if possible. If a student has not arrived for class and the College Office is not aware of the student's whereabouts, parents will be sent a SMS text message to their mobile phone (to the Main Contact as nominated on the Enrolment Form). It is the responsibility of the parent/carer to then inform the office immediately of the reason for the student's absence. Parents/carers are asked to advise the College Office and Classroom Teacher via Email in the event of a multiple day absence, so it can be recorded prior to the date of absence. A medical certificate is requested for an illness absence of two (2) or more days.

Late Arrivals

If a student arrives at school after 8:30am, they must be signed in by their parent/carer at the school office and collect a late pass which is handed to their classroom teacher.

Early Departure

Students are not permitted to leave the College grounds during school hours unless accompanied by a parent/carer. Prior notification must be given if a student needs to leave the College during the school hours. **This can be communicated to the Class Teacher via Seesaw or email, copied to the College Office.** Parents/carers must report to the College Office to collect and sign out their child. If leaving for an appointment and returning, students must be signed back in through the College Office.

Requests for leave during school term-time

Parents are asked to adhere to the College term dates and wherever possible restrict family holidays and other leave to the gazetted holiday periods. Of course, there are times where this is not possible, and, in these situations, it is necessary to request leave from the Principal. Requests for leave should be made in writing prior to arrangements being made.

Student Uniforms

In the spirit of the vision and mission of our College community, we are committed to be partners with parents and families in pursuing the wellbeing, learning and character development of our students. College policies and procedures are directed towards the supporting of these goals. The social norms of the school are fundamental in establishing the environment in which these goals are pursued. The College's Uniform policy assists in creating a suitable educational environment at MacKillop.

The wearing of a school uniform is a tradition with a significant history in Australia generally, and within Catholic education in particular. It has a strong value as an outward symbol of the pursuit of a common purpose – Education. The wearers of a uniform are identified as members of a particular community; in our case as members of the *MacKillop Catholic College* community. The wearing of a common outfit promotes a shared sense of belonging and purpose.

Uniforms also promote equity in that individuals are not distinguished in terms of their economic or social status – all are valued for who they are rather than what they have. Besides obvious safety issues in some learning activities (e.g. HPE and sports), the wearing of jewellery is discouraged for similar reasons of equity.

College Uniform - Primary

The MacKillop Catholic College regular uniform is worn four (4) days each week. The regular primary uniform consists of the College Polo Shirt; Shorts or Skort and a Bucket Hat as shown below. Students also require a College Backpack and Library Satchel that are purchased from the College Uniform Shop. Polo shirts (Regular and House) are designed to be worn out, ie: not tucked into shorts/skorts.



Additional items that are required but not available through the College Uniform Shop are:

- Socks: Navy Blue short crew style (i.e. folded above the ankle)
- Shoes: Black school shoe (sports style); velcro (or lace-up, once students can tie own shoelaces)



School Hat – primary

All students are required to wear their school hat throughout the year at break times and when participating in outdoor activities. The school hat should be worn to and from school. The College has a “Hat = Play” Policy during lunch breaks meaning if a student does not have their hat at school, they are required to be in an allocated shaded location as directed by a staff member.

House Uniform

The MacKillop Catholic College House Uniform is worn on each class’s dedicated Health and Physical Education day and for special events as announced from time to time. The House Uniform consists of the House Polo Shirt shown below, Shorts and College Bucket Hat as shown on the previous page, with Navy Blue short crew Socks and either Black School Shoes or Sport Shoes/Runners.

Loyola: Spirit and Faith



McCormack: Compassion and Service



McDonald: Family and Community



Woods: Learning and Wisdom



MCC Secondary Uniform

The MacKillop Uniform provides our students with a sense of identity and belonging. The uniform is a visual representation of the MacKillop Way, and should be worn with pride and respect, both inside and outside of the College grounds.

We expect that when wearing the uniform all students behave in a manner that is consistent with the values of the College and contributes positively to its image. We also expect that each item of the uniform is worn with respect and in the manner consistent with its design and function.

All students are required to wear the uniform to College events and are expected to show pride in themselves by meeting the requirements in relation to grooming and presentation.

Boys

Shirt	Purple MacKillop shirt (worn tucked in)
Shorts	Navy MacKillop tailored shorts
Tie	MacKillop long tie (not compulsory but encouraged, especially for formal occasions)
Belt	Black belt
Trousers	Navy MacKillop trousers are optional in the winter months (Term 2 and 3)



Girls

Shirt	Purple MacKillop blouse
Skirt	Navy MacKillop Skirt
Culottes	Navy MacKillop Culottes
Shorts	Navy MacKillop tailored shorts
Tie	Cross-over MacKillop tie
Hosiery	Black or navy sheer tights may be worn in the winter months (Term 2 and 3)



All students

Hat	MacKillop hat (must be worn to & from school, between buildings and during morning tea and lunch)
Footwear	Black leather lace up school shoes (Chunky, 'Doc Martin' type, deck-style, strap-styles or flat ballet style shoes, are not permitted)
Socks	MacKillop navy socks
Jacket	MacKillop navy jacket or cardigan for winter
Bag	Navy bag with MacKillop crest



Sports Uniform

The sports uniform should be worn only at times when there is a practical lesson, such as HPE, Lunchtime sports or Dance, or when they are representing the College at sporting competitions. Students may not wear sports uniform to and from school and may only change in PE or sport lessons or in the breaks unless otherwise notified.

Shirt	MacKillop shorts polo MacKillop House polo
Shorts	MacKillop sports shorts
Hat	MacKillop sports hat
Footwear	Sport shoes in predominantly black, white or navy (no skate shoes, Vans, etc)



Other requirements – all students, primary and secondary

Grooming

- Hair is to be of suitable style that befits the school uniform.
- Hair must be kept off the face and long hair must be tied back and kept up off the collar.
- Hair should be kept clean, neat and tidy.
- Hair should not be dyed in colours that bring attention to the student (no bright colours and no dreadlocks).
- Hair accessories (ties, scrunchies, ribbons and clips) should be minimal and in keeping with the College colours (navy, purple and/or white). Oversized and ostentatious hair pieces such as 'Jo Jo bows' are not acceptable.
- Boys should be clean shaven
- Hairstyles, including undercuts, may employ nothing less than a number 2 comb

Jewellery

- One brown/black or silver/gold plain wristwatch
- One pair of small sleepers/studs plain gold or silver only, worn in lower ear lobe (no coloured earrings)
- One small signet style ring permissible
- If students choose to wear devotional jewellery, it is not to be visible.
- NO OTHER JEWELLERY IS PERMITTED

Cosmetics

- No makeup is to be worn to school
- No coloured nail polish is to be worn (clear or French polish only)
- Fake tans, acrylic nails, and false eyelashes are not permitted

Headwear

- In respect to those of other faiths, a navy head covering may be worn

Hosiery

- In respect to those of other faiths, opaque navy or black tights may be worn.

College Bag

- The navy MacKillop crested backpack is compulsory. A plain navy draw string sports bag may be used for carrying the student's sports uniform.

Roles and Responsibilities

Students: All students are responsible for wearing the MacKillop Catholic College uniform correctly and with pride. Students should maintain an appropriate standard of grooming throughout the day. All students are to wear their school hat throughout the year at break times and when participating in outdoor activities.

Parents/carers: All parents/carers are responsible for supporting the Uniform and Grooming Policy. Parents/carers are also responsible for the upkeep of their child/ren's uniform and for the repair or replacement of items. Parents are advised to label all items of their child/ren's school uniform including the school hat, to help with returning lost items to their owners.

Staff: Staff members are responsible for maintaining the Uniform and Grooming Policy by monitoring the standard of dress and grooming. Staff members assist students to understand and follow the Uniform policy.

Uniform Items – 2021 Price List

Uniforms are available for purchase by appointment from the *College Uniform Shop*. The Uniform Shop is located adjacent to the Tuckshop in the Multi-Purpose Court precinct. Uniform items can be pre-ordered with payment via the Flexischools app. www.flexischools.com.au

Uniform Item	Price (inc GST)
Female Students	
Primary Polo Shirt	\$32.00
Primary Skorts	\$25.00
Primary House Shirt	\$36.00
Primary Sports Shorts	\$25.50
Secondary Blouse	\$36.00
Secondary Tab Tie	\$7.50
Secondary Day Skirt	\$35.00
Secondary Day Culottes	\$38.00
Secondary Tailored Day Shorts	\$38.00
Secondary Sports Polo	\$38.00
Secondary Sports Shorts	\$26.00
Secondary House Shirt	\$36.00
Male Students	
Primary Polo Shirt	\$32.00
Primary Shorts	\$25.00
Primary House Shirt	\$36.00
Primary Sports Shorts	\$25.50
Secondary Day Shirt	\$36.00

Secondary School tie (optional)	\$12.00
Secondary Shorts	\$38.00
Secondary Trousers (optional)	\$45.00
Secondary Sports Polo	\$38.00
Secondary Sports Shorts	\$26.00
Secondary House Shirt	\$36.00
All students	
Primary Polar Fleece	\$38.50
Primary Jacket	\$65.00
Secondary Cardigan	\$72.00
Secondary Spray Jacket	\$72.00
Accessories	
Primary Library Bag	\$13.50
Primary Hat	\$15.00
Secondary Leather belt	\$15.00
Secondary MCC socks (pack of 3)	\$15.00
Secondary Sports Hat	\$15.00
Secondary Wool Felt Hat	\$63.50
Backpack	\$53.00
Trolley Bag	\$110.00

Note: Term 1 – Uniform Shop will be opened each Monday 8am to 9am and Wednesday, 2.30pm to 3.00pm, no bookings necessary.

Tuckshop

The College Tuckshop currently **operates every Tuesday, Wednesday, Thursday and Friday** with a selection of items offered for both first and second break. Our preferred method of ordering is through the Flexischools website or mobile app. Limited items are available for purchase over the counter.



The College Tuckshop is operated by a convenor and volunteers. Assistance is always welcome, please see the “Volunteering” section to find out how you can become one of these valued helpers.

Healthy Eating – School Lunches

School is a time when children start to make independent choices about their lifestyles. School aged children learn quickly and are influenced by friends and popular trends. This is an important time to talk about and encourage healthy food habits.

Involving children in planning and preparing their own lunchboxes gives them the opportunity to learn about healthy eating and gives them a chance to make autonomous decisions about what they will be eating during the day.

MacKillop Catholic College is a nut aware school; please consider this when packing your child/ren’s lunchbox.



Tips for healthy lunchboxes include:

- Cut up large pieces of fruit and put them in a container – this makes it easier to eat, especially if your child has wobbly teeth or if they have less time to eat than they are used to. Send a damp face washer to help with extra juicy fruit.
- Consider giving half a sandwich or roll for morning recess, as this is an easy way to get a healthy fill.
- In the hot weather, send frozen milk, yoghurt or water, or even frozen orange segments. This makes a great refreshing snack and helps to keep the lunch box cool.
- Go for colour and crunch in the lunch box by offering a variety of colourful vegetables and fruit.

There are many websites where you can find ideas for a healthy and interesting school lunch.

School lunches and food safety

Food is usually stored in lunchboxes for several hours and it is important to keep the lunchbox cool so that the food stays fresh. Some tips to help keep lunchboxes safe include:

- Choose an insulated lunch box or one with a freezer pack. The College recommends hard cases mini-esky style lunchbox.
- Pack a wrapped frozen water bottle or freezer brick next to foods that should be kept cold (for example cheeses, yoghurts, meats and salads).
- Perishable foods such as dairy products, eggs and sliced meats should be kept cool, and eaten within about four hours of preparation. Don't pack these foods if just cooked. First cool in the refrigerator overnight.
- If making lunches ahead of time, keep them in the fridge until leaving for school or freeze them in advance.
- If you include leftover meals such as meats, pasta and rice dishes, make sure you pack a frozen ice block in the lunch box along with a spoon or fork if required.

Source: <https://www.betterhealth.vic.gov.au/health/healthyliving/healthy-eating-school-lunches>

Parent Involvement Parents & Friends Association

The role of the MacKillop Catholic College Parents & Friends Association is to participate in the optimum spiritual, intellectual, social, emotional and physical development of students in the college.

All parents and/or guardians of children attending the school, and the staff of the school are members of the association. The College P&F Association is affiliated with the State P&F Association. This requires each family to pay an association fee and this will be attached to the school fees. The P&F committee meets each term in the Kensington Library and the date and time is published in the school newsletter. All parents and friends are encouraged to attend meetings. MCC's P&F encourage all families to be committed to '**at least one thing**', meaning at least one P&F sponsored event through the year – but as many as you can, of course!

Tuckshop

The College Tuckshop currently operates every Tuesday, Wednesday, Thursday and Friday and is operated by a convenor and volunteers. Assistance is always welcome, please see the “Volunteers” section below to find out how you can become one of these valued helpers.



Volunteering at MacKillop Catholic College

Your valuable assistance can be provided in many ways at our college, sharing your time in the classroom, helping in the tuckshop or on special event days such as sporting carnivals and excursions.

To become a MacKillop volunteer you must complete our Volunteer Induction Programs – details of when these are being conducted will be provided in the College newsletter. You are required to complete the Volunteer’s Induction Booklet during this program. Parent volunteers are exempt from the obligation of holding a valid Blue Card, however, all other volunteers (ie: Grandparent/s) must provide a copy of their valid “Blue Card”. Please see www.bluecard.qld.gov.au for more info.

School Fees and Levies

School Fees & Levies are an integral part of Catholic Education Schooling. Catholic schools have fees to help meet the shortfall in Government Funding. The reasonable fee structure is essential for Catholic Schools to operate and provide the high-quality education, quality learning environments, and advanced resources that parents/carers rightly expect.

All Catholic schools strive to keep fees as low as possible. The term ‘school fees’ includes tuition fees and levies. Each school assesses the school levies necessary to meet their individual school and community operation requirements. In doing this they are firstly guided by the diocesan tuition fee set by Catholic Education Services.

In keeping with the Gospel values, no child will be refused a Catholic education due to financial difficulty which has been verified by the school. There are **discounts** available for Multi-student families and for those who have a Pensioner and Health Care card that are means tested. Please contact the College Office for further information regarding discounts and concessions.

[More Information on Fees](#)

Payments:

MacKillop Catholic College Fee Statements are issued at the beginning of each term and payment is due within 14 days. There are several methods of payment available at the college office which include: Credit card, EFTPOS, Cash (correct value) as well as Direct Debit and Online banking.



- 2021 Schedule of School Fees & Levies -

MacKillop Catholic College school fees are calculated in three parts:

PART A

CATHOLIC DIOCESE OF CAIRNS TUITION FEE PER STUDENT							
Number of Students in Parish & Diocesan Schools							
	1	2	3	4	5	6	7
PREP & PRIMARY - YEARS P-6	No additional charge for 4 or more siblings						
Sibling discount percentage	0.0%	15.0%	30.0%	47.5%	58.0%	65.0%	70.0%
PREP & PRIMARY - per week (40 wks)	40	34	28	21	17	14	12
PREP & PRIMARY - per term	396	337	277	208	167	139	119
PREP & PRIMARY - per year ¹	\$1,585	\$1,347	\$1,109	\$832	\$666	\$555	\$475
SECONDARY - YEARS 7-8	No additional charge for 4 or more siblings						
Sibling discount percentage	0.0%	15.0%	30.0%	47.5%	58.0%	65.0%	70.0%
SECONDARY - per week (40 wks)	68	58	48	36	29	24	20
SECONDARY - per term	679	578	476	357	285	238	204
LOWER SECONDARY - per year ¹	\$2,717	\$2,310	\$1,902	\$1,427	\$1,141	\$951	\$815

PART B

MACKILLOP CATHOLIC COLLEGE SCHOOL LEVIES PER FAMILY			
PREP, PRIMARY & SECONDARY - YEARS P-8	Per week (40)	Term Fee	Annual Fee
Capital Levy ²	15	150	600
P&F Levy ³	1.50	15.00	60
TOTAL FAMILY LEVIES	\$ 16.50	\$ 165.00	\$ 660

PART C

MACKILLOP CATHOLIC COLLEGE SCHOOL LEVIES PER STUDENT			
PRIMARY YEARS P-3	Per week (40)	Term Fee	Annual Fee
Activity Levy ⁴	2	23	90
Resource Levy ⁵	18	179	715
TOTAL STUDENT LEVIES FOR YEARS P-3	\$20	\$201	\$805
PRIMARY YEARS 4-5			
Activity Levy ⁴	2	23	90
Resource Levy ⁵	20	200	800
TOTAL STUDENT LEVIES FOR YEARS 4-5	\$22	\$223	\$890
PRIMARY YEAR 6			
Activity Levy ⁴	9	85	340
Resource Levy ⁵	20	200	800
TOTAL STUDENT LEVIES FOR YEAR 6	\$29	\$285	\$1,140
SECONDARY YEAR 7-8			
Activity Levy ⁴	9	88	350
Resource Levy ⁵	30	300	1200
Laptop Hire ⁶	13	125	500
TOTAL STUDENT LEVIES FOR YEARS 7-8	\$51	\$513	\$2,050

See Page 2 for
fee calculation
examples

Application & Enrolment Fees

✦ Online Enrolment Application Fee - \$0.00 (Paper applications may incur a processing fee)

✦ Enrolment Deposit Fee \$100 (Returned as a credit on the first fee statement (issued after enrolment, non-refundable))



Explanatory Notes

1. **Tuition Fee** - Supplements funding for ongoing school operating expenses, including wages and utilities. This rate is reviewed annually by the Diocese.
2. **Capital Levy** - An annual levy is charged per family to contribute to the capital costs of school infrastructure. It covers all forms of capital expenditure; i.e. building improvements, air-conditioning repairs, IT infrastructure and all grounds/facility improvements not included in the government funding.
3. **P&F Levy** - An annual levy is collected per family on behalf of the Parents & Friends association. The levy assists the Parents & Friends association to contribute towards capital projects and maintenance works of the College.
4. **Activity Levy** - The activity levy is charged per student to contribute to the cost of activities; i.e. classroom excursions and other subject related expenses not covered by the Diocesan Tuition Fee. For Year 6 and 7 students this includes a 3-day camp.
5. **Resource Levy** - The college resource levy is set to cover general classroom overheads and running costs. Including items such as compulsory competitions, photocopying, consumables, student supplies for 2020 (including stationery supplies), curriculum related materials and administration costs. This levy changes slightly between years to cover expenses relating to that year level throughout the year. The levy also incorporates the provision of such items as, but not limited to, computer and technology resources for all year levels, including the maintenance of technology equipment. As the College continues to expand so does the computer and classroom technology resources, in order to support the learning experience of our children and to enable us to deliver the Australian Curriculum more efficiently and effectively.
6. **Laptop hire** - Year 7 and 8 students are allocated a personal laptop. This hire charge relates to the compulsory hire and maintenance of a laptop by each student.

School Fee Discounts

Discounts on the Diocesan tuition fees apply for families with two, three or more students attending Catholic Primary and/or Secondary schools within the Cairns Diocese. Further discounts are available to holders of certain categories of Health Care and Pensioner Concession Cards, and to families experiencing genuine financial difficulties. Concessions will be considered following engagement with the College.

Example - How to calculate school fees:

To calculate school fees for 1 child - Prep:	
Part A	\$1,585
Part B	\$660
Part C	\$805
Total per annum:	\$3,050
Total per term:	\$763
Total per week (40):	\$76

To calculate school fees for 1 child - Year 7:	
Part A	\$2,717
Part B	\$660
Part C	\$2,050
Total per annum:	\$5,427
Total per term:	\$1,357
Total per week (40):	\$136

To calculate school fees for 2 children - Year 5 & Year 7:	
Part A - Yr 5 (including sibling discount)	\$1,347
Part A - Yr 7 (including sibling discount)	\$2,310
Part B - Per family	\$660
Part C - Yr 5	\$890
Part C - Yr 7	\$2,050
Total per annum:	\$7,257
Total per term:	\$1,814
Total per week (40):	\$181

MacKillop Catholic College, Mount Peter

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m: PO Box 1027, Edmonton QLD 4869
p: 07 4081 7600

e: office.mountpeter@cms.catholic.edu.au
w: www.mackillopcatholiccollege.qld.edu.au
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Mackillop

Mackillop
Catholic College



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