

MacKillop
Catholic College



PARENT READY REFERENCE HANDBOOK 2025

Inspiring Hearts, Minds and Spirits

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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 2025.

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

Kind Regards,



Janelle Newman
College Principal



Our Mission/Purpose and Vision

As a Catholic school, our MISSION/PURPOSE is:

- Inspiring Hearts, Minds and Spirits through Christ.

Our VISION as a Catholic school:

MacDonald

We are an inclusive College community where all members of our family experience a sense of welcome and belonging.

We aspire for our students to be global citizens who act with integrity and honour the God-given dignity of each person.

Woods

We challenge our students to rigorously strive for excellence through their disciplined participation in learning.

We aspire for our students to use wisdom and understanding, to be fearless in their pursuit of the common good for all.

McCormack

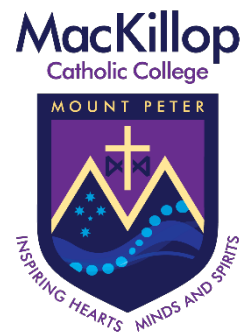
We are a community of service and outreach, formed by Saint Mary MacKillop's example of *never seeing a need without doing something about it*.

We aspire for our students to stand courageously in solidarity with all humanity, against injustice in all its forms.

Loyola

We are a faith-filled community, formed by the Gospel values which are lived through our daily words and actions.

We aspire for our students to witness the truth and beauty of the Gospel, through their interactions and care for all creation.



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 *Djarra* – 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*

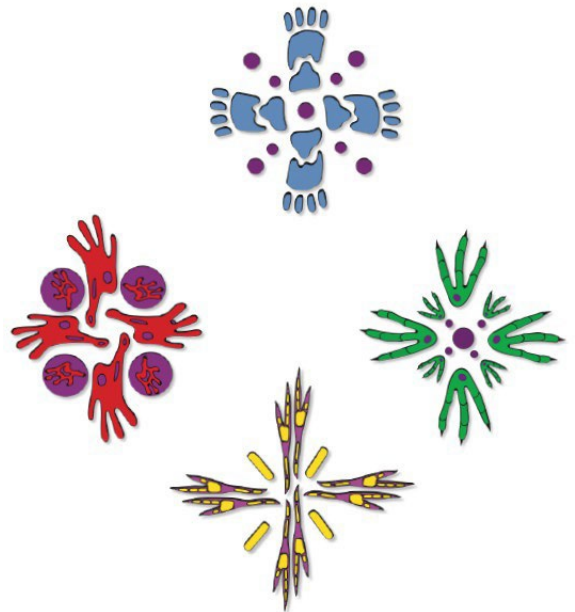
McCormack: *Compassion and Service*

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: [MacKillop College Houses](#)



The MacKillop Way

A College-wide positive relationships and behaviour 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 practice for awards to be presented to students at our regular assemblies.

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 **Alice Springs (Mparntwe) Education Declaration** (December 2019):

'The curriculum supports students to become responsible local and global members of the community in an interconnected world and to engage with complex ethical issues and concepts such as sustainability. As a foundation for further learning and adult life, the curriculum includes practical skills development in areas such as ICT, critical and creative thinking, intercultural understanding and problem solving. These skills support imagination, discovery, innovation, empathy and developing creative solutions to complex problems. They are central to contributing to Australia's knowledge-based economy.' (p. 10).

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 and Behaviour Framework** on our website:

[MacKillop Whole School Positive Relationships and Behaviour Framework](#)

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/>

FEELING UNSAFE?

EVERY CHILD HAS THE RIGHT TO BE AND FEEL SAFE AT HOME, AT SCHOOL AND IN THE COMMUNITY

STUDENT PROTECTION CONTACTS

Some of the people at school you can talk to are:

PRIMARY	SECONDARY
 Mrs Joanne Newman College Principal	 Mrs Joanne Newman College Principal
 Ms Caitlin O'Meara Deputy Principal - Primary	 Ms Melinda Hordridge Deputy Principal - Secondary
 Mr David Christopher Acting Associate Principal - Students	 Mr David Christopher Acting Associate Principal - Students
 Mr Wayne Dicks P.S. - Behaviour and Engagement	 Mrs Joanne Newman School Counsellor - Primary and Secondary
 Mrs Kate Wilkinson School Counsellor - Primary	 Mrs Kate Wilkinson School Counsellor - Primary and Secondary
 Mrs Natasha Brenneke School Counsellor - Primary and Secondary	 Mrs Natasha Brenneke School Counsellor - Primary and Secondary

REMEMBER
No problem is too big or too small to talk to a Student Protection Contact or trusted adult.

What if I am worried about something but I don't want to talk to any of the Student Protection Contacts?
You can talk to any staff member in our school about your worries, or alternatively you can contact the following:

Kids Helpline: 1800 551 800 or: kids-helpline.com.au
eSafety: esafety@esafety.gov.au
Hotline: 1800 551 800 or: hotline.gov.au

Every student has the right to feel safe all the time!

If you don't get the help you need at first DON'T GIVE UP
Keep reporting your concerns until something is done and you feel safe again.

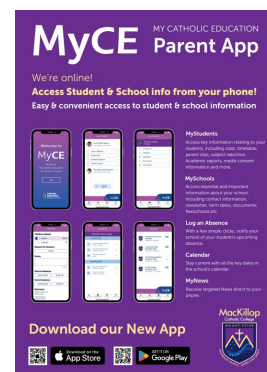
Communication

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

MyCE – Parent App



Catholic Education Diocese of Cairns has released our **MyCE** Parent App and it is now able to be downloaded from the **App Store** on your mobile phone. We are still transitioning across to MyCE, but many of the functions or links are now working, including Student Absentee, calendar, Flexischools, and Student Reports. This App is designed to make parent access more efficient.



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 and is also easily accessible via the **MyCE** App. You can read more about EdSmart on their web site: <https://edsmart.com/about-us/parents/>

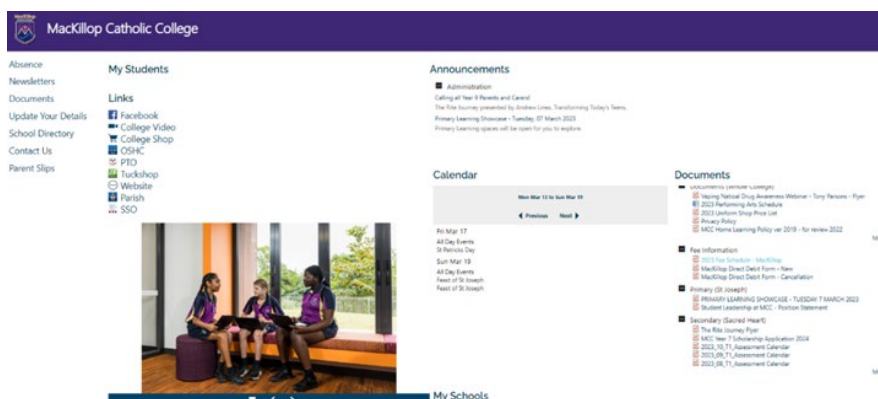
Email – All MacKillop Staff have a College email address, and this is an excellent way of communicating with your child's teacher/s, Heads of Year and/or Heads of Department, and other key staff, such as the Deputy and Assistant Principals, and Heads of Programs, such as Sport and Performance. Your first port of call should always be your child/ren's classroom teacher (Primary) or Pastoral Advisor and/or Subject Teacher (Secondary).

SeeSaw is an online application that allows the Primary classroom teachers to send parents weekly overviews, home learning, pictures of learning, reminders etc. Access to **SeeSaw** will be set up at the beginning of the school year. It is accessible via the MyCE App.



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. It is now available via the new **MyCE** App. 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.

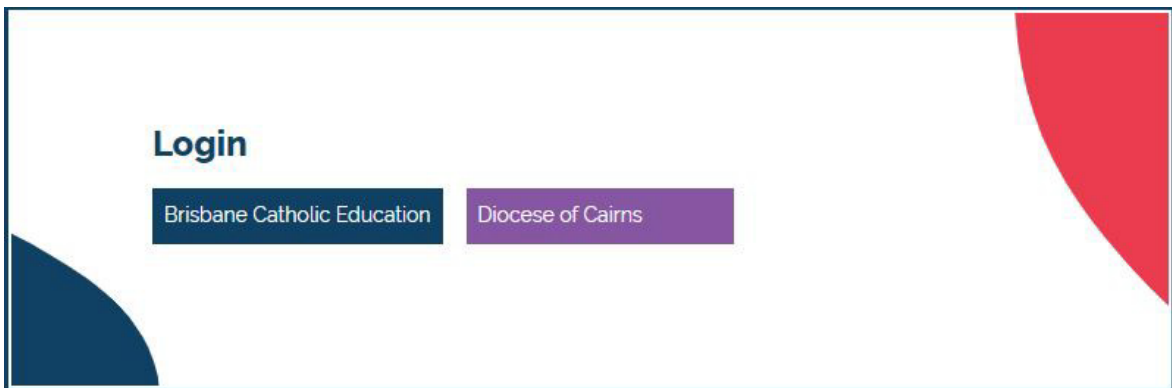


Parent Portal Login Instructions

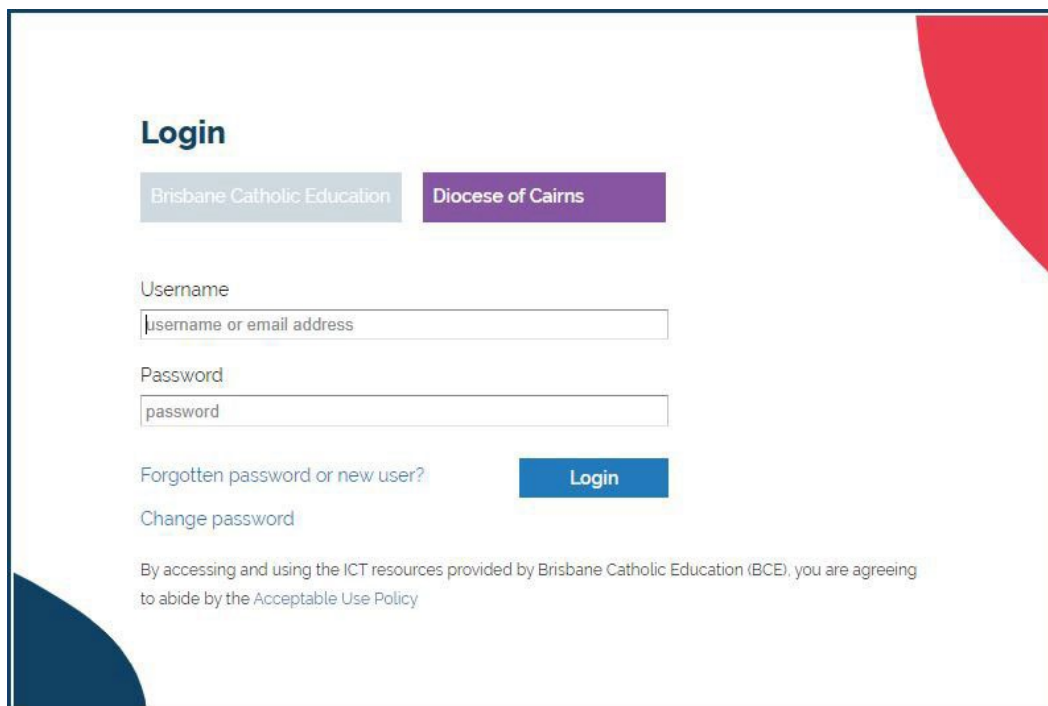
It is **essential** that all parents **set up their own Portal access** when their child/ren commence at the College. Instructions to set up Parent Portal are below and the link is located via the College website

<http://www.mackillopcatholiccollege.qld.edu.au/>

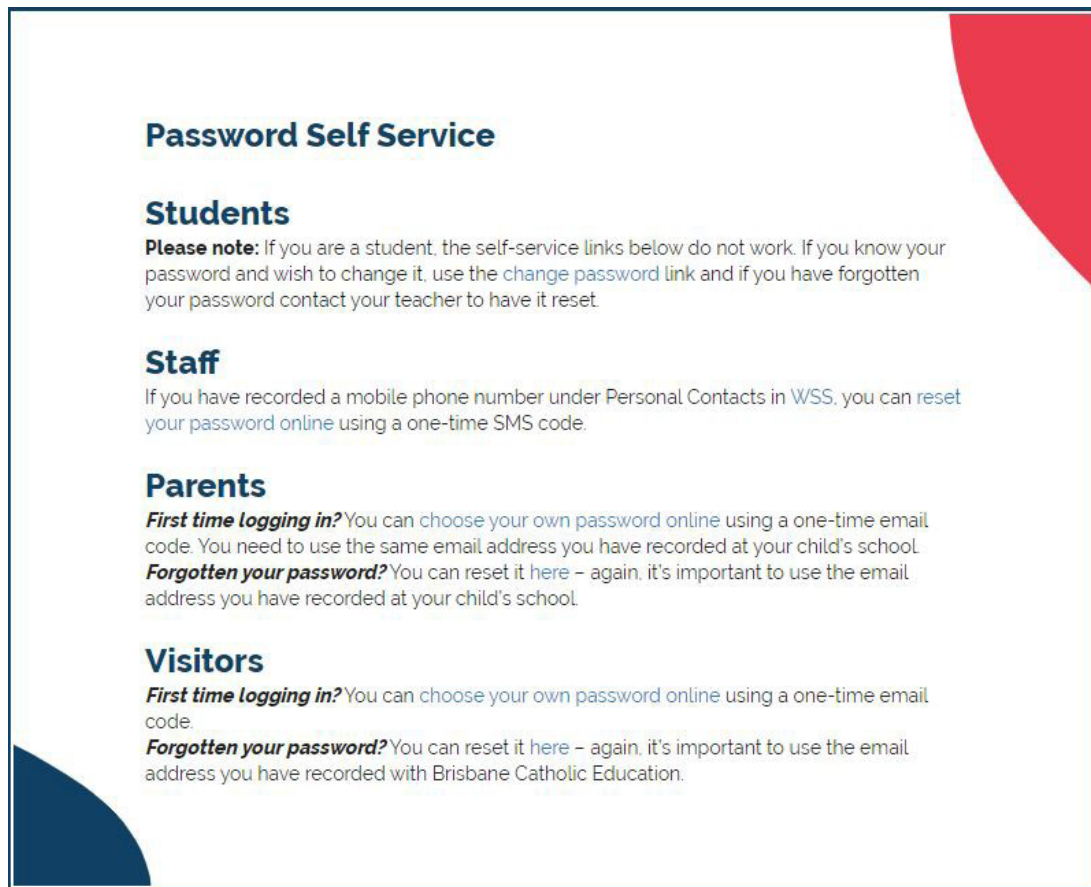
1. Start the process by going to the College website and clicking the [Parent Portal link](#). You will be met with a login screen.



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



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 dark blue border. There are decorative curved shapes in red (top right) and dark blue (bottom left). The page is organized into sections for different user types: Students, Staff, Parents, and Visitors. Each section provides instructions on how to reset a password or choose a new one.

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.

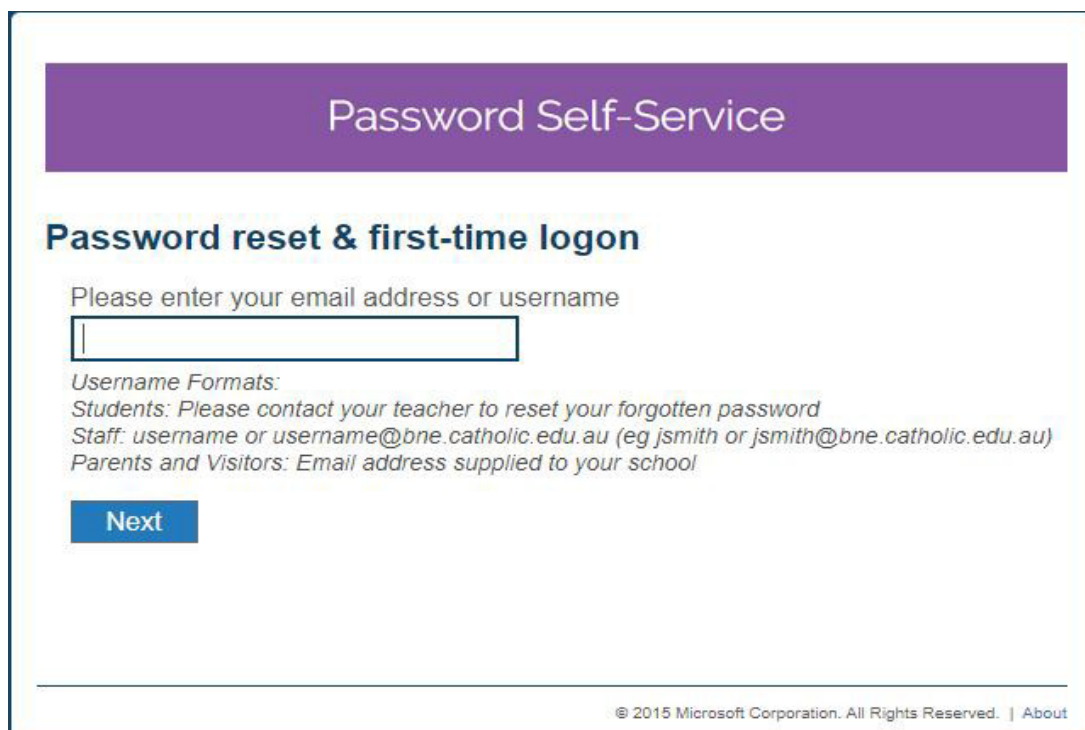
Parents

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 reset & first-time logon". The form has a white background with a dark blue border. At the top, there is a purple header bar with the text "Password Self-Service". Below the header, the title "Password reset & first-time logon" is displayed. The form asks the user to enter their email address or username in a text box. Below the text box, there are instructions for different user types: Students (contact teacher), Staff (username or email), and Parents/Visitors (email from school). A blue "Next" button is located at the bottom of the form. At the very bottom, there is a small copyright notice and a link to "About".

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

© 2015 Microsoft Corporation. All Rights Reserved. | [About](#)

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 text input field labeled "Security Code:". Below the 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 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. Primary interviews are held at the end of Term 1 and end of Term 3. Secondary interviews are held at the beginning of Term 2 and Term 3. 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’)

Student learning resources for Prep to Year 8 (all stationery, College diary and journals, parent calendar, physical and digital learning resources and online resources and Apps) 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. The library bag is for Primary students only. Parents are required to provide stationery for Year 9 – Year 12 as these resources are more tailored and specialized for each child’s section of subjects.

Consolidation of Homework/Home Learning @ MCC

At MacKillop, we value the role of parents in the education of their child, and encourage a strong relationship between the home and school learning environments.

Our *Home Learning Policy* reflects our beliefs and supports current research: homework is most beneficial when it is flexible, relevant and responds to the needs of the student. As teachers, we recognise the value of a range of extra-curricular and home activities as another part of our students’ learning.

The purpose of home learning is to:

- reinforce and consolidate the school curriculum
- revise and practise basic knowledge and skills
- help students grow and become independent learners
- encourage and continually develop self-discipline, self-organisation and study habits
- involve parents in the educational process by providing an insight into their child's learning experiences and the opportunity to engage in conversation with their child about their learning
- establish a routine for home learning.

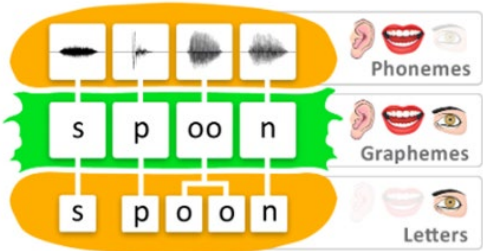
Year Level	Content	Time Allocation
Prep – Year 3	<ul style="list-style-type: none"> • Camera Words • Decodable Readers 	15 minutes per school night
Years 4-6	<ul style="list-style-type: none"> • Reading • Spelling • Maths facts-tables • Some completion of class work 	25 minutes per school night
Years 7-8	<ul style="list-style-type: none"> • Home reading/novel study • Numeracy and Literacy Revision • Long term assignment work related to study areas • Study for exams • Completion/extension of class work as directed by the teacher 	30minutes – 1hour
Years 9-10	<ul style="list-style-type: none"> • Home reading/novel study. • Numeracy and Literacy Revision. • Revision of daily class work. • Long term assignment work related to study areas. • Study for exams. • Completion/extension of class work as directed by the teacher. 	1.5 – 2 hours
Years 11-12	<p>The amount of time devoted to homework and independent study will vary according to the student's learning needs and individual program of learning determined through their Senior Education and Training (SET) Plan.</p> <p>In general students should 2-3 hours per night.</p> <ul style="list-style-type: none"> • Revision of daily class work. • Long term assignment work related to students' elective and core subjects. • Study for exams. • Completion/extension of class work as directed by the teacher. 	2 – 3 hours

The Australian newspaper published an article last week stating that the New South Wales Department of Education is returning to the old school method of teaching children vital facts, in sequence. This change is based on recent “research that proves children learn best when they are explicitly taught facts and given practice to embed them in long-term memory”. The article goes on to explain that teachers must rely on evidence of what works to help children learn, just as doctors perform operations based on proven and best-practice surgical techniques.

Here at Mackillop, our teachers have already been on this journey for the last 4 years. We have been researching and implementing the recommendations of the Australian Education Research Organisation (AERO) across the College. This includes the implementation of synthetic phonics in Prep to Year 2. This involves a sequenced program that teaches our children to recognise / decode the 44 phonemes (sounds) that make up words, and then synthesis/ blend graphemes (written representations of the sounds, to enable them to read and write words.

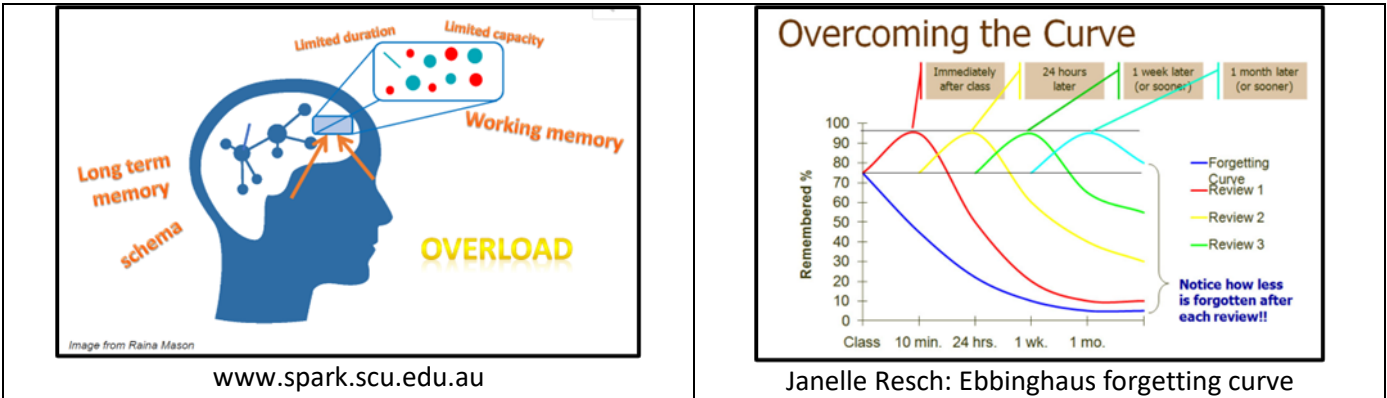
Year of Schooling	Grapheme-phoneme Representations to Be Taught	Get Reading Right Resources	Terms to Complete
Kindy/Prep	The first 31 phonemes:	<div>Basic Code Resources</div>	3-4 terms
	Unit 1 s m c t g p o o		
	Unit 2 r l d b f h i u		
	Unit 3 v w y z j n k e		
	Unit 4 ll ss ff zz		
	Unit 5 sh ch th wh		
	Unit 6 ck ng qu x		

<https://www.getreadingright.com.au/>



www.readingdoctor.com.au

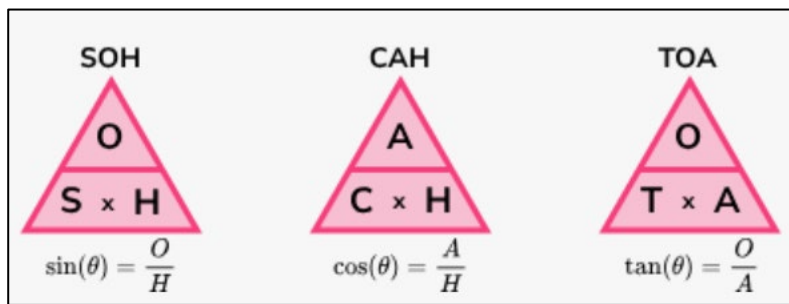
We have also embedded the latest brain research on cognitive load, to help our students learn more effectively. Our working memory is only able to hold a small amount of information at any one time, and therefore our instructional methods should avoid overloading students with input as this limits processing. Additionally, we practice to mastery through retrieval practice, and teach by breaking learning into smaller chunks that then allow students to experience success. Every morning across the Primary sector, students start their day with a morning routine of retrieval and fact building; our Secondary students start every lesson with a retrieval quiz.



We have also embraced the research of dual coding – the process of presenting the same information via two formats - visual images, actions and words. This offers the brain two/three ways to remember the information. For example, students chant ‘a sentence is a complete thought, and starts with a capital and ends with punctuation, in conjunction with a visual image of a sentence.

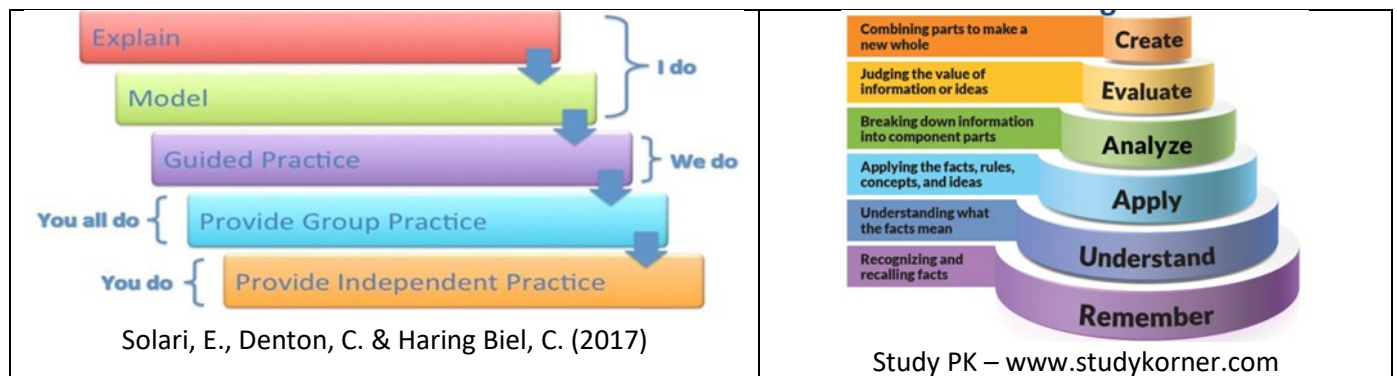
A sentence is a group of words that is a complete thought. <div></div>	Every sentence begins with a capital letter and ends with punctuation. <div></div>
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Students might also learn to chant, draw and perform actions to remember a Mathematics concepts this way. For example, SOHCAHTOA for calculating the unknown size of an angle in a right-angle triangle.



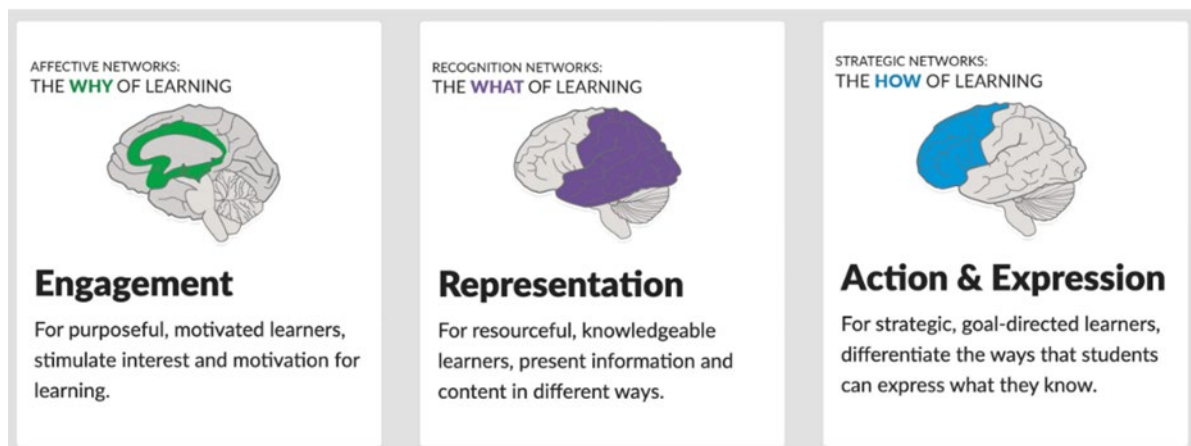
<https://thirdspacelearning.com>

Of course, all of our curriculum programs sequence student learning so that it is developmental and gradually building student knowledge, skill and confidence. This is labelled the Gradual Release model.



Once students know something about a topic or concept, then they will be able to do something with it – apply their knowledge, analyse information or data, use their understanding to construct, investigate or problem solve. This is our goal; one that we take very seriously, and the whole purpose of learning – to use what we know to do something with it!

This all comes together in Secondary, under the banner of the Universal design for Learning. This links all pedagogies to help students understand the what, why and how of their learning.



CAST (2018). The UDL Guidelines. <http://udlguidelines.cast.org>

So how can you help your child? Read to them; help them decode words – no matter what age. Talk to them about their learning – help them retrieve information and explain concepts to you; take them places, research new information, expose them to new experiences – this will build their background knowledge and help them to supercharge their long-term memory. All of these things will help them grow in confidence and encourage them to apply what they know.

Primary home learning includes:

READING AT HOME is the most important activity that every student should engage in each night. Library Satchels are needed for the borrowing of library books each week. Students are expected to borrow at least **one** library book

of their choice each week to read at home. It is preferable that students are borrowing from both our fiction and non-fiction collections. Regular reading and review of camera/ content words supports the encoding of words, and therefore fluency and comprehension.

Regular reading is essential for fluency and comprehension!

BUILDING SCHEMA AND SKILLS TO AUTOMATICITY

- The weekly completion of Home Learning is an expectation of every student at MacKillop. A general guide for each year level is provided below. This will usually consist of set reading fluency tasks and responding to these texts to develop comprehension. Teachers are expected to design these tasks specifically to help students retrieve essential facts/knowledge (schema building), as well as practise important literacy and numeracy facts or skills to automaticity.
- As our students progress through Primary, home learning tasks may also include: completing work that was unfinished during the day; reading or researching articles, viewing short clips or listening to podcasts to prepare for the following lesson (flipped-learning); revising and preparing for tests and exams.

Repeated, spaced practice improves our recall and strengthens our long-term memory!

Suggested timeframes:

Including nightly reading, these times are a general guide for **weekly** Home Learning and/or assessment tasks and study.

- Prep – Year 2 15-20 minutes
- Years 3 and 4 20-30 minutes
- Years 5 and 6 30-45 minutes

Primary Weekly Overview for Parents with Home Learning Details

Teachers are expected to create a weekly learning and activity overview that is published on Seesaw for parents to view. This not only supports an open line of communication between school and home, but gives parents an opportunity to engage in and support the learning with their child.

Secondary Homework

Homework in the Secondary Campus is a crucial tool to support the consolidation of knowledge and retrieval of schema developed in class, by helping to combat the forgetting curve. As such, it is one of our givens, and the completion of all set homework is expected.

The setting of homework is subject dependent and may be weekly, or every other lesson. It can also include revision and working towards assessment milestones. Homework is likely to require more time during weeks when assessment tasks or tests are due. Homework can include, but is not limited to:

- ☑ Responding to set tasks that consolidate classroom work
- ☑ Completion of unfinished work
- ☑ Revision of key concepts and skills across subject areas
- ☑ Developing automaticity and fluency tasks
- ☑ Practising specific skills, such as mathematical problem solving, essay writing, short response items, etc
- ☑ Reading and annotation of set texts
- ☑ Viewing or listening to set material
- ☑ Projects, assignments and research

As a general guide for students and parents/guardians, the following average times per day are suggested for each year level for homework/study:

- Years 7-8 approximately 30 minutes – 1 hour
- Years 9-10 1 – 2 hours
- Years 11-12 2 – 3 hours

Non-compliance with homework completion is initially managed by the classroom teacher, and students can be expected to attend lunch time catch up sessions to complete the homework. Beyond this, Heads of Department become involved, and if non-completion of homework in a given class continues to occur, an Academic Detention is issued.

Assessment and Academic Integrity

Assessment is a crucial part of a student's education, and provides important information about progress, and gives opportunities for feedback. There are two primary modes of assessment: formative and summative. Formative assessment provides data that informs teachers and students about where their learning is at, and feedback to improve. Summative assessment measures student ability against the Achievement Standard for either the Australian Curriculum or QCAA syllabi (General and Applied).

College Responsibility

MacKillop Catholic College is required to adhere to QCAA policies for gathering evidence of student achievement on or before the due date.

Due dates for final responses, milestones, and drafts will be published in the assessment schedule at the beginning of each semester.

The assessment schedule will:

- align with curriculum requirements
- provide sufficient working time for students to complete the task
- allow for internal quality assurance processes
- be clear to teachers, students and parents/carers
- be consistently applied.

Student Responsibility

Students are responsible for:

- recording due dates
- planning and managing their time to meet the due dates
- informing the school as soon as possible if they have concerns about assessment load or meeting due dates.

In cases where students are unable to meet a due date, they will:

- inform the Head of Department and classroom teacher as soon as possible
- provide the school with relevant documentation, e.g. medical certificate, AARA
- complete the extension process where illness or misadventure have impacted their capacity to submit by the due date.

All final decisions are at the Principal's discretion.

Extensions will not be provided for events of the student or family's choosing, such as holidays during term time.

Should a student fail to submit an assessment instrument:

- Students who fail to submit or complete assessment items to a satisfactory level, as deemed by subject Head of Department will receive a formal after school detention where work will be completed for submission.
- Where work has not been completed prior to the end of the term, student will receive an NR – Not rated – as their final result. For students in Years 10-12, this can impact their eligibility to receive a Queensland Certificate of Education (QCE).

Process for an extension (Years 7-9) or an Illness and Misadventure AARA (Years 10-12)

An extension refers to the provision of additional time for students to complete assessment that is outside the conditions of their task. Extensions may be granted where exceptional circumstances exist. These include but are not limited to:

- Extended absence due to illness which is supported by a medical certificate or documentation relating to an existing medical condition.
- Absence due to a family bereavement or special circumstance supported by parental communication to the Head of Department, Deputy Principal, or Principal.
- A student physically unable to participate due to an injury.

If you require an extension:

1. Notify the College via your teacher of any expected and approved absences that may clash with scheduled assessment as soon as possible.
2. Complete the application form.
3. Where it is a known absence or circumstance, an application must be lodged three school days prior to the Due Date and all evidence of work to be lodged with the application.
4. If the extension is approved, follow the amended timeline for submission.
5. Submit assessment.

If you miss an examination:

- Any student who misses exams or assessment MUST provide a medical certificate and complete an Illness and Misadventure AARA.
- The College will then determine a time for a comparable exam to be administered.

Academic Integrity and Misconduct

1. Academic integrity refers to the manner in which assessment is undertaken, and requires academic responsibilities to be approached in an honest, moral and ethical way (QCE and QCIA Handbook, 2024). MacKillop Catholic College promotes academic integrity by developing students' skills and modelling appropriate academic practices.
2. Academic misconduct is a serious breach of academic integrity, and refers to any action or attempted action that may result in creating an unfair academic advantage for oneself, or any other member/s of the community. This may include, but is not limited to: collusion; cheating in examinations; plagiarism; self-plagiarism; contract cheating; making false declarations regarding ownership, and misrepresentation and fabrication of data.
3. All assessment, including examinations, projects, spoken tasks, and written assignments, is mandatory. All submitted assessment must be complete, and provide sufficient evidence of a genuine attempt to satisfy the task and criteria, to be eligible for course credit.
4. Students are responsible for managing their time, by adhering to dates outlined in the assessment calendar.
5. Students are required to submit drafts, and failure to do so results in a detention.
6. Absence from school on any due date will require a medical certificate or letter to the principal and students will complete assessment upon their return.
7. Failure to submit results in a non-submission. Where a draft or milestones have been submitted, these will be assessed.
8. All assessment, unless otherwise specified, is submitted via Canvas.
9. Students can apply for an extension where there have been extenuating circumstances. These are to be submitted, using the College extension form, to the Head of Department.

10. Parents will be advised by phone/email if their child:

- a. Fails to submit a draft.
- b. Fails to submit an assignment or sit an exam.
- c. Submits an unsatisfactory assessment.
- d. Submits a plagiarised assessment.
- e. Academic misconduct occurs.

11. When it has been determined that an incident of academic misconduct has occurred, the following penalties could be applied:

- a. Warning or reprimand for poor scholarship.
- b. Academic counselling and educational correction.
- c. Worked marked against the evidence that is the student's original work.
- d. Re-sit or re-submit with the highest score available, a C.
- e. Work not assessed and a zero awarded.

Secondary e-Learning

For both Homework and classwork, students in the secondary campus use a range of e-learning platforms. It is expected that students are accessing these as part of their homework and study schedule, as well as day to day in classes.

The primary platform is Canvas, which is where all student learning, assessment and feedback lives. Through this, students are able to engage with the course content, access support and extension materials, revise and prepare for assessment, and get feedback on both formative and summative tasks.

The screenshot shows the Canvas LMS interface for Year 10 History. The left sidebar contains navigation links: Home, Syllabus, Announcements, Modules, Assignments, Marks, Office 365, Class Notebook, Britannica School Australia, and Sora eBooks. The main content area is titled 'Home Page - Year 10 History' and features a large image of a historical protest with signs such as 'END SEGREGATED RULES IN PUBLIC SCHOOLS', 'WE DEMAND VOTING RIGHTS NOW!', and 'JOBS FOR ALL OR ALL IT PAY NOW!'. Below the image, there are sections for Curriculum Links, Learning Intention, Success Criteria, and Learning Activities.

Curriculum Links

- AC9HH10K07 the effects of significant post-World War II world events, ideas and developments on Australian society

Learning Intention

1. explain the effects of significant post-World War II world events, ideas and developments on Australian society
2. identify the significant events, individuals and groups in the Civil Rights Movement in the US
3. examine the contributions of significant individuals and groups in the campaign for Civil Rights in the US and the extent to which they brought change to American society
4. analyse the impact of the US Civil Rights Movement on the campaigns for rights and freedoms of First Nations Australians

Success Criteria

- define and explain the concept of civil rights and its importance in American history.
- understand the key events, people, and organizations that contributed to the Civil Rights Movement in the USA.
- analyse primary source documents, including speeches and photographs, to gain a deeper understanding of the Civil Rights Movement.

Learning Activities

- 1 Introduction
- 2 Treatment of African Americans prior to 1950
- 3 Beginning of the CRM
- 4 Montgomery Bus Boycott

Additionally, students access their textbooks through the publisher's platform, which in most cases is either Oxford or Cambridge. Students can be set a range of formative assessment through the platform, and access to extension and support materials. Further to this, they also use OneNote, Scribo, and Education Perfect to support their learning.

Student Code of Conduct

- a. Students at MacKillop are expected to conduct themselves in accordance with the MacKillop Way, by being respectful, engaged, and working to their personal best in all aspects of College life – including when off campus in their College uniform. Consequences will occur for breaches of these.
- b. The College Diary is issued at the beginning of the school year and is required for all classes. It is to be kept free of graffiti and stickers. Students who misplace their diary, or whose diary contains inappropriate content will be required to purchase a new one at their own cost.
- c. Chewing gum and the use of aerosol are not permitted on College grounds, or at College events.
- d. Students are required to have their charged, College-issued laptop at school every day. Loss or damage to the device or its accessories (pen, case, College cover sticker, charger, bag) will incur a cost. Devices are required to be kept in their case, and free of stickers and graffiti. Laptop use is bound by the College's Expectations for Using Digital Technologies.
- e. Students are bound by the College's Responsible Use of Mobile Phones and Smart Wearables policy (see Away for the Day)
- f. MacKillop has a zero-tolerance approach to bullying, and students found to be partaking in this behaviour will be subject to College Policy processes and consequences.
- g. In accordance with Education Queensland and QCEC, no weapons or drugs of any kind (including vapes) are permitted on College grounds. Automatic suspension and a review of the student's enrolment at the College will occur.
- h. The College is not responsible for personal items brought to school. Students are issued with a locker to store their belongings in - and are required to provide their own lock to ensure their locker is secure.

Away for the Day

- a. In line with Queensland Government policy, phones are away for the day: this means they are off and in lockers/bags, from entry at any point of the College Campus, until they leave the grounds. This includes any after-school activities.
- b. Students who are found to be in breach of this, will be requested to surrender their phones to staff. The escalation is as follows:



- 1st breach:** Phone confiscated. Student to collect device from the College office at the end of the day.
- 2nd breach:** Phone confiscated. Student's parent or carer to collect the device from the College office during office hours (8:00am – 3:30pm).
- 3rd breach:** Phone confiscated. Parent meeting required due to ongoing difficulty meeting College expectations. Device returned to parent.

Note Well: During school hours:

- If a student needs to communicate with family, they need to do so via the College office.
- Likewise, parents can communicate with their children via the office.

After school hours:

- If a student or parent needs to communicate with family between 3.00 – 4.00pm, students can use their device from inside the College office.

- Students are not to use their devices whilst attending an organised extra-curricular activity.
- Afterschool breach consequence – student will be requested to hand their phone to the College office on arrival the following school day, and collect it on exit at the end of that day.

Any refusal by students to comply with staff who are simply adhering to policy, will result in an escalated consequence.



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 updating 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-ParentsVolunteers-and-Visitors.pdf>

Term Dates

2025		
Term	Dates	Weeks
1	Monday, 27 January – Friday, 04 April	10
2	Tuesday, 22 April – Friday, 07 June	10
3	Monday, 14 July – Friday, 19 September	10
4	Tuesday, 07 October – Friday, 06 December	
	Notes: <ul style="list-style-type: none"> Year 12 – last day Friday, 14 November (Week 7) Years 7 – 11 – last day is Friday 28 November (Week 8) P - Year 6 – School ends 12:00 noon, Friday 05 December (Week 9) 	<ul style="list-style-type: none"> 7 [Y12] 8 [Y7-Y11] 9 [P-Y6]



Public Holidays and Student Free Days

2025	
Term	Dates
1	Monday, 27 January – Australia Day Public Holiday
1	Tuesday, 28 January – Whole College Student Free Day
School Holidays	Friday, 18 April – Good Friday
School Holidays	Monday, 22 April – Easter Monday
2	Friday, 25 April – ANZAC Day
2	Monday, 05 May – Labour Day
3	Thursday, 17 July – Whole College Student Free Day
3	Friday, 18 July – Cairns Show Day
3	Friday, 05 September – Whole College Student Free Day
4	Monday, 06 October – King's Birthday

Daily Routine

	Primary	Secondary
Pastoral/Home Form	8:30am – 8:50am	8:30am – 8:45am
Period 1	8:50am – 9:40am	8:45am – 9:38am
Period 2	9:40am – 10:30am	9:38am – 10:30am
Morning Tea	10:30am – 10:50am	10:30am – 10:50am
Period 3	10:50am – 11:40am	10:50am – 11:43am
Period 4	11:40am – 12:30pm	11:43am – 12:35pm

Lunch	12:30pm – 1:10pm	12:35pm – 1:15pm
Period 5	1:10pm – 2:00pm	1:15pm – 2:08pm
Period 6	2:00pm – 2:50pm	2:08pm – 3:00pm

Primary Classrooms open at 8:20am College Learning starts at 8:30am		Don't be late!! 
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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>	<i>that equals...</i>	<i>which is...</i>	<i>and therefore, from Prep to Year 12, that is...</i>
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
1 hour each day	1 whole day of learning each week	8 weeks per year or nearly a term a year.	Over 2 ½ years of learning

Student Absence

Parents/carers whose children are absent are asked to contact the College Office by the new **MyCE** App, Telephone 4081 7600, email studentabsent.mcc@cns.catholic.edu.au or Parent Portal before 8:30am 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 three (3) or more days.

Late Arrivals

If a student arrives at school after 8:30am and before 9:00am, they are to enter via the Main Gate and register their late arrival at the Secondary Library and receive their late slip to hand to their classroom/homeroom 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 via email studentabsent.mcc@cns.catholic.edu.au and 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 College 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 and completing the 'Request for Student Absence' form (on the Parent Portal) prior to arrangements being made.

A Request for Student Absence form must be completed for absence greater than three consecutive school days prior to arrangements being made.

If it is an absence for one to three days an email to the College office will suffice.

If it is a medical absence for three or more days, a medical certificate is also requested.

If it is for representative sport or cultural events, an email to the office and a copy of the relevant TCS etc forms will suffice.

If the absence is for more than three days, a Request for Student Absence form must be completed prior to arrangement being made.

Absence from school should be for one of the following reasons or at the Principal's discretion:

- Illness
- Medical related procedures
- Misadventure (accidents)
- Family tragedy (including Sorry Business)

If a student is unable to attend sport trials/cultural events, please email the College office so attendance records can be updated.

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 3:15pm 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 the covered Avenues, near their classrooms. Students arriving prior to this time ie. 8:00am must sit behind Administration building for Primary students or inside the library for Secondary students.
- **In the afternoon, staff supervision concludes at 3:15pm.**
- Students will be supervised in the area adjacent to the carpark in the Park and Collect and the Stop, Load and Go zones.
- **WET WEATHER PICK-UP** In the event of heavy rain, students will be supervised in the covered areas near the Primary and Main Gate, where they can be collected by parents and care givers.
- Students attending OSHC need to move to the Primary MPC as quickly as possible.
- Please follow staff directions at all times.

Drop / Load and Go Procedures

Safety is the key consideration for Stop, Load and Go. Therefore **Drop, Load and 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> .

There are four main options for student arrival and departure:

Option 1 – Drop / Load and Go – This zone is reserved for the quick drop off and pick up of students.

- The **Drop / Load and Go** is for all students being dropped off and picked up in a vehicle. Staff will be on hand to assist and ensure this process occurs as smoothly as possible in the morning and afternoon. Parents of younger children are also able to park and walk their child to/from the school gate.
- Parents, please ensure that the **Family Name Card** is placed on sun visor of the vehicle visible for easy identification by staff supervising the **Load and Go** zone. New sun visor Family Name Cards will be distributed early in the Term.
- The **Load and Go** zone allow for **two minutes** stopping only. This time is usually enough to allow your children to exit or enter the vehicle safely.

Using the Drop and Go Zone before school:

- Students to have their belongings together ready for drop off.
- Students to be dropped only via the door near the kerbside. Staff will assist in this process for younger students, if required. **Dropping via the roadside is dangerous and is never permitted.**
- Parents should not leave their vehicle to assist with dropping off students.
- Students should be able to undo their own seatbelt. If a student is not yet able to do/undo their own seat belt, parents should park their vehicle and walk student/s to the gate.

Using the Load and Go Zone after school:

- Students to move quickly after school to the **Student Zone for Load and Go**, outside the Secondary Library and K Block building.
- Students to be sitting and watching for their vehicle arriving in the queue and listen for their name to be called, ready for loading when the vehicle stops at the head of the queue.
- Students to have their belongings together ready for loading.
- Students to load only via the door near the kerbside. Staff will assist in this process for younger students. **Loading via the roadside is dangerous and is never permitted.**
- Parents should not leave their vehicle to assist with load and go.

Option 2 – Park and Collect – this zone is reserved for parents of younger students who need to walk to the gate to collect their child.

- The parent waiting area for **Park and Collect** is at the gate at the end of A Block (see diagram below). For security, this gate is locked during school hours – a staff member on duty will unlock the gate at 2:50pm.
- Parents arriving prior to 2:50pm should wait outside the gate for students to come up from their classrooms. Students will be assisted by school staff.
- Students will wait in the **Student Zone for Park and Collect** and staff will let students through the gate when their parents are present to collect them.
- Students in Junior Primary levels will not be permitted to walk unsupervised into/through the carpark to be collected there by parents.

N.B. Please do **NOT** park in the **bus zone** between 7:30am and 4:00pm.

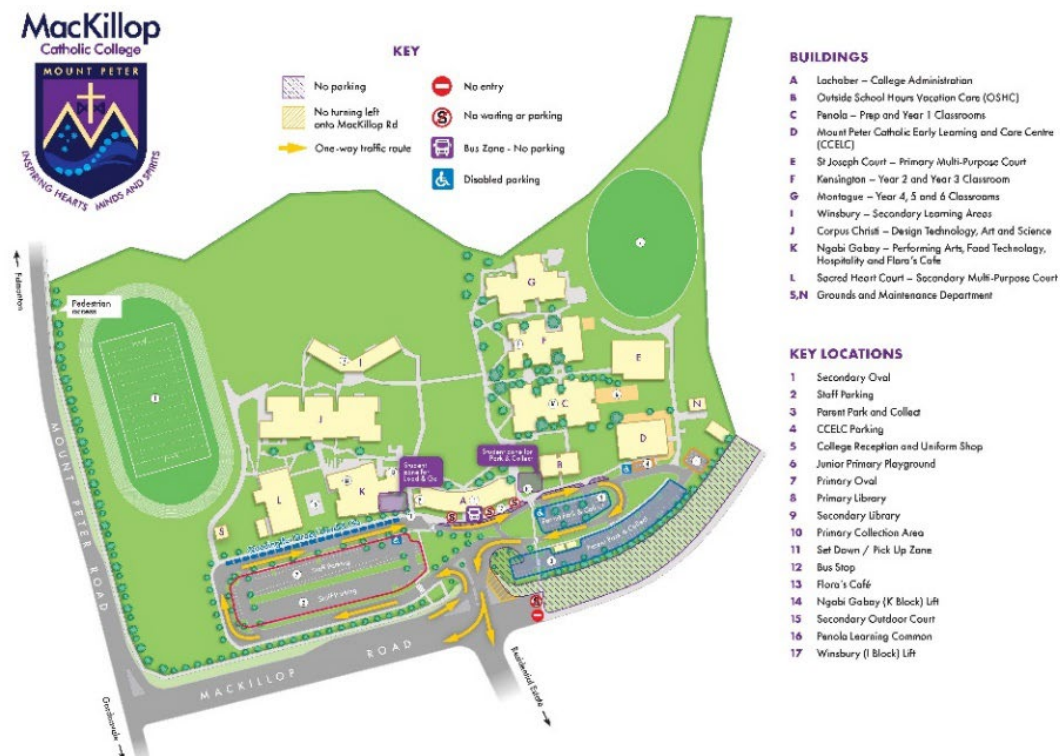
Please **do not park and leave a vehicle** in the designated **Load and Go** or in **No Parking** zones including outside the OHSC building as this will cause congestion and delays throughout the whole carpark.

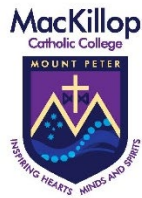
Option 3 – Students Walking/Riding To and From School

Students can walk, ride or scooter to and from school.

- Students walking from Mount Peter Estate should enter the College via the school entry on MacKillop Road.
- Students who live on the Edmonton side of the College can access College grounds through the side oval gate on Mount Peter Road.
- Students riding a bike or scooter should follow road safety rules and wear a helmet. When students enter the College, they should dismount and walk their bike or scooter into the College.
- Bike racks are available for students to lock both bikes and scooters upon arrival at school. No student is allowed to access these during a school day.

A map and aerial diagram have been included below to illustrate pick up, queuing, parking, collection points, student entry/exit point on Mount Peter Road. Please drive carefully as you enter/exit the College or in the flow of traffic or parking through the College to ensure the safety of our community.





PARKING AREAS

KEY:



Option 4 – Students Using Bus Services

Kinetic will run both a northern and southern service to MacKillop. All students from Prep to Year 11 are eligible to travel on Kinetic bus services.

Details of the services, routes, timetable, and ticketing can be accessed through the Kinetic website <https://www.wearekinetic.com/>

Please make all enquiries regarding these services directly to Kinetic.

Primary students on the Gordonvale service will be required to book into OHSC before and after school. Secondary students on the Gordonvale service can sit in K Block courtyard and go to the Secondary Library before and after school.

Students can apply for a bus pass. Please note: your student may be eligible for the School Transport Assistance Scheme. Families need to sign up for the School Transport Assistance Scheme. If you hold a current Health Care Card you are automatically **eligible** for the STAS regardless of how close you reside to a state school, however applications are still required. Simply apply online via the link

<https://stas.forms.tmr.qld.gov.au/content/forms/af/TranslinkForms/STASApplication/STASApplication.html>

For those families who live too close to a state school, and ineligible for the STAS program, your next step is to apply for the new Kinetic Smartcard system (tap/go operation). <https://www.wearekinetic.com/au/cairns/cairns-school-travel>

Students Driving to School Protocol

Year 12 students wishing to drive /park on College grounds, must:

- be licensed to drive and hold a current Queensland driver's licence applicable to the vehicle they are driving.
- only drive a fully registered vehicle and have it insured for a minimum of third-party property damage.
- have both parent and College permission prior to driving and parking on College grounds, by completing the

Application and Agreement form and process, and have gained subsequent approval from the College.

- All other family members being transported in the private vehicle must also be listed on this form i.e. siblings.
- Students who drive to school are responsible for their driving and behaviour, and the behaviour of occupants in their vehicle.
- Students must only park in the allocated student parking bays, and not exceed the space of a single park.
- Students are only to park in lined, designated 'Student' car spaces.
- Students are expected to display their MacKillop Catholic College student parking permit card on their dashboard.
- Parking spaces are limited. Students who are unable to find a park in the Student parking area, are to find appropriate, legal parking outside of College grounds.
- Once students have parked their vehicle, they are to exit their vehicle and make their way towards the school buildings. The carpark is not to be used as a place for gathering.
- Students are to arrive at school in time to attend Homeform at 8:30am.
- Students are not to return to the parked vehicle during the day without the permission of their Head of Year/Leadership.
- Students are not to use their vehicle until the end of school.
- Students should arrive at school and leave school in a safe and orderly manner without causing distress or disturbance to others including neighbouring properties.
- Students may not lend vehicles to other students.
- Student drivers are to use transport provided by the College to and from College activities.
- Student drivers need to refer special requests to Leadership.

Students driving themselves to and from school in private transport and wishing to enter the College and park on grounds are required to complete a Student Vehicle Agreement Request Form and submit it to Head of Years 11 or 12 for consideration, and subsequent approval by the Head of Secondary/Leadership.

Note well: Students are encouraged NOT to transport non-family members to / from school in their vehicles. Gates are locked from the commencement of the school day to the end of the school day. Normal late arrival and entry exit processes must be adhered to.

<https://www.mackillopcatholiccollege.qld.edu.au/about-us/policies-guidelines-procedures/>

Important Parking Changes around College Precinct

The Cairns Regional Council made some important parking changes outside the College last year. These changes are clearly signed as 'no standing' and apply to the Eastern side of the College entrance (please see Council map below). These changes were made by the Council in response to serious safety concerns, and to allow the smooth flow of traffic exiting the College carpark.



Heavy Wet Weather

In heavy wet weather, due to very limited cover in the collection and load zones, younger students should wait in the classroom covered avenues for the parents to park, walk in and collect them from their year level areas. The **Load and Go** will still be in operation for older students.

With the wet season upon us, please consider wet weather gear for your children; raincoats, spray jackets and/or umbrellas. Whatever the choice, as with all personal items brought to school, please clearly label with your child's name.

OSHC – Outside School Hours Care

School-aged Children (4½ years 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 experiences, inquiry based learning, 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 and 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
Nominated Supervisor	Alison Longue
Before School Hours	6:30am to 8:30am
After School Hours:	3:00pm to 6:00pm
Vacation Hours:	6:30am to 6:00pm Closed over the Christmas and New Year Period
Service Approval Numbers:	SE-40006018 BSC: 75 ASC: 75 VAC: 75
Postal:	PO Box 201, Cairns, QLD 4870
Landline: Mobile:	07 4252 5717 0439 312 901
Email:	oshc.mtpeter@cclc.catholic.org.au

MacKillop Childcare and Community Kindergarten



MacKillop Catholic Early Learning and 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 will become your child's home away from home.

Healthy, nutritious meals will be prepared by our Cook, and served to the Kids; children enjoy 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 <ul style="list-style-type: none">• Day Care• Kindergarten (Term Time)
Day Care Hours: Kindergarten (Term Time) Hours:	6:30am – 6:00pm 6:30am – 6:00pm (Teacher in attendance 8:30am to 3:00pm) Closed over the Christmas and New Year Period
Service Approval Number:	SE-40014045
Nominated Supervisor:	Toni Herbohn
Address:	1 MacKillop Road, Mount Peter
Postal:	PO Box 201, Cairns, QLD 4870
Landline Mobile:	07 4252 5718 0438 620 587
Email:	director.mtpeter@cclc.catholic.org.au

Student expectations and procedures

Positive Behaviour

Students at MacKillop are expected to conduct themselves in accordance with the MacKillop Way, by being respectful, engaged, and working to their personal best. Students are bound by all aspects of the College's Behaviour Regulations.

Diary

The College Diary is issued at the beginning of the school year for Years 3 to 12, and students are required to have it for all classes. It is to be kept free of graffiti and stickers. Students who misplace their diary, or whose diary contains inappropriate content, will be required to purchase a new one at their own cost.

Laptops

Students in Years 5 to 12 are required to have the College issued laptop at school every day, and fully charged. Loss or damage to the device or its accessories (pen, case, charger, bag) will incur a cost. Devices are required to be kept in their case, and free of stickers and graffiti. Prep to Year 4 devices/laptops or ipads remain in classrooms.

Homework/Home Learning and Assessment

All Home Learning and assessment set by the College is to be completed and submitted within the allocated timeframe. Students who fail to comply with this will be subject to the College Academic Integrity Policy.

Gum and aerosol

Chewing gum and aerosol are not permitted on College grounds, or at College events.

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 black leather school shoes. Students also require a College Backpack and Library Satchel that are purchased from the College Uniform Shop.



College Uniform – Secondary

Senior Uniform – Years 10-12		
Item	Option 1*	Option 2*

Shirt	Senior purple blouse with MacKillop tartan trim	Senior purple shirt with MacKillop tartan trim worn tucked in
Bottoms	Senior MacKillop tartan skirt Navy MacKillop tailored shorts	Navy MacKillop tailored shorts worn with a belt
Tie	Senior girls MacKillop tartan tie	Senior boys MacKillop tartan tie
* Option 1 to be worn in its entirety. * Option 2 to be worn in its entirety.		
Junior Uniform – Years 7 - 9		
Item	Option 1*	Option 2*
Shirt	Junior purple MacKillop blouse (worn tucked in)	Junior purple MacKillop shirt (worn tucked in)
Bottoms	Navy MacKillop Skirt Navy MacKillop Culottes Navy MacKillop tailored shorts	Navy MacKillop formal shorts worn with a belt
Tie	Junior girls cross-over MacKillop tie	Junior boys MacKillop long tie
* Option 1 to be worn in its entirety. * Option 2 to be worn in its entirety.		
Sports Uniform		
Shirt	MacKillop Sports polo MacKillop House polo	
Shorts	MacKillop sports shorts	
Footwear	Sport shoes with a predominantly white sole (no skate shoes, Vans, etc)	
Hat	MacKillop Sports Hat	
Bag	MacKillop Sports Bag	
All students 7-12		
Item	Description	
Hat	MacKillop formal hat (must be worn to and from school, between buildings and during morning tea and lunch)	
Shoes	Black leather lace up polishable school shoes (black leather runners, deck-style, strap-styles or flat ballet style shoes, Vans are not permitted)	
Jacket /Cardigan	MacKillop navy jacket or MacKillop navy cardigan	
Socks and hosiery	MacKillop navy socks. Girls may wear navy sheer tights in the winter months	
Bag	Navy bag with MacKillop crest	

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.



College Hats

All students are required to wear their College hat throughout the year at break times and when participating in outdoor activities. The College 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.



Secondary 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 Sports 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, and kept neat and tidy.
- Hair must be kept off the face and long hair must be tied back and kept up off the collar.
- No extremes in styles, including but not limited to fades, tracks, extreme fringes, cornrows, mullets, mohawks and rattails.
- Hair should not be dyed in colours that bring attention to the student (no bright colours or colours not in keeping with the student's natural colour and no dreadlocks).
- Hair accessories should be minimal and in keeping with the College colours. Oversized and ostentatious hair pieces 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 gold or silver only, worn in lower ear lobe.
- Clear earrings are acceptable for additional piercings.
- If students choose to wear devotional jewellery, it is not to be visible.
- No other jewellery is permitted.
- No visible facial piercing.

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.

Complete details about MacKillop Uniforms are found in the Uniform Guidelines Brochure on the website.

Uniform Items – 2025 Price List

Uniforms are available for purchase from the **College Uniform Shop**. The Uniform Shop is located in the Administration building adjacent to Reception. Uniform items can be pre-ordered with payment via the Flexischools app www.flexischools.com.au

Female Uniform Item	Price	Male Uniform Item	Price
Primary Polo Shirt	\$28.00	Primary Polo Shirt	\$28.00
Primary Skorts	\$25.00	Primary Shorts	\$25.00
Junior Secondary Blouse	\$32.00	Junior Secondary Shirt	\$32.00
Junior Secondary Tab Tie	\$7.50	Junior Secondary Tie	\$12.00
Junior Secondary Skirt	\$35.00	Secondary Boys Shorts	\$35.00
Junior Secondary Culottes	\$35.00	Secondary Boys Trousers	\$45.00
Secondary Tailored Shorts	\$35.00	Senior Secondary Boys Shirt	\$34.00
Senior Secondary Blouse	\$34.00	Senior Secondary Boys School Tie	\$15.00
Senior Secondary Skirt	\$44.00		
Senior Secondary Tab Tie	\$10.00		

Jackets	Price	Sports Uniform	Price
Polar Fleece	\$38.50	House Shirts	\$28.00
Bondard Jacket	\$68.00	Secondary PE Polo	\$36.00
Cardigan	\$36.00	Secondary PE Shorts	\$26.00

Accessories	Price	Tech	Price
MCC socks (pack of 3)	\$15.00	Microsoft Surface Pro charger	\$125.00
Leather belt	\$15.00	Gumdrop Headphones	\$25.00
Bucket Hat - Primary and Secondary	\$15.00	Laptop Charger	\$40.00
Formal Hat Secondary	\$55.00	Calculator	\$30.00
PE Bag	\$20.00	Stylus battery (replacement)	\$3.50
Library Bag	\$13.50		
Backpack	\$53.00	Other	Price

Trolley Bag	\$125.00	MCC Supporter Shirt	\$36.00
Hair accessories	\$4.00 - \$8.00	MCC Staff Shirt	\$36.00

Opening Hours (Term Time):

Monday - 8:00am - 11:00am

Tuesday - 8:00am - 11:00am

Wednesday - 8:00am - 11:00am

Thursday - 1:00pm - 4:00pm

Friday - 1:00pm - 4:00pm

No bookings are necessary. Uniforms can also be purchased at any time on flexischools, see www.flexischools.com.au for details and select MacKillop Catholic College Mount Peter.

All prices include GST.

Tuckshop

The College Tuckshop **operates Monday to Friday** with a selection of items offered for both first and second breaks. Our preferred method of ordering is through the Flexischools website or mobile app which can be accessed via the new **MyCE** App for parents.



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 and Friends Association

The role of the MacKillop Catholic College Parents and 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 and F Association is affiliated with the State P and F Association. This requires each family to pay an association fee and this will be attached to the school fees. The P and 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 and 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!

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 Program which can be completed online. For more information, please contact the College Office. 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 and 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.



- 2025 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	<i>No additional charge for 4 or more siblings</i>						
Sibling discount percentage	0%	15%	30%	47.5%	58%	65%	70%
PREP & PRIMARY - per week (40 wks)	\$44	\$38	\$31	\$23	\$19	\$15	\$13
PREP & PRIMARY - per term	\$442	\$375	\$309	\$232	\$185	\$155	\$132
PREP & PRIMARY - per year	\$1,766	\$1,501	\$1,236	\$927	\$742	\$618	\$530

SECONDARY - YEARS 7-9	<i>No additional charge for 4 or more siblings</i>						
Sibling discount percentage	0%	15%	30%	47.5%	58%	65%	70%
LOWER SECONDARY - per week (40 wks)	\$76	\$64	\$53	\$40	\$32	\$26	\$23
LOWER SECONDARY - per term	\$757	\$643	\$530	\$397	\$318	\$265	\$227
LOWER SECONDARY - per year	\$3,026	\$2,572	\$2,118	\$1,589	\$1,271	\$1,059	\$908

SECONDARY - YEARS 10-12	<i>No additional charge for 4 or more siblings</i>						
Sibling discount percentage	0%	15%	30%	47.5%	58%	65%	70%
UPPER SECONDARY - per week (40 wks)	\$93	\$79	\$65	\$49	\$39	\$33	\$28
PREP & PRIMARY - per term	\$929	\$790	\$650	\$488	\$390	\$325	\$279
UPPER SECONDARY - per year	\$3,716	\$3,159	\$2,601	\$1,951	\$1,561	\$1,301	\$1,115

PART B

MACKILLOP CATHOLIC COLLEGE SCHOOL LEVIES PER FAMILY			
PREP, PRIMARY & SECONDARY - YEARS P-12	Per week (40)	Term Fee	Annual Fee
Capital Levy ²	\$18	\$175	\$700
P&F Levy ³	\$2	\$20	\$80
TOTAL FAMILY LEVIES	\$20	\$195	\$780

**See Page 2 for
fee calculation
examples**

PART C

MACKILLOP CATHOLIC COLLEGE SCHOOL LEVIES PER STUDENT			
PRIMARY YEARS P-1	Per week (40)	Term Fee	Annual Fee
Resource Levy ⁴	\$21	\$213	\$850
PRIMARY YEARS 2-5			
Resource Levy ⁴	\$24	\$238	\$950
PRIMARY YEAR 6			
Resource Levy ⁴	\$31	\$313	\$1,250
SECONDARY YEAR 7-10			
Resource Levy ⁴ , includes Laptop Hire	\$50	\$500	\$2,000
SECONDARY YEAR 11-12			
Resource Levy ⁴ , includes Laptop Hire	\$55	\$550	\$2,200

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

- Tuition Fee**- Supplements funding for ongoing school operating expenses, including wages and utilities. This rate is reviewed annually by the Diocese.
- 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.
- 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.
- Resource & 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, 7, 9, 11 & 12 students this includes a 3-day camp. The college resource levy is set to cover general classroom overheads and running costs. Including items such as compulsory competitions, photocopying, consumables, student supplies, curriculum related materials and administration costs. This levy changes slightly between years to cover expenses relating to that year level throughout the year. Stationery and booklist items are provided for all Primary levels; Prep to Year6, and Secondary Year7 & Year8 only.
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. Secondary 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	\$1,765
Part B	\$780
Part C	\$850
Total per annum:	\$3,395
Total per term:	\$849
Total per week (40):	\$85

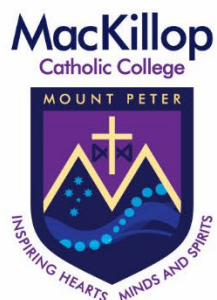
To calculate school fees for 2 children - Year 5 & Year 7:	
Part A - Yr 5 (including sibling discount)	\$1,501
Part A - Yr 7 (including sibling discount)	\$2,572
Part B - Per family	\$780
Part C - Yr 5	\$950
Part C - Yr 7	\$2,000
Total per annum:	\$7,803
Total per term:	\$1,951
Total per week (40):	\$195

To calculate school fees for 1 child - Year 7	
Part A	\$3,026
Part B	\$780
Part C	\$2,000
Total per annum:	\$5,806
Total per term:	\$1,452
Total per week (40):	\$145

MacKillop Catholic College, Mount Peter

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p: 07 4081 7600

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