

# Welcome

to



# MACKILLOP

CATHOLIC PRIMARY SCHOOL

*Faith and Service*



## Parent Handbook

## 2023

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# A MESSAGE OF WELCOME TO OUR NEW PARENTS

Dear Parents,

Your association with MacKillop Catholic Primary School is most welcome and appreciated. On behalf of our children, staff and parents, I extend a warm welcome to you and your family. We hope that your time with us will be an enjoyable and rewarding experience for you and your family.

If a school is to play an effective role in the education of children, it is essential that there be a co-operative teacher-parent relationship. Indeed, because of the dominant influence of the home on the course of a child's development, Catholic Education must be a three-way communication process involving teacher, parent and child. The partnership that exists between school and home must be one of support, encouragement and love.

We look forward to working with you and your child throughout the year as, together, we ***empower our children to be responsible and successful in a changing world.***

Parents are valued at our school and the teachers are always pleased to discuss your child's progress, his or her learning needs, and any other concerns. I ask you to take an active part in your child's education and their development in academic pursuits and social interactions. I trust that you will participate in school functions, school masses and liturgies, as you are an important part of our school community.

I believe that for effective education to take place, there must be open and honest communication between parents, teachers and students. It is our hope that your presence will strengthen this community through your involvement in the education of your child or children.

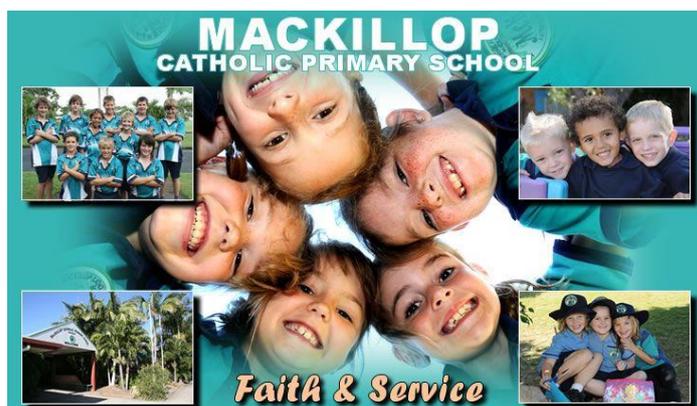
The purpose of this booklet is to acquaint you with information about MacKillop Catholic Primary School. I hope that the information contained in this handbook will assist you and your family in adjusting to your new school environment. If the school staff or I can be of any assistance to you please do not hesitate to contact us.

May your experience with us be rewarding and life giving.

***The MacKillop school community welcomes you!***

Best Wishes,

Mrs Allison Blakey  
Principal





# MACKILLOP

CATHOLIC PRIMARY SCHOOL  
*Faith and Service*

## SCHOOL MISSION STATEMENT

Guided by Saint Mary MacKillop's  
spirit of faith and service,  
with Jesus Christ as our model,  
we will provide each child  
with a quality Catholic education  
in a nurturing faith-filled community,  
where we work together,  
we participate and we have a go.

## STUDENT MISSION STATEMENT

*Guided by the Story of Saint Mary MacKillop ...  
at OUR School ...*

- \* We **Work Together**
- \* We **Participate** and
- \* We **Have a Go**.

## VISION STATEMENT

*Through faith and service, we strive to provide a quality education in a caring Catholic environment.*

## **Our Motto:**

***“Faith and Service”***

*Together, ‘Faith’ and ‘Service’ represent and summarise the keynote qualities  
which characterise the life and work of Mary MacKillop*

## Recognition and Appreciation of Indigenous Culture

At MacKillop we appreciate all cultural backgrounds which make up our school. We especially acknowledge the Indigenous cultures of Australia.

We acknowledge the Yuwi Yuibera people as the traditional owners of the land upon which our school operates and we pay our respects to their Elders, and all elders, past, present and future. In 2014 our Reconciliation Action Plan was formalised and enacted.



# MACKILLOP

CATHOLIC PRIMARY SCHOOL  
*Faith and Service*

## ***HOUSE NAMES***

**HOUSE NAME****Fitzroy****MEANING**

The area of Melbourne where Mary MacKillop was born.

**MASCOT**

Dingo

**COLOUR**

Blue

**HOUSE NAME****Merara****MEANING**

The name of an orphanage established in 1876 at Bucasia by the Josephite Sisters.

**MASCOT**

Eagle

**COLOUR**

Green

**HOUSE NAME****Copperfield****MEANING**

The name of the school established in the Clermont area in 1873 by the Josephite sisters.

**MASCOT**

Crocodile

**COLOUR**

Gold



# MACKILLOP

CATHOLIC PRIMARY SCHOOL  
*Faith and Service*

## **Saint Mary of the Cross**

(15 January, 1842 - 8 August, 1909)

### **Lower School: *Penola* (Prep) & *Winella* (yr 1-2)**

**Penola** ... *The first school was established by Mary MacKillop at Penola, South Australia. The school opened in a converted horse stable. It commenced in January, 1866 when Mary MacKillop was aged 24. It was replaced, in 1867, by a stone schoolhouse which stands today.*

**Winella:** *'Winella' Cottage in Penola, South Australia was the first residence (Convent) of the Sisters of St. Joseph (the Josephites) - the Australian religious Order established by Mary MacKillop.*

### **Middle School: *Franklin* (yrs 3-5)**

**Franklin:** *'Franklin' Cottage - a humble residence in Adelaide, South Australia, became - in mid-1867 - the first headquarters of the Josephites in Australia.*

### **Upper School: *Tenison-Woods* (yr 6)**

**Tenison-Woods** ... *Fr. Julian Tenison-Woods (1832-1889) was the co-founder of the Sisters of St. Joseph and (during the early years) a mentor to and supporter of Mary MacKillop and the other Sisters of the Order.*

### **Resource Centre (Library): *Mary of the Cross***

*Our Library and Resource Centre's name recognises that St Mary of the Cross MacKillop is widely known, with respect and affection, as "Mary of the Cross"*

# *Saint Mary of the Cross, MacKillop*

## *Australia's first Saint...*

Feast Celebrated August 8th

Canonised 17 October, 2010



Mary MacKillop is significant today because she...

- ❖ Is the only acknowledged saint in the history of the Catholic Church in Australia.
- ❖ Lived and worked for, and in, Australia
- ❖ Died in Australia on 8 August, 1909

A woman of great energy, vitality and action...

- ❖ She stepped outside the expectations that religious and secular culture had for women of the Victorian era
- ❖ She established an educational system that spread across Australia and New Zealand
- ❖ She developed institutions which gave people in crisis a chance of survival and a quality of life
- ❖ She tackled major questions of justice in Australia, cutting across class boundaries and believing in the dignity of all people.

A reflective woman...

- ❖ A woman of prayer and compassion
- ❖ A woman who forgave her enemies and worked for reconciliation with all of them
- ❖ An Australian who valued the inner life as well as the active life
- ❖ A woman who challenges us now to do as she did.

A woman who has inspired others today...

- ❖ To work in third world countries
- ❖ To look for ways to stand with the dispossessed and alienated
- ❖ To realise there are other dimensions in life beside the material
- ❖ To rejuvenate their 'frayed spirituality'
- ❖ The importance of education

Mary MacKillop was an Australian whose spirit can lead us into the future because...

- ❖ She was a realist who faced her inadequacies but believed in her dream
- ❖ She calls us all to tenacity and shows us that hope can triumph over despair
- ❖ She responded to all in need and, "Never see a need without doing something about it"
- ❖ She was a human being in love with God and all of God's people.

## MACKILLOP SCHOOL PRAYER

*Dear God,*

*We thank you for the example of Saint Mary of the Cross MacKillop, who cared about each person and who faced life's problems with faith and courage.*

*We ask your blessing for our families, our school and ourselves. We pray through you, Saint Mary of the Cross, for help in our lives and for your help in our needs.*

*We make this prayer through Jesus, our Lord.*

*Amen*



# SCHOOL CALENDAR 2023

Monday 16<sup>th</sup> January – Friday 20<sup>th</sup> January - Pupil Free Days - Staff Inservice

## TERM ONE (10 weeks)

Monday 23<sup>rd</sup> January  
Thursday 26<sup>th</sup> January  
Friday 17<sup>th</sup> February  
Friday 31<sup>st</sup> March

### **Term One commences**

Australia Day Public Holiday  
Pupil Free Day - Bishop's Inservice Day  
Term One concludes

Friday 7<sup>th</sup> April  
Sunday 9<sup>th</sup> April  
Monday 10<sup>th</sup> April

Good Friday  
Easter Sunday  
Easter Monday Public Holiday

## TERM TWO (10 weeks)

Monday 17<sup>th</sup> April  
Tuesday 25<sup>th</sup> April  
Monday 1<sup>st</sup> May  
Thursday 22<sup>nd</sup> June  
Friday 23<sup>rd</sup> June

### **Term Two commences**

ANZAC Day Public Holiday  
Labour Day Public Holiday  
Mackay Show Holiday  
Term Two concludes



## TERM THREE (10 weeks)

Monday 10<sup>th</sup> July  
Friday 1<sup>st</sup> September  
Friday 15<sup>th</sup> September

### **Term Three commences**

Pupil Free Day  
Term Three concludes

## TERM FOUR (9 weeks)

Monday 2<sup>nd</sup> October  
Tuesday 3<sup>rd</sup> October  
Friday 1<sup>st</sup> December  
Monday 25<sup>th</sup> December  
Tuesday 26<sup>th</sup> December

Queen's Birthday Public Holiday

### **Term Four commences**

Term Four concludes  
Christmas Day  
Boxing Day Public Holiday

## ROUTINES

### Application for Enrolment

- Admission to Prep is open to those who have attained the age of five (5) years by June 30 in the year they enrol in Prep.
- Enrolment in all year levels is dependent upon vacancies at the time of enrolment.
- A copy of a Birth Certificate must be available at the time of enrolment. We need to sight the **original** Birth Certificate or be provided with a certified copy. A copy of a Baptismal certificate is also required for children who have been baptised Catholic. The school will arrange for copying of original documents where required.
- **Please note both parents must sign the enrolment form.**
- Enrolment at MacKillop Catholic Primary School implies that parents want their child/children to be educated in a faith community centred on Christ. Parents are expected to be familiar with the Mission Statement and in partnership with the school, uphold its values.
- Priority for acceptance of enrolment applications is based on the following categories...
  - a) Students with siblings who currently attend or have attended the school or college
  - b) Students whose families worship in a Catholic parish
  - c) Students whose families demonstrate a commitment to the ethos and values of Catholic Schools and have a desire for faith education in the Catholic tradition
- Children of all faiths are welcomed into our school community provided that the children will participate in the school's Religious Education program; there are sufficient vacancies; the ethos of this school is supported and the Catholic identity of the school is not compromised. The religious beliefs and traditions of these children will be respected.
- Children with disabilities or special needs are welcomed at MacKillop. A special enrolment meeting is arranged in these circumstances where discussions and decision-making about whether or not the school can adequately cater for your child's needs, and the needs of the children in the associated classes, are made.
- Each family has an obligation to the payment of school fees to support the school in its endeavours to meet its financial commitments. Fee Concessions may be applied for and are reviewed at the commencement of each year, or when financial circumstances change.
- A copy of our enrolment policy is available on request.



# SCHOOL INFORMATION AND PROCEDURES

## Absence From School

It is a statutory requirement that students attend school on each school day during the year. Parents/guardians are asked to notify the school via a telephone call whenever their child is absent. A text message will be sent out at about 10.00am to parents who haven't contacted the office notifying the school that your child is absent.

Extended or repeated absence will be reported to the principal who may require that the reason for absence be supported by a certificate from a medical practitioner. Normally, if no contact is made with the school after 2 days of a child's absence, the school office will telephone the home.

## Arrangements for Students Before and After School

### Before School:

- (a) Parents are requested not to allow children to arrive at school before 8.15 a.m. on any day, as teacher supervision does not begin until 8.15am. All students arriving earlier must sit in the Undercover Area near the hall, on the benches. No games or movement around the school is allowed until 8.15am, when a teacher begins morning duty. We also have Before School Care available for those children whose parents start work early.

If your child's class teacher is in the classroom, they are permitted to unpack their equipment and perform other daily routines, provided the teacher remains in the classroom. Children must go to the Hall before the commencement of school (8.40am), if the teacher leaves the room.

### At the End of the School Day:

- (b) Children being collected by car should wait in the Pick up Area at the front of Administration for their car to arrive. **Parents are requested not to leave cars unattended in the "Drop-off/Pick-Up Area" of the Driveway in the morning or afternoon to ensure the safety of students and permit the smooth flow of traffic. Traffic flows most efficiently when cars "keep moving forward" as spaces appear. If you intend to leave your car for any reason (rather than just collect your child(ren) and keep going), please park in the Carpark provided. This avoids congestion and permits the smooth and safe flow of traffic.**

You are requested to collect your children by 3.15 p.m. Parents will be telephoned at 3.30pm.

- (c) Children on bikes are asked to walk their bikes and out of the grounds and park their bikes in the bike racks provided. They should ensure they lock their bikes for safety. Children should leave the school grounds by no later than 3.10 p.m.

## Sign In/Out Register

Any student arriving to school late or being picked up early during the school day, are to be signed in/out at the office by their parent/caregiver. The office staff will then ring the classroom to ask your child/ren to come to the office. This ensures that the safety of our students is being met. Please do not collect your child straight from the classroom.

If you are planning on collecting your child early for an appointment it would be appreciated if you could send a note to your child's teacher that morning to let them know.

## Allergies

We have a number of students enrolled at MacKillop who have allergies to certain foods. All parents are asked to consider the type of food that they pack for their child's lunch. We would like to request that **no peanut or peanut products** be packed in children's lunches as contact with such products can be harmful to these students and in some cases, **life threatening**. Your support ensures the classroom and school environment remains safe for all students.



## **Assemblies**

Whole school assemblies are held twice each week. Parents are invited and encouraged to attend.

### **8.45am - Monday and Friday**

The order of events for Monday's assembly is as follows:

- i) Acknowledgement of Country
- ii) School Prayer and Pledge
- iii) Students of the Week Awards
- iv) Birthdays
- v) Principal's Address
- vi) Any other notices that students, staff or parents may have
- vii) School Mission Statement

The purpose of Friday's assembly is that each week a different class leads us in an Assembly. The order of events is as follows:

- i) National Anthem and 'Our Father' or 'Hail Mary' (in May and October)
- ii) Class Assembly Presentation
- iii) Good Manners Awards
- iv) Making Jesus Real Awards
- v) Messages

## **Bookclub**

Parents may order children's books from Scholastic Book Club. Your child will receive a Bookclub catalogue throughout the year. If you wish to order any books you should return the order form and the money in a sealed envelope with your child's name, class and BOOK CLUB clearly marked. You can also pay for orders with your credit card when you order and pay by LOOP which is the online ordering system. Please see the school's newsletter for the due date for Bookclub. With every purchase from the Scholastic Book Club our school receives 20% in Scholastic Rewards of all book club sales. We then can use the rewards to purchase books and resources throughout the year for the staff and students.

## **Booklists**

Each student is provided with a booklist at the end of the school year for the following year. Some items can be reused each year.



## **Bullying**

At MacKillop, we have zero tolerance towards Bullying. You can see a copy of the Diocesan Anti-Bullying Policy on the school website or the Diocesan Website. If you feel your child has been bullied you need to contact the child's teacher in the first instance. If you are not satisfied with the outcome of this meeting or the bullying continues, please contact a member of the leadership team.

## **Bus Assistance**

The Non- Government Schools Transport Assistance Scheme, funded by the State Government, provides financial assistance to families whose children have been assessed as being eligible for travel assistance to attend an approve non-state school. The NGSTAS consists of two programs:

- The Bus Fare Assistance Program (BFAP)
- The Students With Disabilities Scheme (SWD)

Further Information can be found on our school website under the Resources Tabs - Forms and Policies.

## **Duty of Care**

MacKillop has legal, moral and social obligations to care for the safety and well being of your child while he/she is in our care. Legally, all staff members are required to act with common sense and a responsible approach which endeavours to protect your child's safety. Our staff members take this very seriously and we ask that parents and

visitors to the school follow procedures to help staff ensure the safety of the children.

## **Emergencies**

In the case of accidents resulting in serious injuries, parents will be notified immediately. Should the parent be unavailable, the ambulance will be called to take the child to hospital. It is vitally important that parents keep their children's personal records up to date in case of an emergency.

## **Forts**

Students and/or younger siblings are not permitted to play on the fort or play area in the Prep grounds before or after school as there are no teachers on duty during this time. Younger siblings are not allowed to play in this area during school time either.

## **Fruit Break**

Most classes have a fruit break for 5 minutes somewhere between approximately 9.30am and 10.00am as children are often starting to get hungry at this time. Children are asked to pack some cut up fruit or vegetables to eat during this time. The snack must be something they can eat quickly and easily.

## **Hair Styles and Colours**

The school policy and guidelines state, "*students with unacceptable or radical cuts / styles which are not in keeping with the school image may be asked to work from home until the cut has grown, or the hair is cut, or the colour removed.*"



Hair dye or foils are not permitted at MacKillop nor are styles that are extreme including tracks, rats tails, mo hawks or hair shorter than a gauge 2. Please see the uniform guidelines in Appendix B for further information.

## **Head Lice**

Head lice are a reality. If a child contracts lice it is not a catastrophe! Preparations for treatment are available from any Chemist. **Health regulations require that a child with lice be excluded until treatment has occurred.** If you find head lice in your child's hair treat the hair with a suitable product and then simply advise the school that you have found them and have undertaken treatment.

## **Health and Safety Obligations of Workers and Others**

Each staff member and others at the school are responsible for ensuring his/her health and safety by:

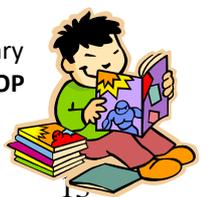
- complying with health and safety instructions,
- taking action to avoid, eliminate or minimise hazards,
- making proper use of personal protective equipment,
- not wilfully placing at risk the health and safety of own self and others,
- seeking information and advice when necessary,
- being familiar with hazard/accident/reporting and emergency evacuation procedures.

## **Infectious Illnesses and Diseases**

The school complies with Queensland Department of Health regulations in this regard. If you are uncertain we can provide details of the regulations in respect to a particular illness. If any doubt arises as to the interpretation of regulations it is the **written advice of a registered medical practitioner** which is accepted, by the school, as the final arbiter. **Please see the information in Appendix A.**

## **Library Books and Borrowing**

Students are encouraged to borrow books from our school library each week. Teachers will organise a library time each week for their class to exchange books. It is **COMPULSORY** that the children use a **MACKILLOP LIBRARY BAG** to keep their library books in a good condition and make them easier to find. Lost or damaged books must either be replaced or paid for. Donations to the library are always welcome.



**Information Handbook for Parents**



## Lost Property

We ask that all articles of clothing be clearly marked with your child's name as it makes it easy to find the owner if something is left lying around. In the inevitable event of unmarked clothing being handed in, it will be kept in the lost property box in the office. At the end of each term, unclaimed lost property will be given either to the Second-hand Uniform Store here at MacKillop, or donated to St Vincent de Paul.

## Medication

In order to comply with government regulations, we are required to follow the procedures outlined below for administering any medicines to students **during the school day**.



\* The school **can only administer medication on receipt of a written request from a parent or guardian**. Please complete a 'Medical Authorization' form which can be obtained from the office.

Your **written request** should include:

- **the child's name and class.**
- **name of the medication, exact dosage & time of administration requested.**
- **the period of time over which you expect the child to take the medication at school.** (eg. starting day/date and finishing day/date)
- **Under Workplace Health and Safety regulations, the School is unable to administer over-the-counter analgesics (Panadol, etc) to children unless it has a pharmacist's label with the child's name and dosage.**
- Where it is practical to do so, you are requested to **supply only the correct quantity of medication** to be administered. Medication must be in the original packaging and contain the pharmacist's instructions for administering the medication.
- The medication must be kept in the School Office at all times.

The school is required to maintain careful records of all such administrations including the name of the student, date of administration, time of administration, name of medication, exact dosage and method of administration.

## Mobile Phones

Whilst mobile phones and other personal electronic devices including wearable technology such as: smart watches and fitness trackers are a part of everyday life, there is no reason why a child needs a mobile phone/other electronic device during school hours. Should a mobile phone/other electronic device need to be brought to school for an after-school activity, the parent must write a letter to the Principal outlining the reason why the phone/device is needed. On arrival at school, the child must bring the phone or electronic device to the office (switched off) for safe keeping and must collect it again at 3.00pm. Mobile phones/electronic devices should be clearly marked with the child's name. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones/electronic devices. **Students are not allowed to bring iPods to school at any time.**



## Money Matters

Please ensure that any money sent to the school is enclosed in a labelled envelope. All money sent to the school should be contained within a sealed envelope, with the child's name and reason for payment clearly marked.

## Newsletters to Parents

School Newsletters are emailed to parents every Wednesday. These give up-to-date information about events and arrangements at school. The school newsletter can also be found on the school website: <http://www.mnmrok.catholic.edu.au/>



## Parent Lounge

Parent Lounge is the parent component of the school's administrative computer system. Parents are able to view report cards and book parent teacher interviews online. This is also where parents can update information such as address, phone numbers and emergency contacts.

## Staff Meetings

Staff meetings are held on a Tuesday afternoon, commencing at 3.15pm. Issues pertaining to curriculum, administration, religious education and policy development are covered. Due to these meetings, staff members are unable to meet with parents on a Tuesday afternoon.

## Staff Prayer

All staff join together for Staff Prayer on Friday mornings commencing at 8.00am. Staff members are not available for appointments at this time.

## Student Protection

This is a matter of high importance. All staff members have attended professional development sessions on student protection and revise their knowledge on this topic at the Pupil Free Days at the beginning of each year.

At MacKillop Catholic Primary School, Mrs Allison Blakey (Principal), Mrs Helen Privett (Assistant Principal - Religious Education), Mrs Kristy Cundell (Assistant Principal – Curriculum), Ms Collette Simpson (Counsellor), Miss Kylie Tappert (OSHC Coordinator) and Mrs Debbie Caruana (OSHC Assistant Coordinator) are currently our Student Protection Officers and are reference points for raising concerns that students or staff members have about their safety or student protection issues.

## Term Calendar

At the beginning of each term a calendar is sent home to parents with the newsletter. The term calendar breaks up the term into individual weeks and contains all events available to us at the time of printing. Additional dates will be noted in the newsletters throughout the terms to allow you to add these to your calendars. The calendar is another important communication tool between school and home.



## Times of Instruction

<b>8:40 am</b>	Bell to begin school - children should attend toilet, wash hands, get books etc ready to go into school	
	5 min Fruit Break between 9.30am and 10.00am	
<b>8:45-11:00 am</b>	Instruction time	
<b>11:00 – 11:40 am</b>	Lunch break	
<b>11:35am</b>	Bell to go into school - children should attend toilet and wash hands	
<b>11:40am – 1:40pm</b>	Instruction Time	
<b>1:40pm – 1:57pm</b>	Afternoon Break	
<b>2:00pm</b>	Bell to end lunch - children should attend toilets and wash hands	
<b>3:00 pm</b>	Bell to finish school	

## Treasures from Home

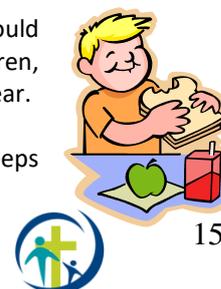
We do realise that children have special items that they would like to show to their friends. However, these treasures can be lost or broken. Therefore, we would ask that all valuable items from home are not brought to school. This includes toys and electronic equipment such as ipods. The school takes no responsibility for replacing lost, stolen or damaged non-essential personal belongings that are brought to school.

## Tuckshop

A Tuckshop operates at school each Wednesday and Friday for lunch break only. Parents should receive up-to-date information about the operation of the Tuckshop when they enrol their children, or (depending on time of enrolment) this information will be sent home early in the new school year.

We always need parents to assist us by preparing and serving food on tuckshop days. Your help keeps the Tuckshop operating and provides a valuable service to many children.

## ***Information Handbook for Parents***



## **Uniforms**

One of the surest ways to make children feel that school is an important place and to develop pride, is to see that they are correctly dressed in school uniform. The school uniform, which is compulsory, displays a sense of 'belonging' and people within the wider community associate our uniform with our school. When the students attend community events, such as ANZAC Day, people often comment about how smart the children look.

Students are to wear their school shirt, tucked in at all times and are expected to wear their school hat during break times. Please find a copy of the 'School Uniform' guidelines in Appendix B.

## **Weapons at School**

Any weapon or instrument that could be used to cause harm is prohibited at any school sanctioned activity. Students breaching this requirement may face serious consequences including suspension and the termination of enrolment. The matter will also be reported to police.



# **CURRICULUM**

MacKillop is a learning community with a shared belief that every students' learning can improve, with adequate amounts of time and support at school and home. We have high expectations for all learners and strive to improve student learning through...

- Collaborative, inquiry based learning with links to real life problems and situations (cross-curricular learning).
- Collaborative teacher planning & moderation
- The incorporation of ICTs (information and communication technologies) to improve teaching and learning
- Differentiated teaching – the provision of support measures and the modification of tasks and learning environment, as required
- Building a Learning Community – where Students, Staff and Parents work together to improve student outcomes.
- Prioritisation of daily English & Mathematics Blocks (especially in the lower school)
- Involvement of parents and other community members in students' learning.

## **Assessment and Reporting**

Assessment is the purposeful, ongoing and systematic collection of evidence which is used to make informed judgements about a student's learning. At MacKillop, assessment data is primarily used to inform and improve teaching and learning programs. Teachers gather and store evidence in comprehensive Student Portfolios that support the Assessment & Reporting process.

### **Informal Reporting at MacKillop...**

- Teachers value and appreciate regular contact with parents and are always happy to have a quick, informal chat with you about your child; however, teachers are busy people and often have duties, staff meetings, staff prayer, classroom preparation and other extra-curricular commitments before and after school. Therefore, to avoid disappointment, please make an appointment if you wish to participate in a longer or more formal discussion about your child's needs.
- Parents are included in classroom activities, excursions and culminating activities.
- Fortnightly class displays of student work in the office (advertised in the weekly newsletter)
- Class presentations of learning on Friday's Assembly
- Regular updates via class newsletters and in the school's weekly newsletter.

### **Formal Reporting at MacKillop...**

- Parent/Teacher Information Sessions for each year level at the beginning of Term 1.
- Individual Parent/Teacher Conferences are held at the end of Term 1 & Term 3.
- Formal written report cards are issued to parents at the end of Term 2 & Term 4.
- PLP (Personalised Learning Plan) meetings are held for students on an Education Adjustment Program, NCCD and Indigenous students.

### **External Reporting**

NAPLAN – National Assessment Program: Literacy and Numeracy. NAPLAN involves a series of nation-wide tests that are conducted annually in March for students in Years 3 & 5. Formal school and student reports are usually made available in September.

## **Curriculum Learning Areas**

In 2022, there will be eight curriculum learning areas at MacKillop...

- Religious Education

Australian Curriculum:

- English
- Mathematics
- Science
- Humanities and Social Sciences: (History and Geography P - 6); (Civics and Citizenship - Years 3 – 6) and (Business and Economics – Years 5 & 6)
- The Arts (Media, Visual Art, Drama, Music)
- Digital and Design Technologies

Queensland School Curriculum:

- Health and Physical Education
- Technology

### **Learning Support**

At MacKillop, we attempt to effectively cater for the individual learning and developmental needs of students. We do this through a team approach where teachers access the Learning Support programs as a learning tool to assist in the consolidation and enhancement of learning skills. These programs are intended to identify and recognise the needs and abilities of students and to provide the appropriate assistance and support to consolidate or enhance the students existing skills. Literacy and Numeracy are specific focuses of many learning support programs. Individual, small group or in-class support is utilised to assist children in achieving their learning goals.

Teachers identify children's strengths and weaknesses each Semester, and when necessary, assessment tools are used to assist with this process. Provision is made to access specialist services to ensure all factors of a child's learning needs are considered. Parents are involved in these referral processes and are included in meetings that give direction to their child's learning.

Support is provided for those children who require extra time or alternative experiences to successfully achieve their goals. Children's learning development continues to be programmed for, monitored and assisted from Prep to Year 6. Parent consultation is sought when modified or individual learning plans are required for a child.

The student's Mission Statement guides our Social Skills program. Children are taught the skills of working together, participating and having a go in class lessons with their peers. Small group and one-on-one sessions are provided for children who will benefit from these learning situations.

We provide meditation/relaxation classes for students with particular needs. These classes focus on teaching children a number of techniques for emotional regulation and reducing anxiety and stress.

We are always trying to meet the needs of each individual and are willing to spend time with parents to discuss a child's progress.

## **RELIGIOUS LIFE OF THE SCHOOL**

### **RELIGIOUS EDUCATION**

The teaching of Religious Education is an integral part of our school. All students participate in Religious Education lessons for 2.5 to 3 hours per week. We use the Diocese of Rockhampton Religious Education Curriculum.



**HYMNS** - The whole school gather to sing hymns regularly.

### **MAKING JESUS REAL**

MacKillop is continuing to follow the MJR (Making Jesus Real) philosophy in 2021. This approach assists students in applying the teaching and morals of Jesus to everyday life situations. It encourages us all to develop and maintain respectful relationships with those around us. MJR Family Groups meet once per fortnight where we focus on various MJR messages. MJR awards are presented on Assembly each Friday.

### **MASSES/LITURGIES**

The MacKillop community attends Masses at times throughout the year at the St Joseph's Church in North Mackay or in the School Hall.

The children in Year 5 and/or Year 6 may be invited to attend Anointing Masses during the year. At this Mass, students participate by doing the readings and serving morning tea to the sick and elderly. We encourage the children to socialise with those they serve, which is always a worthwhile experience for them.



Class Masses are also held each fortnight presided over by one of the Parish Priests in the Media Room in the Library. An invitation is sent home to parents the week prior and we encourage parents and grandparents to join with us to celebrate.

### **MISSION ACTIVITIES**

As a Catholic school we make a conscious effort to consider those less fortunate than ourselves. We make this effort in various ways through the year, including during Lent when we raise money for Caritas Australia, making donations to St Vincent de Paul, holding Socktober activities for Catholic Missions and Acts of Kindness in Catholic Education Week.

### **SACRAMENTS**

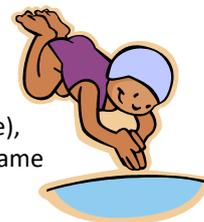
MacKillop supports students in preparation for the Sacraments of Reconciliation, Confirmation and Eucharist through St Joseph's Parish.

## SPECIALIST LESSONS

We currently have specialist lessons at MacKillop for 'The Arts' (*Visual Art, Music, Drama & Media*) and Physical Education. These specialist lessons are 40 minutes each week. In addition to this, students at MacKillop spend one term every year studying dance with DanceFever instructors who travel from Brisbane.

## SPORT

On enrolment at MacKillop, students are allocated to one of our three sporting houses – Fitzroy (blue), Merara (green) or Copperfield (gold). If the student has a sibling at the school, he/she will be in the same 'house' as their brother or sister.



During the year, the students represent their sporting house at our school's swimming and athletics carnivals. The swimming carnival is normally in Term One and Athletics in Term 3. All children are expected to participate and earn valuable points for their house team. Parents are encouraged to participate either as volunteers or as active supporters.

Each class receives a 40 minute Physical Education lesson with a specialist teacher. In addition to interhouse carnivals, our students compete at various interschool carnivals throughout the year.

## CODE OF SPORTSMANSHIP

1. The object of sport is **participation and enjoyment**. It's great to win but it's better to participate and try my best. (Winning without sportsmanship is a hollow victory).
2. **Good sportsmanship must be displayed at all times** – even when I feel a decision has gone against me. Remember to *co-operate, congratulate and support your team and the opposing team*. **BE A GOOD SPORT!** Don't look to blame others.
3. The **umpire's decision is always final** and the umpire's position **MUST** be respected at **ALL** times.
4. **Assist and co-operate** with the adult or teacher supervising our team in every way. Look for opportunities to help and to **build team spirit** and the confidence of my fellow team members. Be enthusiastic!



**We Work Together, We Participate and We Have A Go!**



## FINANCE

### **THE PURPOSE OF SCHOOL FEES**

Catholic schools are open to all who seek and support the values espoused by the school. The provision of Catholic schooling is made possible through parental payment of school fees and levies, combined with funding support provided by Federal and State governments. The continuing provision of quality Catholic Education for all students in the Diocese requires that all parents/caregivers pay school fees and levies as and when they fall due.

School fees are comprised of two components: **Diocesan Education Costs and School Costs.**

- **Diocesan Costs include:** Tuition Fees, Building Fund Levies and Technology levies. These costs are determined by the Diocese of Rockhampton and are the same at all schools within the Diocese.
- **School Costs include:** School-Based Levies (Materials & Consumables Levy, Grounds & Maintenance Levy), P&F Levy and any other Specific Purpose Charges.

### DIOCESAN EDUCATION COSTS

#### TUITION FEES

Tuition Fees are set by the Catholic Education Office, Diocese of Rockhampton and are the same at all Catholic schools across the Diocese.

Families with more than one child in a Primary or Secondary Catholic school in the Diocese of Rockhampton receive the following discounts on the tuition fee component of school fees:

Two children – 12.5%

Three children – 35%

Four or more children – 50%

#### DIOCESAN SCHOOL BUILDING FUND LEVY

Meeting the needs of students seeking a Catholic education requires significant capital works through building new schools/facilities, refurbishment, and maintenance. Capital works are supplemented through Building levies charged to families through normal school fee billing processes. Where families have children attending both Primary and Secondary Diocesan Schools, the levy will **only** be charged at the Primary level.

**2023 Primary School Building Levy:** \$105.00 per family per term (\$420 per family per year)

#### TECHNOLOGY LEVY

The Technology Levy represents a contribution towards the costs of capital purchases of technology hardware and software.

**2023 Technology Levy:** \$120 per year (one student), up to a maximum of \$240 per family per year

## SCHOOL COSTS

#### MATERIALS & CONSUMABLES LEVY

The Materials & Consumables Levy operates on a per student basis and is charged each term. It represents a partial contribution to the costs of the day-to-day consumables and materials used by students.

**2023 Materials & Consumables Levy:** \$45.00 per student per term (\$180 per student per year)



## **GROUNDS & MAINTENANCE LEVY**

The Grounds & Maintenance Levy operates on a **per student** basis and is charged each term. It represents a contribution toward the costs associated with maintaining our school grounds and facilities.

**2023 Grounds & Maintenance Levy:** \$43.00 **per student** per term (\$172 **per student** per year)

## **P & F RESOURCE LEVY**

The Parents & Friends' Association (P&F), in consultation with the School Board, have introduced a P&F levy in lieu of significant fundraising. The levy is charged on a **per family** basis each term.

**2023 P & F Resource Levy:** \$30.00 **per family** per term (\$120 **per family** per year)

## **ADMINISTRATION FEE**

An Administration Fee of \$10.00 **per family** per term is charged on school fee accounts and will be deducted if your account is paid quarterly on or before the due date in **one** single payment.

## **SPECIFIC PURPOSE CHARGES**

Additional charges may apply for specific purposes (Eg. booklist items, excursions, Dance Fever, Life Education, Arts Council performances, transport to swimming pools etc). Where costs are known, these charges will be added to the relevant term's school fee account.

## **SCHOOL FEE ASSISTANCE**

Catholic Education – Diocese of Rockhampton schools offer fee concessions and payment options to support families and reduce the financial burden where financial hardship is experienced.

Parents/caregivers are responsible for advising the Principal of expected or known hardship circumstances to enable appropriate fee concessions to be established or adjusted. Families may be eligible for school fee assistance under the **Concession Card Tuition Fee Discount** and/or the **Principal's Concession Scheme**.

## **CONCESSION CARD TUITION FEE DISCOUNT**

A 70% Tuition Fee Discount is available for 'means tested' government Health Care and Pension Concession cards. These cards must meet eligibility criteria for this concession to apply. The discount applies to the tuition fee component of school fees only; it does not apply to the Diocesan levies or school levies component of fees. Please contact the school office if you have a concession card.

## **PRINCIPAL'S CONCESSION SCHEME**

Total or partial exemption from the payment of fees and levies is available on application to the Principal to ensure that confidentiality is maintained.

### ***D. Booklists – Student Requirements***

As with all schools, students require items to operate in the learning program in classrooms from day to day. These operational needs represent the individual consumables needed by each child for a year of schoolwork. These details are provided on the Class Booklist(s) which are provided upon enrolment. We make a sincere effort to keep our booklist requirements to a minimum.

# PARENT INVOLVEMENT

## **Parent and School working in partnership**

Please feel welcome to visit the school at any mutually convenient time to discuss your child's progress. Your involvement in your child's education is actively encouraged. Some of the ways you can do this are:

1. **Accept invitations to become involved in the school.**

We need parents to become involved. For those inclined toward working directly with students this may mean listening to children read, assisting in Art & Craft or assisting in the training of a sporting team. We operate a **Learning Support Program** for all students (Prep to Year 6) and you may be able to assist in this area also.

We rely on support from parent volunteers to fill our tuckshop roster and to assist at major P & F social functions throughout the year.

2. **Attend at least some P & F Meetings** held monthly on the second Monday evening of each month during the school year. You will be better informed and have direct input into some important decisions if you do.

3. **Support school functions**

4. **Take up any opportunities made available** to learn about the goals and functions of our **School Board**. At some stage, in the future, you may consider contributing to the development of our school community through membership of the Board.

5. **Meet your child's teacher** - talk, discuss, question, offer information you think relevant. **Your interest is essential.** Children can gauge accurately the degree of interest their parents have in their school. Teachers are fairly good judges of this also. If teachers know that parents are vitally interested, they are more motivated and can do more for the children. The school needs all the parental support it can get.

6. **Parent Information sessions** will be held throughout the year. In Prep - Year 6, we plan to conduct a **parent-teacher information night** - on a grade or class basis - early in the year so you can meet your child's teacher and be fully aware of the program being followed in the class and discuss any matters of concern.



7. **Just One Thing** In 2022 we are continuing to implement 'Just One Thing'. At the commencement of the year families will receive an outline of planned social and fundraising ventures that the P&F will be organising. Families are asked to nominate at least one event they can assist with during the year in a way to support our school community. This enables us to provide opportunities for the students at our school and help raise funds for the improvement/maintenance of facilities and resources to benefit our children and the entire school community.

## **POSITIVE RELATIONSHIPS PROCEDURE FOR PARENTS**

### **What to do when you have a concern?**

As a Christian community, MacKillop Catholic Primary School values open lines of communication which promote harmony and respect for all. However, at times we acknowledge that grievances may occur. In the event of a parental concern it is important that you commence communication with the school as soon as possible, so that the concern can be resolved at the earliest possible stage. We can't fix it if we don't know about it!

### **Resolution Process**

It is important that a sense of mutual respect, honesty and a willingness to search for an equitable resolution be uppermost in the minds of all who engage in seeking solutions to a concern. The following guidelines should be used when meeting to discuss a problem or complaint:

- Establish the facts of the matter and isolate the concern.
- Focus on the facts and offer solutions.
- Listen to answers and don't jump to conclusions. Remain calm and work to resolve the concern.
- Decide on a solution.
- Agree on the implementation and fix a review date if necessary.

### **Communication Procedures**

**If a parent has a concern, it would be appreciated if the following steps were followed. We can work together constructively towards addressing your concerns.**

Should a parent wish to raise a concern:

1. If the matter is of a general nature in regard to school policy or practice, an appointment should be made with the Principal.
2. If the matter is in regards to a specific concern in the classroom or playground for a child (ren), an appointment should be made to see the relevant classroom teacher or staff member at a time most convenient to both parties to discuss the concern and resolve the matter.

*NB. At times, it may not always be feasible to speak to the person involved. In these circumstances, parents should ignore step two and proceed immediately to the following steps.*

3. If the concern has not been resolved in step two, an appointment-should then be made with the Principal to further explore the matter and to seek a resolution.
4. If a resolution cannot be agreed, or if the problem or complaint is in regard to the Principal, then the school will assist the parent to make an appointment with the Assistant to the Director – Schools (Northern Region) to facilitate a resolution.

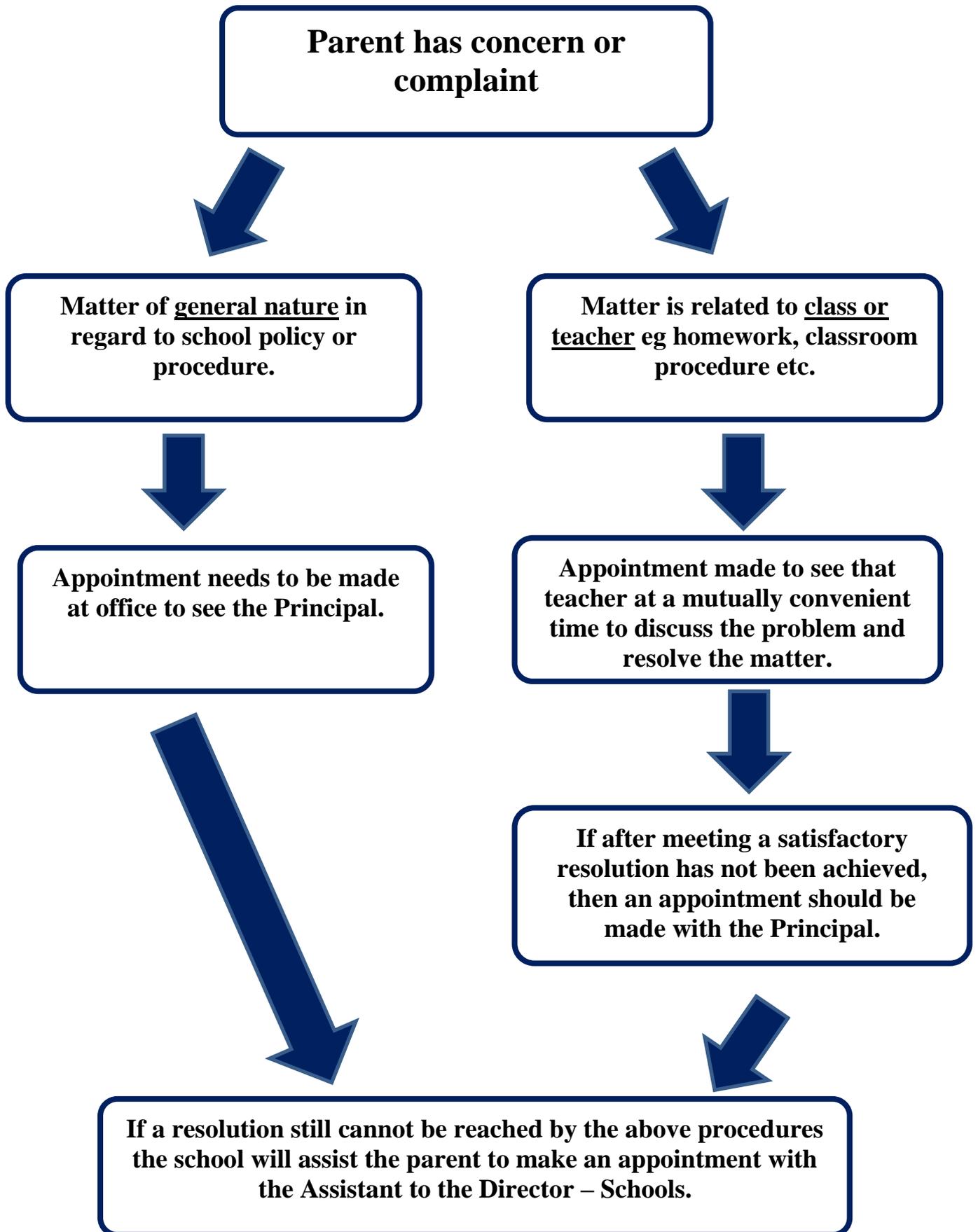
**\*\*** In the event that a disagreement occurs between children it is inappropriate to contact other parents, or the children involved in this matter directly, rather come to the school for us to work together to resolve the conflict.

**\*\*** We maintain an appropriate level of confidentiality in all situations and would appreciate the same level of respect and confidentiality from parents/caregivers and students. For example, expressing concerns via social media is inappropriate and may in fact exacerbate the matter.

Please see flow chart on the next page which outlines this process further.



**GRIEVANCE PROCEDURES FOR PARENTS - STEPS TO FOLLOW**



## **Parents and Friends Association**

The Parents and Friends Association meet monthly. Meetings are currently held on the second Monday of the month at 7.00pm in the Media Room in the Library. Dates of meetings are announced in the newsletter. All parents are encouraged to attend meetings. **The Association needs a number of willing people prepared to serve on the Executive in order to "make things happen" and ensure that the load does not fall on just a few.** Dates for the year are set at the first meeting and advertised through the Newsletter. The Association is an essential ingredient to the successful functioning of our school.

The Association welcomes and values the membership of every parent and 'friend' genuinely interested in the welfare of our school and members look forward to meeting you.

## **The School Board**

### **1. Catholic School Boards: What Are They?**

Catholic Parish school boards have been and are being established with the blessing of the Bishops of Queensland. The board is a policy-making and management structure which seeks to work toward the achievement of the Church's educational mission. It is a policy-making team consisting of people who have an awareness of the Church's educational mission and who together build policies that are based on gospel values. The policies give direction to the school and seek to promote our distinctive identity. The Board is guided by a Constitution, approved by the Bishop, and by the policies of the Diocesan Catholic Education Office through its Director. The Board is begun only after careful preparation and it also plans continuing ongoing in-service for its members.

### **2. What Does The Board Do?**

The aim of the Board is to assist our school to fulfil its Catholic educational responsibility within the terms of the general pastoral and educational goals of the Diocese.

The first responsibility is to assist the school staff to apply the ideals stated in the school's "**Mission Statement**". The Mission Statement is really a statement of philosophy declaring what the local faith community wants our Catholic school to be and do.

The Board has specific decision-making responsibilities in the areas of:

- (a) Policy making and management
- (b) Provision and Maintenance of Buildings and Plant
- (c) Budgeting
- (d) Communication

The Board has an advisory role in the areas of

- (a) Curriculum
- (b) Staffing.

### **3. Who Is On The Board?**

The membership of the school Board consists of ex-officio, elected and co-opted members.

Ex-officio members are the Parish Priest, Principal and (where applicable) a representative of any religious order providing staff to the school.

Elected members include a member from the school's Parents & Friends Association, from the school staff and members elected by the people of the school's community entitled to elect members. The only requirement for a person to be eligible to elect or be elected is that (s)he has participated in a meaningful Board Education Program aimed to ensure a clear understanding and appreciation of the philosophy and aims of the Board. We also have an appointed Special Religious Character Member on our school Board.

The Board can also co-opt a limited number of members to become full members of the board. For example, if someone with accounting/ financial skills has not already been elected then such a person is normally co-opted to the board. The term of office for elected parent and teacher members is three years and for co-opted members is one year, renewable for up to three years. An elected member can serve only two consecutive terms of office.



#### **4. The Board Education Program**

In order to elect school board members or be eligible for election a person has to have participated in a BOARD EDUCATION PROGRAM (at some time) designed to give interested persons an understanding of the aims, role and functions of our parish school Board.

The Board Education program focuses on key aspects of the Board's operation such as Shared Ministry (which looks at the Church's vision for education, the structure and functions of the Board and the school's Catholic educational vision expressed in its "Mission Statement"); Responsibilities, Relationships, and Membership.

Elections for Board members are normally held annually at the February/March meeting and the opportunity for participation in a "Board Education program" is offered to all interested persons before that meeting.

#### **Policies**

It is one of the roles of the School Board to develop and review school policies. MacKillop has a number of policies that have been developed. Each of these gives direction to the school's operation in a specific area. Policies can be provided, upon request, from the School Office.

## Behaviour Expectations for Children

**As a Catholic school, and with Jesus Christ as our teacher, we believe in the dignity of each individual and their right to be treated with respect. As a community of faith it is our responsibility to support and protect all students and to build and restore respectful relationships.**

Life is about making choices and there are always consequences for the choices that we make (good and bad). Children must learn this from an early age. The process for managing behaviour at MacKillop involves education, prevention, intervention, support, consequences and a change of behaviour.

Our School has clear expectations for students in regards to behaviour and these are published for students in our Student Guidelines. These expectations have been designed to ensure the safety and wellbeing of all students and staff, and clearly state students' rights and responsibilities at school.

At MacKillop, there are three rules that encompass our behaviour expectations for students...

- The behaviour of any student should not interfere with, or impede, the learning of another student
- The behaviour of any student should not interfere with, or impede, the teacher's right to teach
- Behaviour from any student that is not in the best interest of themselves or others is not acceptable



School is a highly socialised and decision-intense environment. The school environment is different from home, as children are required to participate and collaborate in a range of different social groupings. Students come from a wide variety of backgrounds and homes which are often characterised by differing expectations and acceptable behaviours. As a child moves into the structured and highly social school environment, some adjustment is to be expected and it is inevitable that, at times, all children will make questionable choices. In order for children to learn and develop as social beings, it is important that they learn early that every choice they make comes with a consequence for themselves and others. Good choices equal positive consequences, just as bad choices come with negative consequences.

We must help children to develop the ability to respond to situations with careful thought processes, rather than simply reacting without thought. For some children this is not easy. It requires an environment of clear and consistent guidelines and boundaries. It also requires consistent and fair consequences for their actions. Children need to be made aware why their behaviour is not acceptable and how their actions affected others and themselves. As a Catholic school, we must also make clear to children the values which underlie our beliefs e.g., respect, tolerance, honesty, trust, compassion etc

*Put simply, children must learn at an early age that choices come with consequences and that at school, as in life, there are rules and expectations in regards to acceptable behaviours.*

## Behaviour Management Guidelines at MacKillop

We currently use a three card system at MacKillop which is outlined below.

**GREEN CARD** – children may receive a green card for positive behaviour and showing initiative in the following ways: *volunteering, picking up rubbish, helping another student or staff member, positive contributions within the classroom and taking pride in themselves and their school etc.*

**YELLOW CARD** – children may receive a yellow card for minor misdemeanours which could include: not following school rules, repeated incorrect uniform, repeated incomplete homework, deliberate disobedience, frequently talking after the bell, playing in an out of bounds area, inappropriate behaviour, frequently late to line, lying, teasing, disrespect and misuse of property etc.

If a child receives a yellow card they must complete a 'Responsible Thinking Sheet' in the Time-Out Room during lunch time. **A yellow notification card will be sent home to advise parents of the misdemeanour. Parents are asked to sign and return this to school the next day. If the child receives 3 yellow cards for the same offence in any one term then an interview will be arranged between the parents, teacher, student and a member of the Administration Team to resolve the issue.**

**PURPLE CARD** – children receive a purple card for more serious behaviours which could include: *violent behaviours – slapping, punching, kicking, biting and pushing, unsportsmanlike behaviour – abuse of referee or players, deliberate damage to property, swearing of any form, bullying behaviours, vandalism, stealing and rude gestures.*

If a child receives a purple card they must complete a 'Responsible Thinking Sheet' in the Time-Out Room. They will remain in the Time-Out room for two lunch times. **A purple notification card will be sent home to advise parents of the misdemeanour. Parents are asked to sign and return this to school the next day. If the child receives 3 purple cards for the same offence in any one term then an interview will be arranged between the parents, teacher, student and a member of the Administration Team to resolve the issue.**

*If you have any questions about this please see your child's teacher or a member of the Leadership Team.*

### **SCHOOL-WIDE INCENTIVE**

At the end of each term, each teacher will enter students who have shown exemplary behaviour during the term into a raffle. (Students that receive yellow or purple cards during the term will not be entered into the raffle). One raffle ticket will be drawn for the lower, middle and upper areas of the school, for the prize being a movie ticket for 1 Adult and 1 Child.





## INFORMATION ABOUT PREP



This section includes some extra information specific to just Prep. Please read ahead if not relevant to your family.

### What Will My Child Learn In Prep?

All teaching in Prep is play based but guided by content from the Australian Curriculum English, Maths, Science, History, Geography Digital and Design Technologies and Health.

The children will learn about each of these learning areas in a variety of ways including investigations, real life situations, play, routines, hands on learning and focused learning and teaching.

Play is an integral part of the prep learning environment at MacKillop. Here at MacKillop we foster and understand the importance of play and appreciate the learning that takes place during play situations. Learning through play allows children to learn to, cooperate with others, solve problems, investigate their world, interact with others and much more.

### Arrival and Departure Times

It is a requirement that each child be brought to and collected from the prep centre by a responsible adult. The hours for Prep are the same as the rest of the school – 8.40am until 3:00pm. Please bring your child into the classroom. If you are unable to drop off or collect your child please let us know of your alternate arrangements immediately. It is important that we receive timely advice on change so we can advise your child immediately. We cannot stress how important it is to be on time. It is often distressing for your child to be too early or late.

The doors will be opened at 8.20am for your child to unpack their bag, place their lunch in the designated area and for you to settle your child for the day. Children must be supervised before the doors open. We recommend parents stay with their child until 8.40am when mat time commences. Prep finishes at 3:00pm. Please make arrangements to collect your child at that time from the Prep room or advise us of the alternative arrangement.

### Integration with the Primary School

One of our Curriculum aims is to foster a positive attitude towards the Primary school. We do this through a variety of ways.

- Joining with the Primary school for food recess & play times.
- Accessing the school library weekly to borrow books.
- Joining the Primary school for special occasions. i.e. Rotational days (Under 8's week & Mary MacKillop day), Sports day, special occasions and school liturgies.
- Attending school assemblies from Term One.
- Prep children also have a specialist Physical Education and The Arts lesson the same as the Year 1 to 6 students.

### Prep Noticeboard

The prep notice board is for your benefit and should be checked regularly for any changes. Notices relating to programme and articles associated with education plus prep events will be found here. You are also able to use this board to communicate to parents. Please check Name Pockets daily for newsletters, artwork, accounts & receipts.

### Food Routines

Eating times are valuable teaching times for us where we foster social and skill development. To allow the children a smooth transition into the rest of the school, there will be a gradual transition, starting at the prep centre and moving down to the covered area later in the term.



**Term 1 up to approx. Week 4 or 5:-** Lunch and afternoon tea are eaten in the outdoor area outside the Prep classrooms to allow the children to settle into Prep. Children have the option to order tuckshop on a Monday and



Thursday.

**Terms 1, 2, 3 & 4:-** Lunch and afternoon tea are eaten with the Primary school every day.

We encourage a healthy food policy to assist children to develop sound nutritional habits. Please keep pre-packaged fancy food items as a treat for home. Food is refrigerated every day so this allows for scope such as salads, yoghurts, eggs, cold meats, fresh fruit etc. Packet chips, sweet biscuits/cakes are strongly discouraged. Cool water is available through out the day.

### **Items from Home**

We delight in recycling objects for which you have no further use at home. We use these items for collage activities and other arts and crafts. We love to collect things such as material, ribbons, boxes, paper plates, egg cartons and bottle lids, to name just a few. Please no Styrofoam. If you are unsure if your items would be useful for us to use at Prep, please feel free to ask us before throwing it away.



## **OUTSIDE SCHOOL HOURS CARE**

MacKillop's Outside School Hours Care (OSHC) is a not-for-profit service which operates from within the school grounds.

Our service is Child Care Benefit (CCB) approved, and eligible parents are able to claim Child Care Rebate (CCR) as well.

We provide Before School and After School Care during term time, and Vacation Care during school holidays, providing breakfast and afternoon tea daily.

We operate under the National Framework for School Age Care and My Time Our Place guidelines. MacKillop's OSHC employs friendly, professional, appropriately trained team members who are kind, understanding and highly-motivated and who actively participate in children's experiences.

We provide a physically safe and emotionally secure environment where children can explore, socialise, and expand their interests through a variety of craft, physical and other fun activities which promote positive and inclusive interactions with peers and educators alike.

During Vacation Care, children can enjoy incursion activities where visitors come to the centre and share with the children, as well as excursion activities such as visits to skating, bowling, the park or the cinema, along with lots of fun and interesting activities provided daily here at the centre.

Please contact the office or see the website for further information and to obtain an OSHC Parent Handbook and enrolment forms.

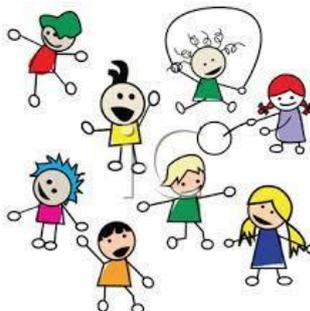
### **Operating Hours:**

**Before School Care:** 6.30am - 8.30am

**After School Care:** 3.00pm - 6.00pm

**Vacation Care:** 6.45am - 6.00pm

**Co-ordinator:** Phone: 0417 291 439



## CONCLUSION

Thank you for choosing MacKillop Catholic Primary School.

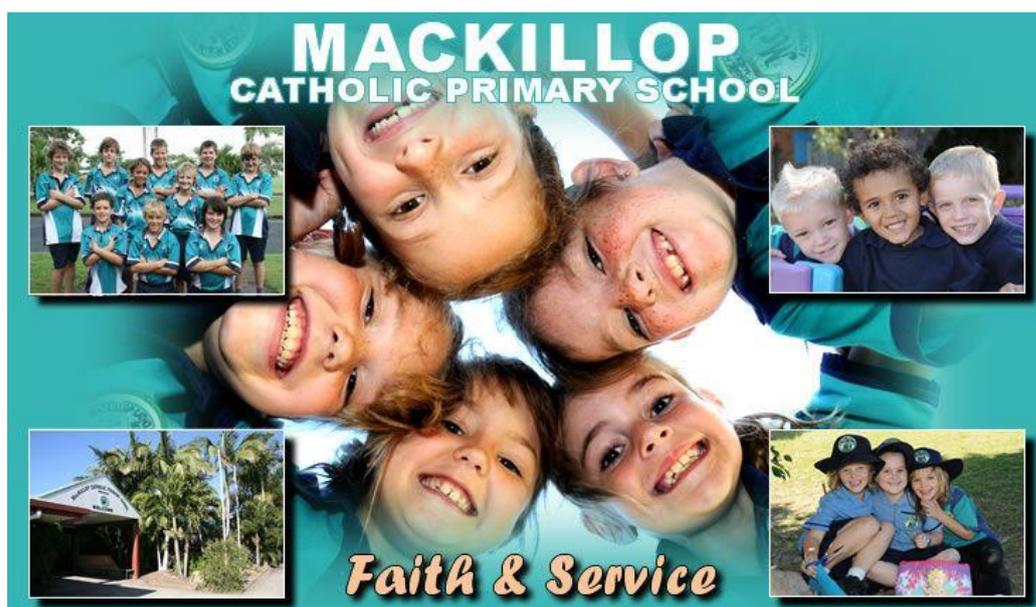
I hope your time here will be enjoyable, informative, productive and a time of growth in faith and wisdom for your child and your whole family.

I look forward to working with you as a member of the school community and sharing in the educational experience of your child/children.

May God bless us in our joint efforts for the children at MacKillop.

If you have any further questions or queries regarding the school please feel free to contact me to discuss them.

Allison Blakey  
Principal



# APPENDICES



## Appendix A: Infectious Diseases

<b>Condition</b>	<b>Cases</b>	<b>Contacts</b>
Chickenpox and Shingles	Exclude for at least 5 days AND until all blisters have dried.	Any child with an immune deficiency (e.g. leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus	Exclusion not necessary	Not excluded
Diarrhoea (ameobiasis campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella)	Exclude until diarrhoea has ceased for 24 hours.	Not excluded
Glandular fever (mononucleosis)	Exclusion not necessary	Not excluded
Hand, Foot and Mouth Disease	Exclude until all blisters have dried	Not excluded
Headlice	Exclude until day after treatment has commenced.	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received. But not before seven days after the onset of jaundice or illness.	Not excluded
Hepatitis B	Exclusion not necessary.	Not excluded
Hepatitis C	Exclusion not necessary.	Not excluded
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while sores are weeping (Sores should be covered with a dressing where possible).	Not excluded
Human immune deficiency virus (HIV / AIDS virus)	Exclusion not necessary unless child has a secondary infection.	Not excluded
Impetigo ("school sores")	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
Influenza and influenza-like illnesses	Exclude until well.	Not excluded

<i>Condition</i>	<i>Cases</i>	<i>Contacts</i>
Measles	Exclude for at least four days after rash first appears	Immunised and immune contacts not excluded. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Meningitis (bacterial)	Exclude until well	Not excluded
Meningococcal Infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin.
Mumps	Exclude for nine days or until swelling goes down.	Not excluded
Parvovirus (erythema infectiosum, slapped cheek or "Fifth Disease")	Exclusion not necessary	Not excluded
Ringworm, Scabies, Head Lice	Exclude until day after approved treatment has commenced.	Not excluded
Rubella (German Measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded (Female staff of childbearing age should check their immunity to rubella with their GP)
Streptococcal infection (including scarlet fever)	Exclude until child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded
Tuberculosis	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate.	Not excluded
Typhoid Fever (including paratyphoid fever)	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate.	Not excluded unless advised by public health authority
Whooping Cough (pertussis)	Exclude for 14 days from onset of coughing or until child has taken five days of an appropriate course of antibiotics.	Household contacts who have received less than 3 doses of pertussis vaccine should be excluded from childcare until they have taken 5 days of an appropriate course of antibiotics, or from 14 days after their last exposure to the infection.
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded

## APPENDIX B – SCHOOL UNIFORM GUIDELINES



Uniforms are to be purchased from Uniform Solutions (49513549). “Blue Shirts” are NOT to be purchased from other outlets as they are often NOT the correct shade of blue. For those parents wishing to sew their own uniforms, fabric and patterns are available at Needleworx. School emblem badges are available at the school office and must be sewn on to pocket on left hand side.

### SECOND HAND UNIFORM STORE:

At MacKillop we offer a second hand uniform shop. Our Co-ordinator is Justine Harriott. The uniform shop is open on Monday and Friday after morning assembly or by previous arrangements.

For those parents wishing to donate uniforms no longer needed, these can be dropped into the school office. They MUST BE the correct school uniform and in GOOD condition. Money from sold uniforms will be donated to our P&F Association to assist in purchasing resources for our school. We do NOT accept any footwear for sale.

**(PLEASE NOTE: PREP STUDENTS ONLY WEAR SPORTS UNIFORM)**

### BOYS Formal school uniform (Years 1 to 6)

- Blue Shirt tucked in (**School Emblem Compulsory**)
- Navy blue shorts
- Grey Socks → must be folded down - NO ANKLE SOCKS.
- Velcro or lace-up Black leather or vinyl footwear (joggers) → **100% BLACK**  
*Slip on shoes and canvas shoes are NOT acceptable*

### BOYS Sports uniform (Prep to Year 6)

- **Mackillop Sports Polo** Shirt tucked in (**School Emblem Compulsory**)
- Navy blue shorts
- White Socks → must be folded down - NO ANKLE SOCKS.
- Velcro or lace-up black leather or vinyl footwear (joggers) → **100% BLACK**  
*Slip on shoes and canvas shoes are NOT acceptable*

### GIRLS Formal school uniform (Years 1 to 6)

- Blue & white pin stripe dress with sleeves, or, Girls formal shirt with navy culottes or skirts (**School Emblem Compulsory**)
- White Socks → must be folded down - NO ANKLE SOCKS.
- Velcro or lace-up black leather or vinyl footwear (joggers) → **100% BLACK**  
*Slip on shoes and canvas shoes are NOT acceptable*

### GIRLS Sports uniform (Prep to Year 6)

- **Mackillop Sports Polo** Shirt tucked in (**School Emblem Compulsory**)
- Navy Skorts or culottes
- White Socks → must be folded down - NO ANKLE SOCKS.
- Velcro or lace-up black leather or vinyl footwear (joggers) → **100% BLACK**  
*Slip on shoes and canvas shoes are NOT acceptable*

**BLACK LEATHER JOGGER STYLE SHOE WITH NO VISIBLE MARKINGS MUST BE WORN. ‘MARY-JANE’ STYLE SHOES’, THAT IS, SHOES THAT HAVE A STRAP OVER THE TOP OF THE FOOT AS WELL AS CANVAS SHOES ARE NOT PART OF THE SCHOOL UNIFORM.**

Acceptable:



Not Acceptable:



## UNIFORM – other

- **MacKillop School Hat** (in reasonable condition) must be worn correctly at all times (available from Uniform Solutions)
- **MacKillop Winter Uniform** – MacKillop School pullover or cardigan (available at Uniform Solutions), or alternately, a plain, navy blue pullover or cardigan (no logos). Girls may wear plain, navy blue tights under their uniform. Girls and boys are permitted to wear plain, navy blue tracksuit pants over their uniform (as this allows for later removal if the weather warms). Tracksuit pants are NOT to be worn under girls' dresses, in place of tights.
- **MacKillop School Bags** – we have introduced the option to purchase a MacKillop School Backpack from the office. These are available for **\$53.00**.

SPORTS UNIFORM IS TO BE WORN ON NOMINATED CLASS SPORTS DAYS. FORMAL UNIFORM IS WORN AT ALL OTHER TIMES AND FOR SPECIAL CELEBRATIONS SUCH AS... First Friday Mass, MacKillop Feast Day, ANZAC Day, Eisteddfod & School Photos.

## HAIR & GROOMING

- **All hair accessories** - must be plain and minimalist and in the following colours... *navy blue, black, teal or white*. Large decorative hair pieces are NOT acceptable.
- For health and safety reasons, **hair that is long enough to be tied back, should be worn in this manner** (boys and girls). Haircuts must be neat and tidy in appearance and not falling into eyes, or around the face. Hair must not be dyed or coloured or worn in a style that is deemed to be inappropriate for primary school.  
*The following styles are NOT considered appropriate for MacKillop Students...*
  - **tracks**
  - **rats tails**
  - **mohawks**
  - **shorter than gauge 2**

## JEWELLERY

At MacKillop, we discourage the wearing of jewellery by students, for health and safety reasons. However, the following items are acceptable...

- \* Earrings - one plain small stud or sleeper, per ear.
- \* Ring – one signet ring, with no raised stones or settings.
- \* Necklace - one simple chain with a small Christian symbol, worn inside the uniform.
- \* Watch – standard analogue or digital with basic time functions only, (No wearable technology, including fitness trackers; no toy or novelty watches)

\*\*\*Nail Polish, Makeup, Acrylic nails and other body piercings are NOT acceptable\*\*\*

## SCHOOL HAT

***Our MacKillop School Hat is COMPULSORY and is available for purchase from Uniform Solutions for a cost of \$20.***

Our Hat is lined **AND** fully washable, non-shrink and UNCRUSHABLE. It is *NAVY blue* in colour and has the School Emblem on the front.

We strongly encourage you to bring your child's newly purchased hat into the office so that ***your child's name can be written inside the hat***, to reduce the problems with loss. (This works very well!).

## SCHOOL LIBRARY BAG AND HOMEWORK FOLDER PREP TO YEAR 6

***Our MacKillop School Library Bag and Homework Folders are COMPULSORY and are available for purchase from the school office.***

Our Library Bag and Homework Bag are vinyl **AND** are WATER PROOF. They are *NAVY blue* in colour and have the School Logo on the front.

Our **School Library Bag** is available from the School Office at a cost of **\$18.00**.

Our **Homework folder** is available from the School Office at a cost of **\$20.00**.

## SCHOOL BADGES



In 2011, we updated our school logo. Therefore, all the badges on our school uniforms were required to be changed. If you purchase second-hand uniforms that have an old badge sewn on them, please purchase a new badge from the office or the second hand uniform shop for \$6.00 and replace the old badge. Thank you!