

CHRIST OUR LIGHT



MACKILLOP
Catholic College
WARNERVALE

PARENT HANDBOOK

2021

Providing a quality K-12 Catholic education for all students of our community, following Christ as our light, in the spirit of Mary MacKillop.

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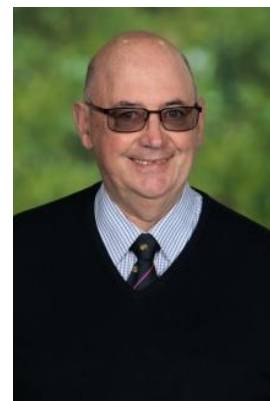
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A WELCOME FROM OUR COLLEGE PRINCIPAL

Dear parents and carers,

On behalf of our MacKillop Catholic College community, I would like to warmly welcome all our parents/carers to the journey ahead as partners in shaping our students. The Parent Handbook has been designed for all parents and carers from Kindergarten through to Year 12. This covers a 13-year span and, so much takes place across these years as students grow and develop the person they hope to be. The children are a real gift, and we feel privileged on behalf of every parent to guide them across their developing years.



Some areas of engagement for parents are the same over the years and this handbook offers the processes and guidelines for how parents can engage with the staff for the vast majority of these areas. As students grow over the years a number of areas of responsibility are quite different and they take into account the maturity and age level of students.

Our Parent Partnership Charter, launched in 2018, covers the six Houses Gospel Values where parents in partnership with our staff work collaboratively in assisting each child's development to be a responsible, respectful and caring person. When these values are shared across our community, we see amazing things happen from students, particularly in the area of leadership.

I now invite you to renew your connection with our College by visiting the recommendations of this Parent Handbook.

Yours sincerely,

Steve Todd
College Principal

OUR VISION AND MISSION

MacKillop Catholic College is a comprehensive, co-educational K-12 Catholic College serving the people to the north of the Diocese of Broken Bay. As part of the Catholic School System we receive our mandate from the Bishop of the same diocese.

Mission Statement

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

Vision Statement

In the dimensions of School Improvement Planning, the following statements outline the College's Vision.

At MacKillop Catholic College, Warnervale, our belief is that by:

MISSION

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

Core Values: **Faith & Discipleship**

LEARNING CULTURE

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

Core Values: **Hope & Integrity**

WELLBEING

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

Core Values: **Compassion & Justice**

OUR PRINCIPALS



Mr Stephen Todd
College Principal



Mrs Deb Ferguson
Secondary Principal



Mr Frank Cohen
Primary Principal



Mrs Mel McGuinness
Secondary Assistant Principal



Mrs Sherylyn Kenney
Primary Assistant Principal

KEY MEMBERS OF STAFF

College

Fr Philip Thottam	Parish Administrator
Sr Marea Ross	Josephite Social Justice
Kate Clark/Kim McCarthy	Parish Secretary
Mrs Natalie Tunstead	Family Liaison Officer
Mrs Samara Stark	College Counsellor
Mrs Beth Marsh	College Counsellor
Anthony Dignan	Business Manager
Mrs Jackie Crowe	College Teacher Librarian
Mrs Bronwyn Sandeman	Teacher Librarian
Mrs Georgina Martin	Teacher Librarian
Mrs Marilyn Fraser	Aboriginal Education Worker
Mrs Janine Silver	Office Manager
Total Canteen Solutions	Canteen
Alinta Apparel	Uniform Shop
Busy Bee's OSHC	Busy Bee's OSHC

Secondary Pastoral Leaders

Mrs Corrine Patil	Year 7
Mr Glen Taragel	Year 8
Mr John McNamara	Year 9
Mrs Megan Phillipson	Year 10
Mr Michael Rickards	Year 11
Mrs Rachael Elcoate	Year 12

Primary Special Areas of Responsibility

Mr Tim Snelling	Religious Education Coordinator
Mrs Christine Owen	Stage 2 Coordinator
Mrs Cathy Whitmore	ES1/Stage 1 Coordinator
Mrs Colleen Heffernan	Admin Coordinator
Mrs Peeta Gainsford	Stage 3 Coordinator
Mrs Karen Jones	K-12 Diverse Learning Coordinator
Mrs Kellie Denneman	PE Coordinator
Mrs Lyndal Mukherjee	Learning Support
Mrs Allison Passafaro	Learning Support
Mrs Lauren Oliver	Learning Support
Mr Felicity Banfield	Learning Support Assistants
Mrs Christine Newall	Professional Learning Team
Mrs Megan Smith	Release
Mrs Bridgette Bemet	Release

Secondary Leaders of Teaching and Learning

Mrs Chrystal Price	Religious Education
Mrs Kathy Yates	English
Mr Graham Taylor	Maths
Mr Ryan Herbert	Science
Mrs Monica Boyd	HSIE
Mr Damien Tomsett	PDHPE
Mrs Jillian Young	Creative Arts
Mrs Sharon Baird	Performing Arts
Mr Damian Clair	TAS
Mrs Helen Beech	Languages
Mrs Kerrie Pearce	VET/Careers
Mrs Maryellen Lowe	Learning Support Coordinator

Secondary Special Areas of Responsibility

Mr Jason Morrow	Administration Coordinator
Mr Russell Jones	Leader of Curriculum
Mr Kath Ardern	Leader of Wellbeing
Mrs Maisie Tenev	Youth Ministry Leader
Miss Erin Sullivan	Leader of Professional Growth
Mrs Shayne Winkler	Leader of eLearning & Innovation
Mrs Kathleen Black	Transition Coordinator
Mr Duncan Black	Representative Sport
Mr Greg Hughes	Thursday Sport
Mrs Michelle Baxter	Outreach Coordinator
Sr Jiji Canillas	Pastoral Support

Primary Class Teachers

KB	Mr John Sullivan	4B	Mrs Kathryn Williams
KG	Ms Cathryn Paholski	4G	Mr Brian Colton
KW	Mrs Cathy Whitmore	4W	Ms Christine Owen
1B	Mrs Sharon London	5B	Mrs Jodie Lewin &
1G	Mrs Melissa Ellmore &	5G	Mrs Claudette Radford (T1)
	Mrs Christine Shilling		Mrs Peeta Gainsford
1W	Miss Jasmin Joyce	5W	Mrs Ashlee Garling &
2B	Mrs Alicia Hanson &		Mrs Simone Merrottsy
	Mrs Sarah Shorter	6B	Mrs Catherine Brown
2G	Mrs Colleen Heffernan	6G	Mrs Jeanette Noonan
2W	Mrs Jodie Kessler	6W	Miss Samantha Mohan
3B	Mr Luke Bondfiled		
3G	Mrs Karen Jones & Mrs Sarah Shorter		
3W	Mrs Jo-Ann Smith		

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COLLEGE CONTACT INFORMATION

Postal Address: PO Box 4367
Lake Haven NSW 2263
Address: 91 Sparks Road
Warnervale NSW 2259
Telephone: 02 4392 9399
Fax: 02 4392 9499
Email: smccw@dbb.catholic.edu.au
Website: www.mccwdbb.catholic.edu.au

COLLEGE BELL TIMES

Primary

8.45	Students line up outside classrooms
8.50	Class begins
10.50	Recess
11.20	Class resumes
1.20	Lunch
1.40	Lunch half time
2.00	Class resumes
3.05	End of the day

Secondary Bell Times

MON/WED/FRI		TUE		THU	
8.45	Pastoral	8.45	Period 1	8.45	Period 1
9.10	Period 1	9.45	Period 2	9.40	Period 2
10.10	Period 2	10.45	Break 1a	10.35	Break 1
11.10	Break 1a	11.00	Break 1b	11.05	Period 3
11.30	Break 1b	11.15	Period 3	12.00	Period 4
11.55	Period 3	12.15	Period 4	12.55	Break 2
12.55	Period 4	1.15	Break 2	1.15-2.40	Sport (7-10)
1.55	Break 2	1.35	Period 5	1.15-2.15	Period 5 (11-12)
2.20	Period 5	2.35	Period 6	3.20	End of day
3.20	End of day	3.20	End of day		

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COLLEGE CAMPUS MAP



PASTORAL AND COLLEGE HOUSES

The extraordinary story of St. Mary of the Cross MacKillop is at the heart of MacKillop Catholic College. This community draws upon the significance of our College Motto of 'CHRIST OUR LIGHT' through the inspiration from the life and times of Mary MacKillop.

In living out our lives we are drawn as disciples of Jesus to how Mary spoke and responded to people all over this country, New Zealand, Ireland, Scotland and to the Church authorities in Rome. Her warmth, loyalty and love set her apart.

In simple terms, MacKillop Catholic College has dedicated their six House Teams to significant places and times in the life of Mary MacKillop.

FITZROY

Mary MacKillop was born in Brunswick Street, Fitzroy.

Core value: FAITH

PENOLA

Mary opened the first Saint Joseph's School in a disused stable in Penola.

Core value: DISCIPLESHIP

GESU

Gesu is Italian for Jesus. The Gesu Church, in Rome, was a favourite place of prayer for Mary MacKillop.

Core value: HOPE

ALMA

The name of the house in North Sydney where Mary lived and died.

Core Value: INTEGRITY

TEMUKA

Mary set up her First Foundation of Sisters in Temuka, New Zealand, in 1883 and made four visits to the sisters as schools spread throughout the country.

Core value: JUSTICE

KINCUMBER

Mary and the sisters opened an orphanage for boys at Kincumber.

Core value: COMPASSION

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COLLEGE PROFILE

Background

MacKillop Catholic College, Warnervale is a Year K-12 Co-educational Catholic College in the Diocese of Broken Bay. It is a Systemic College, under the auspices of the Catholic Schools Office and has been set up to respond to the needs of the local Catholic community in the northern region of the Central Coast, north of Wyong and Toukley and up to Lake Munmorah.

A Catholic Parish, known as St Mary of the Cross MacKillop, has its Parish Church and Offices on the same site as the College, forming an integrated Catholic Community of Parish and School. Father Brian Moloney was appointed the first Parish Priest and took up this position from June 1st, 2003. The Parish Church, on the College grounds, has operated since August, 2003.

Kindergarten to Year 6 students from the Warnervale Parish is given priority in Primary enrolments at MacKillop.

Secondary enrolments are taken from the Warnervale Parish and Toukley Parish. Catholic Primary Schools feeder schools are MacKillop, Warnervale and St Mary's Toukley with some also attending from St Cecilia's Wyong and St Brendan's, Lake Munmorah.

The College enjoys strong and supportive relationships with the two Parish Priests of Warnervale and Toukley and their parish communities, who play an active role in supporting the College.

Enrolment Patterns

The College opened its doors in 2003 with 131 year 7 students, 85 from local Catholic Schools and 46 from other Schools. The students were housed in high quality Temporary Classrooms with the Administration and Staff Blocks occupied in June. A temporary Library and Computer Room were housed in the Staff Block.

The College accepted 120 Primary students in 2004, 60 in Kindergarten (2 streams) and approximately 30 each in Years 1 and 2. Year 7 enrolments for 2004 were 164, in six streams, with 143 students in Year 8, 2004.

The College student population grew to 685 in 2005, with 180 students in the Primary, which included Year 3, and 505 students in the Secondary, which included Year 9. The staff grew to 46 Teachers, 37 in Secondary and 9 in Primary, and 19 Support Staff, a total of 65 on staff. For the first time, Year 7 and Year 8 enrolments reached their full 180, in 6 streams, with Waiting Lists. There were also Waiting Lists in the Primary, as well.

In 2006, the College added Year 4 and Year 10 to its enrolments. The College student population grew to 925 students, 685 in Secondary and 240 in Primary. Over 250 students applied for the 180 places in Year 7, 2005. The staff grew to 59 Teachers, 47 in Secondary and 12 in Primary, and 24 Support Staff, giving a total of 83 staff members.

The College has grown to a two/three stream Primary section, with 500 students and a six stream Secondary section, with 1080 students giving a total population between 1,580 and 1,600 students with a teaching staff of 110 and a support staff of 40

School Structure

The College functions as one school, with Primary and Secondary sections working closely together. The College Principal assisted by the Secondary Principal and the Primary Principal are responsible for the day to day running of the college. Where possible, K – 12 structures in the Mission and Goals of the College, Religious Education, College Library, Special Needs, sharing of teaching and physical resources, operate. Day-to-day, the two sections function as separate units with overlaps in resources, human and physical, encouraged as much as possible.

A Strong Community Emphasis

The College is a unique Catholic Community of Parish, Primary and Secondary, freely utilising the gifts and resources of its whole community. Teachers, parents and students are relating in positive and supportive ways and this approach is constantly reinforced and encouraged.

Students are proud to be at the College, wear their uniform neatly and with pride and show a pleasing work ethic. Teachers understand the importance of quality relationships with their students and are providing a caring, challenging and supportive climate. Pastoral care is at the core of all that is happening at the College.

Teaching and Learning

High expectations and adaptable teaching techniques are significant features of what we are developing at the College. Special Needs students are supported and an inclusive approach has been promoted.

We base our educational approach on “reflective practice”, integrating current research with current practices and changing our approach according to reflection and evaluation of our teaching.

In 2011 the school participated in the School Improvement Program through a CSO initiative and this will continue throughout 2016.

Building Program

An extensive Building Program, costing almost \$50 million, has occurred over the last 10 years. Excellent facilities have been provided, designed to maximise flexibility and openness to new techniques in learning.

CHILD PROTECTION INFORMATION

We take our responsibility to protect children and young people seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

- Maintain professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
- Follow an established process to address allegations of inappropriate behaviour by staff towards children and young people.
- Ensure all people working in our school including parent volunteers, are appropriately screened for working with children and young people.

- Respond appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

Maintaining Professionalism

All staff are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm
- Take action to minimise risk
- Supervise actively and
- If we see others acting inappropriately with children or young people, report concerns to the Principal or seek further advice.

School staff also understand that they are in a position of trust, authority and influence in relation to children and young people and that it is important that we do not take advantage of that position to mistreat or misguide them either intentionally or inadvertently.

Staff strive to:

- Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children and young people unless it is necessary to exercise appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

Addressing complaints of inappropriate behaviour by staff

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour by staff towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Ombudsman Act 1974. The NSW Ombudsman is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that 'staff' includes volunteer helpers as well as paid staff.

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSO's Child Protection Team.

All complaints are investigated and resolved through a fair and confidential process which involves listening to 'both sides of the story' and giving all involved an opportunity to be heard. If the concerns involve alleged criminal behaviour they will be reported to the Police and the CSO will wait for the outcome of the Police investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal from duties or termination of employment.

If harm has occurred to a child or young person, counselling or other support will be offered.

Screening of those working in schools

Working With Children Checks are undertaken by staff working in our school. External tutors and coaches working with students in dance, music, sport, art etc are also expected to obtain a check which is verified prior to engagement.

The purpose of the check is to exclude people from working with children and young people who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment.

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important that all parent helpers / volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- not engage in any inappropriate behaviour towards any children or young people. In particular although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated.
- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current legal requirements are for working with children.

Further information on the Working With Children Check can be found on the website for the NSW Commission for Children and Young People <http://www.kids.nsw.gov.au>

If you would like further information regarding any of the above please speak to your Principal first or feel free to contact the CSO Child Protection Team on: Phone: 9847 0618 or Office Fax: 9847 0611

Responding to risk of harm

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of 'significant harm' from abuse or neglect, then a report must be made to the Community Services Child Protection Helpline (CP Helpline).

School staff are expected to inform the Principal if they are concerned that a child or young person may be at risk. It is the role of the Principal (or delegate) to make the report to the CP Helpline.

In making a report the Principal will consider all of the information and seek appropriate advice from the CSO's child protection team (CP team). Any information about a child or young person at risk is kept confidentially by the Principal.

In situations where a child or young person is considered to be at risk the school will work with the child or young person and their family to assist them as much as possible.

If you have concerns about a child or young person who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.

POLICY INFORMATION

The Catholic Schools Office of Broken Bay has a number of policies which govern all the systemic schools of the Diocese. These are available in hardcopy from the College Office as well as an Information Brochure for Parents and the Community on Addressing Concerns about a School. These policies are available on the College website, or by request at the Front Office.

PARENT COMMUNICATION

We have several ways to receive communication from MacKillop Catholic College.



COMPASS

Our main administrative communication system, this can be accessed on an Internet browser or via their smartphone app (free download from your App Store). This is where all main communication is sent out.

<https://mccwddb-nsw.compass.education/>



WEBSITE

Our main hub for all College information. Links to the Library, uniform, policies, latest news, event information, student resources and more, can be found on our website.

<https://www.mccwddb.catholic.edu.au/>



FACEBOOK

Social media is a great tool to showcase the highlights of our College and using it as another portal for parents to easily receive information.

<https://www.facebook.com/dbbmcc>



INSTAGRAM

This is used as a platform to share highlights of our College. @mackillopwarnervale



COLLEGE APP

A free app for your smartphone, this allows you to receive quick and important alerts.



MACKILLOP CHRONICLE

A weekly email newsletter that briefly compiles news of the week and upcoming events. You can subscribe here:

<https://www.mccwddb.catholic.edu.au/news-events/register-for-updates/>



FACEBOOK PARENT GROUPS

These private groups are for parents only and allow our parents and carers to interact with each other digitally. These can be found by searching "MCC Year 1 2021" or "MCC Year 7 2021" and so on and requesting to join. Please ensure you answer the questions to join.



PRINCIPAL MEMOS AND LETTERS

Our Principals also distribute information directly to our parent community and these can be found on Compass.

FAMILY LIAISON OFFICER

Dear parents and carers,

I would like to welcome our new and current families to our MacKillop community. In my role as Family Liaison Officer I will assist and promote opportunities to engage in your child's education and provide support and referral. Research has found that there is a positive correlation between a parent's engagement in their child's education and their success, improving English results by four times and Maths by up to ten. I can link you with available supports both within the College and external services, facilitate information sessions and access to literature and videos via social media.



In relation to family support, sometimes I may contact a family directly if I hear that they may be in need of support. Parents and carers can also contact me directly by phone or email to request support. Some examples where support may be required include (but not limited to) parenting skills; behaviour management; budgeting; building support network; mental health; drug and alcohol; domestic violence & illness. Whilst I am not in a counselling role, in this position I am someone to talk to that will remain confidential and I can link you with the most appropriate services and support.

Launched in 2019, our Parent Partnership Charter is an interactive guide that provides a checklist for parents to connect with the developing profile of their child. The PPC guide allows room for parents to design their own approach to supporting their child's development. We invite our parent community to [download a copy for addition to their own resource from our website](#).

If you have any questions please feel free to email me at natalie.tunstead@dbb.catholic.edu.au and please feel free to say hello if you see me around.

Kind Regards,

Natalie Tunstead
Family Liaison Officer

PRIMARY

A WELCOME FROM OUR PRIMARY PRINCIPAL

Dear parents and carers,

I am excited to be joining the learning community of MacKillop Catholic College, Warnervale. We live in interesting times where, for many, struggles are real and life presents multiple challenges. It is heartening to know that the school's core values of Faith & Discipleship, Hope & Integrity, and Compassion & Justice are at the heart of what we are called to do as Easter people, who accept that our God is a God of good!



We are now a fifth of the way into the 21st Century and Generation Z and Alpha, aptly named the 'thumb generation', are in our Primary School. A majority of these children will see the 22nd Century in huge numbers as the world advances technologically. My core belief is that every child can learn, albeit at different rates. As educators, it is our role to see the 'Zone of Proximal Development' as the opportunity to move children along a learning continuum. The zone being a reference to what the teacher needs to do to help the child progress to the next step of the learning process.

In his book *The World is Flat* (2007), Thomas Friedman discusses the need for people of this century to have skills that will survive an ever-changing landscape of available jobs. Schools need to teach a child how to think and the way to do it is to, firstly have teachers who know the starting points of learning for each child and then devise programs of learning to meet their needs. The teacher's role is to be both instructional and explicit, as well as to facilitate the learning for each child to dive deeper into concepts, established phenomena and facts. The main objective is to impart knowledge and skills in such a way that children can conceptualise, synthesise, understand, remember and apply information in meaningful ways.

School education provides so many exciting and limitless opportunities for the child to learn. The information superhighway means we can connect, learn and play in an instant. With so many web based platforms at a child's fingertips the role of a teacher is to model what is real and fake and teach discernment. Knowing how to use technology is only part of the equation. Knowing when and for what purpose are just as important. A teacher's role in partnership with parents is to develop a child's emotional, social, physical, academic and spiritual dimensions, in order for each to become the informed and engaged citizen of tomorrow.

I am energised by the challenges ahead and hope that you will be too as we live, learn and play at MacKillop in 2020.

Yours sincerely,

Frank Cohen
Primary Principal

GENERAL INFORMATION - PRIMARY

Supervision

Supervision is provided from 8.25am in the mornings and until 3.25pm in the afternoon on the Primary playground. Parents are asked not to drop children to school before 8.25 am supervision begins. Bus Supervision continues until the final bus leaves. If children do arrive before 8:25am, parents are advised that students are not supervised and are required to sit under the shade sail until the rostered teacher is on duty. If you pick up your child from school and you are unexpectedly detained please contact the Office so that suitable arrangements for supervision can be made.

School Assemblies

Every Friday afternoon from 2pm, the students assemble in class groups in the assembly area underneath the sails. Merit Awards are given at this time as well as any messages, etc. Parents are normally welcome to attend but please refer to the latest COVID-19 guidelines regarding this.

Liturgies

MacKillop Catholic College is an integral part of the MacKillop Catholic Community and in order to build links with our parish community and to give our students opportunities to experience Parish Masses, each primary class attends a weekday Mass at least once a term. We also like to involve our children and their families in weekend Eucharistic celebrations; therefore, each grade prepares the students for a weekend Mass once a year. This is held on the 3rd Sunday of the month at 10am or 5pm.

As a whole College we come together to celebrate several Masses and Liturgies throughout the year, for occasions such as the feast day of Saint Mary MacKillop. Each Primary grade can also be responsible for the preparation and celebration of Liturgies throughout the year, which celebrate various Feast Days or focus on significant events in the Liturgical Year and on social justice issues.

Extra-Curricular Activities

MacKillop Catholic College offers opportunities for children to participate in a variety of activities. These include choir, dance troupes, sporting opportunities and instrumental and vocal tuition. Details regarding these opportunities are sent home with the children.

Primary/Secondary Links

At MacKillop Catholic College we have forged strong links between the primary and secondary departments which serve to foster community spirit and a sense of belonging. These are achieved in many areas across the school for example: combined liturgies and other celebrations, sporting events, library and social justice campaigns.

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Communication

Good communication between parents and staff is vital for positive home/school relationships. Parents are encouraged to speak to their child's teacher whenever they have a concern or have information that may assist the teacher in educating their child. We ask that parents make an appointment to do this, rather than approach teachers when they have students in their care or are undertaking a supervisory duty. Teachers are also available for telephone consultations, provided a convenient time has been established with them.

If you have any concerns, your first point of contact is always with the class teacher, who knows your child better than anyone. In fact, you will be referred back to them if you have not made this initial first contact. Following this, if you then feel that an issue needs to be dealt with further, please make contact with either the Primary Principal or Assistant Primary Principal, who will help to address your concerns. This can be done by phoning the College Office to make an appointment or by sending a letter in to school.

Other forms of communication* include:

- Compass
- Website
- Information Evening
- Newsletters
- Mobile Application

* More information about College communication is contained in this handbook.

Behaviour Management

At MacKillop Catholic College, behaviour management is seen as guiding, leading, encouraging and demonstrating Christian behaviour within a framework of Christian values. We encourage and recognise positive behaviour in order to develop the children's sense of self-worth, belonging and well-being through awards, rewards and verbal praise. We also consistently apply rules and consequences for misbehaviour, which includes Long and Short Time Out, in order to ensure our school is a safe, fair and respectful community. All Staff members, and volunteers, are prohibited from using corporal punishment to enforce discipline.

To ensure our school is a happy, safe and caring place to learn and play, we have 3 main rules:

1. Respect ourselves and others
2. Respect our school environment
3. Respect everyone's right to learn

Student Leadership

We have a Student Representative Council which is elected each year by the students. Each class from Year 3-5 has two representatives who regularly attend meetings and present items at weekly assemblies. These students represent their peers on a wide range of school matters and are expected to be good role models for their peers. We also have a Year 6 Student Leadership group led by our Primary School Captains.

College Facilities

Our primary students are fortunate to have the use of modern, up-to-date computer and device technology, the church for worship, an extensive library, a purpose built Creative Arts block

including the Aitken Hall and Theatre, access to Science Labs and TAS rooms, a Covered Outdoor Learning Area (known as the COLA) and play areas that include an oval, basketball court and play equipment.

Library

We have an excellent Library and each class has a specialist library lesson each week. Students are encouraged to use the Library regularly, both for pleasure and research. To keep the books in good condition every student is to have a Library Bag, which they bring to school on Library Day with their book/s in it. The College has Library Bags available for sale. If providing your own, a cotton/linen bag with a drawstring is ideal. Students have a loan limit according to their year level (eg, Year 5 may borrow 5 books) and overdue notices are sent automatically via email when an item is overdue. There are no overdue fees. The Library runs several events every year to encourage Primary and Secondary collaborative participation, including the famous Book Week in August. Please feel free to visit the Library to borrow from the new collection of Parent Resources, ask advice, or for some time out.

Car park and “Kiss-And-Drop”

In order to ensure that safe practices are adhered to we ask that you park in designated car spaces and not across either pedestrian crossing or in bus bays. A “Kiss-And-Drop” zone is provided for swift and convenient drop offs in the mornings (within top carpark). This zone allows you to drive your car into the carpark and drop your child at the curb. You are not, however, able to park your car in this area and walk children to the school playground or classroom. This is designed as a quick drop off area, not a time to be sorting your child and their belongings for school. Such actions only seek to annoy other parents who are using this area for its intended purpose. Should you need more time with your child, we thank you for finding a car park and parking your car to do so. In this area, cars must proceed in an orderly fashion; overtaking is dangerous and as such is prohibited.

In the afternoons, this zone is used for an organised collection of students. Teachers supervise this area where parents display the surname of their child in car windows and students get into their parents’ car when it proceeds to top of the queue. Additionally, parking for College purposes is prohibited in the carparks of the Warnervale Doctor Surgery and the Nursing Home on Minnesota Road – cars may be towed.

Technology Use

Equipment, support, and learning is provided for all students for educational purposes via computers and iPads. The ICLT Coordinator and the Primary Principal reserve the right to monitor all activity on network facilities, stand-alone computers, laptops and devices. Students will be instructed in the appropriate use of the computers and, to this end, will be required to sign an Acceptable Use Policy. Students are unable to use the internet until this is returned to school. System privileges will be cancelled for all inappropriate use.

School Excursions

Excursions are organised to further enhance and develop the skills and concepts taught in the classroom. The purpose and nature of all excursions will be carefully communicated to you. It is necessary that written parental consent be given prior to an excursion. Teachers are responsible for thorough planning of excursions, which includes a risk assessment. School excursion costs are included in your School Education Fee.

In line with 'Duty of Care' regulations, babies, toddlers and pre-school age children will not be permitted to attend school excursions with a parent who is accompanying the class in the role of assisting the teacher with student supervision.

Staff Development Days

The school has pupil free days throughout the year. These days are used for Staff Professional Learning and Development. Notice of these days will be given in advance. It will be necessary for parents to make alternative arrangements for their children on these days. The first two days of the school year are always Pupil Free Days.

Pastoral Care

At MacKillop Catholic College we have a School Counsellor and a Pastoral Care and Family Liaison Officer both of whom are available to all students and their families. Contact can be made through the office or class teachers.

Grade Parent Network

The idea of "Grade Parents" is to establish a link between the classroom teacher and the parents of the students. At the beginning of each year, parents from each class take on this role to coordinate the celebration of significant events within the class, social gatherings or to assist families in times of need. We would like to establish this network as a positive part of the support system at MacKillop.

These are some ideas/guidelines that could be taken on by the Class Parents and we welcome any other ideas you may have.

- Welcome new students and their families to the class, perhaps with a welcome certificate. Help these new families familiarise themselves with the facilities available to them at our school.
- Farewell students and their families leaving the school - maybe a farewell party.
- Access a box of greeting cards to acknowledge births, deaths, illnesses and general support of class families. This card box is located in the front office.
- Assist the children in celebrating teachers' birthdays and International Teacher's Day.
- Assist with Mother's Day and Father's Day stalls and celebrations.
- Encourage parent/family/carer involvement in school occasions.
- Eg. School and class Masses, assistance with excursions, school discos, fundraising activities, school community celebrations and so on.
- Encourage any parent/family member/carer who may have a concern to first approach the class teacher and if necessary then approach the Head of Primary rather than share the concern amongst a parent body.
- Facilitate brief parent prayer sessions once/twice a term, perhaps at the start of the day or just prior to home time.
- Respect families' and teachers' confidentiality and privacy at all times.

We thank you for taking the time and interest in offering to be a MacKillop Class Parent and very much appreciate what you will be doing this year. Please do not feel that you must do all these things, or only these things.

Assisting our School

All parents have gifts and talents, which can enhance the school's activities. At the beginning of the school year, and at various times throughout the year, parent participation and involvement will be requested. Please respond when this is possible as this continues to build our community. Parents are involved in many capacities including reading helpers and excursion helpers at the discretion of the class teachers.

The benefits of parent participation and involvement cannot be measured. The whole school community benefits and the school is enriched by you. You and your children's teachers share a deep concern for your children's learning and welfare. There is no better way to encourage growth and development than by working together, whatever the age of the child. In fact, research suggests that a child's educational outcomes are enhanced in line with parental participation within the school community.

Confidentiality is a requirement of all parent helpers in the school and under no circumstances should information gained, regarding staff and/or students, be discussed with anyone other than the class teacher.

Under no circumstances should a parent be left alone with a student. Parents should never approach a child, discipline them, inside or outside of the school grounds. If an incident warrants disciplinary action, please speak with a teacher.

All volunteers within the school must provide a WWCC (Working With Children Check). In addition to this, parents must "sign on and off" at the school office and wear an identification sticker whenever they are in the school as a volunteer.

Complaints and Grievances

'Supporting a partnership of Success'

Parents and the Catholic School community share the cooperative task of assisting and supporting the development of healthy and responsible relationships.

It is the right of parents and carers to express their concern and enquire about the management of incidents and matters that have raised concern for their child and/or for them as parents.

The Catholic School staff will investigate incidents and registered concerns thoroughly in a timely manner understanding that this may take a reasonable amount of time – normally within two schooldays.

The role of parents/carers and College staff is to form a partnership that focuses on resolving matters in a procedural fair and just manner.

Please remember:

- To be respectful of all staff, other students and the College community
- To be respectful when ringing the College Office. Avoid using abusive or threatening language towards both Office and teaching staff as this will not be tolerated
- When approaching staff or the College Office demanding to see a staff member immediately or threatening that you are not leaving until you have seen a senior staff member will not be tolerated nor accommodated.

- To refrain from registering or uploading defamatory comments regarding the College and the community, its staff and parents, on Facebook or other social media. This can result in defamatory charges being pressed.
- To keep out-of-school matters away from the school setting, so as to maintain a safe and supportive environment.
- The school should never be a hand over place for separated parents.

Privacy

Collection of information will be used for the purposes of the education of your child. It is the policy of MacKillop Catholic College to maintain the highest level of privacy in handling the personal and sensitive information of students and families. The school follows the Diocesan policy in relation to the Privacy Act and has a "Standard Collection Notice" which is distributed to parents upon enrolment.

If parents have objections or concerns about the use of their child's photograph or name being published e.g. school and Diocesan publications, parents are to notify the Primary Principal or the class teacher, in writing.

Reporting to Parents

- **Parent/Teacher Interviews**

Formal Interviews are offered twice a year. These formal interviews are offered towards the end of Term 1 and Term 4. Informal interviews can also be arranged whenever the need arises. These interviews are to take place outside of teaching time. Please contact your class teacher by note or through the Front Office. It is not appropriate to have an unscheduled interview with a class teacher as they are starting the day with the children or during class time.

- **Reports**

School Reports are available to parents twice a year at the end of Terms 2 and 4 through the Compass platform. These reports follow the mandatory guidelines as set out by the government.

Seasons for Growth

At various times throughout the year the Seasons for Growth programme is offered to our students. Seasons for Growth is a programme we provide for our children who have experienced significant change or loss. It centres around the belief that that change, loss and grief are a normal and valuable part of life. We examine the impact of changes such as death, separation, divorce, and natural disaster on our lives, and explore how we can learn to live with and grow from these experiences. The core intentions of this programme are the development of resilience and emotional literacy to promote social and emotional wellbeing. The programme is educational in nature and does not provide therapy.

With the imagery of the four seasons to illustrate that grief is cyclical, not a linear journey with a clear end our trained "Companions" facilitate small groups where participants share their experiences, and support and learn from one another. Peer support is a key element of the programme, and confidentiality is strongly emphasised. Notes will be sent home as these programmes become available.

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ADMINISTRATION INFORMATION

Canteen

Students can go to the canteen once the 1.30pm bell rings indicating the conclusion of eating time. No frozen items are sold at recess. Students are not to purchase items from the canteen after school. Appropriate breakfast items only may be purchased before school.

Setting up an online account is easy!

1. Go to www.munchmonitor.com
2. Click LOGIN
3. Click REGISTER
4. Enter school ID: smccw
5. Password: munch2259
6. Click SUBMIT
7. Enter your email address
8. Review and tick the Terms of Use
9. Click CREATE YOUR ACCOUNT
10. Click on the ACTIVATION LINK in the email sent to you
11. Follow the steps to create your Parent Profile
12. Add Students to your account
13. Click on Account Top-up to transfer money into your account
14. You are now ready to order online.



Quick Information

- You can place orders online up to 4 weeks in advance
- Top-up your account online using VISA/Mastercard
- List allergies to alert canteen staff
- It only costs \$3.00 per school term for the family account
- You can order a prepaid card
- Call 1300 796 190 for further information

Bus Travel

Students in Infants grades (K-2) are entitled to a bus pass, irrespective of where they live and the distance they travel to school. Primary children (3-6) must live a distance of 1.6km from the school before they are eligible for a bus pass. Application Forms for a Pass are available from the School Office.

Children who travel on buses are expected to behave in a suitable and safe manner. Any child found to be misbehaving may have their pass confiscated by the bus company and the Principal may deem that they are no longer able to use this form of travel to or from school.

Lost Property

Parents are asked to clearly label their children's belongings - jumpers, hats, library bags, paint shirts, lunch bottles, drink bottles etc. Any items that are found will be put in the large plastic Lost Property container, which is located outside the Year 3W and 4W rooms, for collection. Please check this container if your child has misplaced an item. At the end of each term this container will be emptied and any uncollected clothes will be given to Sr Marea's second hand uniform shop.

Valuable Items and Expensive Toys

In order to safeguard the security of such items students are not to bring these to school. This includes mobile phones, iPods, CD players, Gameboys etc. If such items are brought to school they may become lost, stolen or damaged and we can offer no guarantee against this.

Mobile Phones

Mobile phones for primary children are not recommended, as they can be easily lost or broken. If you need to contact your child, please phone the School Office and a message can be delivered to the classroom. If children bring and are found using mobile phones during school hours, they will be confiscated and parents will need to contact the school to arrange the return of the phone.

Book Club

Scholastic Book Club order forms are sent home once to twice a term. Order forms are to be returned to school by the due date in an envelope marked with the child's name/ class/ amount and Book Club Order. Parents are asked to tender the correct amount whenever possible. Book Club is organised and run by volunteers. With each sale the school earns rewards or bonus points which go towards acquiring more resources for the children.

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ABSENCES AND ATTENDANCE

It is essential that children arrive at school promptly, as lessons begin at 8:50am where key information is disseminated for access to the Literacy component of teaching and learning. Children who do arrive late are required to obtain a late arrival slip from the Compass kiosk in student school office area prior to entering the classroom. This slip is then handed to the class teacher.

If a parent wishes to take a student out of school for any period of the school day, a note explaining the circumstances is required by the class teacher. The parent must call at the School Office to obtain an early departure slip before going to the classroom to collect the child. This procedure must be followed every time.

Lateness is recorded as a partial absence. When monitoring attendance, partial absences are tallied and converted into the equivalent number of whole day absences. For example: A child regularly arriving to school 30 minutes late three times a week throughout the year will be deemed to have missed 10 days of school. If, after 7 school days an explanation has not been provided, the lateness will be recorded as A – Unexplained or Unjustified regardless of whether a subsequent explanation would have been acceptable to the Principal

Absences

There have been amendments to the Law About School Attendance for Students of Compulsory School Age Children and these Amendments follow. You are strongly encouraged to read this document as it is highly relevant to all families. Some of the major changes include: late arrivals and early departures will be collated and converted to days absent, parents are responsible for informing the school of absences and they are also responsible for sending in notes explaining a child's lateness and doctor's certificates are asked for when a child is absent for several days and details of appointments should accompany the notes explaining why a child will not be at school.

What to do when your child is absent from school

On the first day of the absence, contact the school office early in the day either by telephone or email and state the reason for the absence and the likely date of your child's return to school. Please do not delegate this responsibility unless circumstances prevent you from taking care of it personally.

When your child returns to school, provide a written note providing the reason(s) for the absence. This note must be signed by one of the parents/carers and dated.

If the absence is due to sickness and lasts for several days, it would assist the school if you obtain a doctor's certificate and provide this with your written note.

Principals may request a doctor's certificate if you do not provide one. Please note that in the case of frequent absences for which the explanations are questionable, Principals may decline to accept the doctor's certificate as a valid reason for absence. In this case, you would be informed of the Principal's decision in writing.

The Principal is responsible for accepting or not accepting a parent's/carer's explanation for their child's absence. If an explanation is not forthcoming or is not acceptable, the absence will be recorded as A – Unexplained or Unjustified. If, after seven school days an explanation has not

been provided, the absence will be recorded as A – Unexplained or Unjustified regardless of whether a subsequent explanation would have been acceptable to the Principal.

If an unavoidable absence is planned (e.g. a medical appointment), the school office must be informed in advance, preferably by a hand-written note or email. It would be helpful if copies of relevant documentation (e.g. appointment card) are attached and the note signed by the parent/carer and dated. Alternatively, a phone-call to the school office can be made and followed up with a note/email. Please note that extended, unexplained absences are required to be reported to various agencies by the school principal.

Applications for Leave in Advance (For Students of Compulsory School Age)

The Principal can allocate up to 15 days of leave per student in a school year. Applications for leave should be made well in advance of the intended date. Only in exceptional circumstances will leave be granted without notice or retrospectively.

Leave is granted for reasons such as:

- a misadventure or unforeseen event (i.e. exceptional circumstances)
- participation in special events not related to the school (e.g. receiving a community award)
- domestic necessity such as serious illness of an immediate family member
- attendance at funerals
- recognised religious festivals or ceremonial occasions
- other reasons which, at the Principal's discretion, are deemed to be in the best interest of the child

Leave applications for more than 15 days require an Application for Exemption from Attendance at School. The Principal may grant an Exemption of up to 100 days in a 12 month period. Applications for more than 100 days are forwarded (with a recommendation from the Director of Schools) to the Minister for Education. Detailed application forms are required to be completed before an Exemption from Attendance is granted. Applications cannot be dealt with retrospectively.

What might happen if my child continues to have unacceptable absences?

It is important to understand that the Broken Bay Catholic Schools Office is required to take further action where children of compulsory school age have recurring numbers of unexplained or unacceptable absences from school. Some of the following actions may be undertaken:

- Initial Compulsory Schooling Undertakings
- Report(s) to Community Services (DoCS)
- Compulsory Attendance Conferences
- Further Compulsory Schooling Undertakings
- Applications to the Children's Court – A Compulsory Schooling Order
- Prosecution in the Local Court

If all attempts by schools, the Catholic Schools Office staff and regional support staff fail to improve a student's attendance, action can be taken in the Local Court and the result can be fines up to a maximum of \$11,000.

Collection of Students

If you wish for your child to go home with another parent or another adult, you need to inform the school in writing that these are your wishes. The date and name of the adult you are giving this responsibility to, needs to be included in the note.

Parents are asked to make all arrangements with their child BEFORE he/she leaves home in the morning, thus reducing the need to telephone during school hours and interrupt lessons. If you feel your child may not remember these arrangements please write a short note to the class teacher.

Home time

All students line up in classes for dismissal at 3pm every afternoon and are released on a staggered basis depending on how students are getting home. All parents are to wait in the canteen area until students are dismissed to them.

Accidents and Sickness at School

Should your child become sick whilst at school, they will be sent to the sick bay in the office, where they will be observed. In the event of a serious accident or illness at school the following procedures will be followed:

- The school will phone the parents.
- If the parents cannot be contacted, the school will contact the person nominated by the Parent/Guardian as the Emergency Contact.
- If the contact person is not available, the school will take the necessary steps to ensure the wellbeing of the child.

In cases of a serious accident or emergency, it is usual for the student to be taken by Ambulance to the nearest hospital. Parents are notified as soon as possible.

Minor ills or injuries will be treated and when deemed appropriate, your child will be sent back to class. It is our policy that we do not use any antiseptic creams on cuts or grazes.

Please Note

If there are changes to your contact details or those who you have nominated as Emergency Contacts, please let us know in order to keep our records current and to best help your child. It is recommended to have another contact rather than the parents for Emergency Contacts.

If any health issues arise, the school needs to know about, please inform the office staff, who will ensure that this goes on your child's records.

Medication

The Catholic Schools Office and N.S.W. Health Department requires that NO MEDICATION be given to a child at school without the written permission of a parent/guardian. Should your child require medication of any kind (prescription or non-prescribed, over the counter medication) please bring the medication to the School Office with a completed Request To Administer Medication form (completed by you and your GP) which you can find on the College website. A form must be completed for each course or period of medication.

Please Note:

Staff, trained in the dispensation of medication, will administer the children's medication only when the above details have been completed. Teachers will NOT administer medication, nor are children permitted to self-medicate.

Visitors on School Property

When attending our school during school hours, all visitors are required to go to the School Office and sign the visitor's register. Visitors will be required to wear an identification sticker throughout their stay at the school and sign out at the conclusion of their visit.

School Fees

The school fees are inclusive of tuition fees, education fees and the building levy. Account Statements for these fees are issued at the beginning of the school year with reminders in Terms 1, 2 and 3. Fees can be paid weekly, fortnightly, monthly or by the term either by cash, direct debit, EFTPOS, credit card or internet banking. If you have any queries about school fees accounts please contact our Finance Officer.

Collection of Monies

All money and notes must be placed in an envelope with your child's name, class, amount and details of the contents (e.g. excursion money, school fees) and given to the class teacher or, alternatively, paid at the School Office.

UNIFORM & PERSONAL GROOMING - PRIMARY**Purchasing Uniforms**

School uniforms are available from our uniform shop, which is located at the side of the canteen. The opening hours are Tuesday and Thursday 8-11am and Wednesday 1-4pm. More information is available on the College website.

Jewellery and Accessories

- One pair of earrings, which must be plain and appropriate for school wear and worn only in the ear lobe.
- Necklaces, such as sacramental crucifixes, should be worn under the school clothes. Dress / social necklaces and rings are not appropriate for school for safety reasons and should be kept for weekend and holiday wear.
- Hair Accessories must be minimal and follow school colours - blue, white or red.
- Nail polish is not allowed.

Footwear

All students' school shoes, for both summer and winter need to be black leather – not black joggers. These need to be cleaned regularly. All shoes worn with sports uniforms need to be predominantly white.

Hats

All children need to wear the school hat on the playground at all times. This includes before school, recess, lunch and outdoor activities such as PE. If your child does not have a hat they will be asked to sit in the shade, in keeping with our sun safe policy. Please note that the primary school hat is a wide brimmed hat NOT the secondary baseball cap.

Hair

Primary age children should have simple, easy to manage hairstyles. Hair colour, streaks, and extreme hair styles such as "tails" are not permitted. Long hair should be tied back and off the face. Boys hair length should be maximum of collar length. 'Man buns' are unacceptable.

If head lice are found, parents will be notified and asked to treat their child's hair.

'Mufti Days'

At times the children will be able to wear clothes other than their school uniforms. This is usually for a fund-raising or special occasion. Should this occur the school will notify you through a note from the class teacher or in the newsletter.

Note: If there is a time when your child is not in full correct uniform, please send a note to your child's class teacher.

School Bags

All children are required to use the School Bag. This is available for purchase from the Uniform Shop.

Uniform requirements





Mackillop Catholic College
Blazer



Mackillop Catholic College
Jumpers and Jackets



Girls 7-12

Boys 7-12



Wool 11-12



Wool 7-10



All-Weather Jacket 8-6



Fleece K-6

Accessories



Mackillop Catholic College
Accessories



Primary Backpack



Gloves



Leather Belt



Girls Fold Down Socks K-6



Boys Crew Navy Socks K-12



Art Smock



Girls Sock K-12



Boys Crew Navy Socks K-12



Library Bag



Scarf



Winter Knee High Socks K-12



Microfibre Tights 7-12

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PRIMARY STUDENT AWARD SYSTEM

Purpose

Recognising children's accomplishments and efforts serves to affirm, encourage and motivate all students. It also provides positive reinforcement and peer role models for continued successful achievement in all dimensions of school life here at MacKillop Catholic College, Warnervale. For these reasons we regularly acknowledge, through various awards at weekly assemblies, desirable academic, personal and social behaviours. All awards are meritorious in nature and seek to identify and reward students who make significant and positive contributions in classroom performance, behaviour and service to others. MCC does not give awards with the intent that every child receives one. This is to teach children that effort and achievement are valued and so will be acknowledged.

Awards

Mission Awards

These awards are given to those children whose words and actions reflect the teachings of Christ. Both playground and classroom behaviours are taken into account when issuing these awards. These are awarded at assemblies.

Learning Culture Awards

These awards are given to those children who have demonstrated sustained effort and achievement within different Key Learning Areas. These are awarded each week at assemblies.

Wellbeing Awards

These awards are given in recognition of extraordinary and exceptional behaviour that reflects Mary MacKillop's creed of "Never see a need without doing something about it". They contribute to making our community a place where everyone feels safe and happy. These are awarded each week at assemblies.

Principal's Awards

These awards are given at the final assembly each term except Term 4. They are an acknowledgement by the class teacher of a student who has consistently worked hard in class, are models of the gospel's Good News of Jesus and genuinely care for the wellbeing of all.

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PRIMARY STUDENT MANAGEMENT

Rationale

The Discipline Policy and Practices at MCC are based on a Positive Behaviour Support (PBS) approach which promotes the ongoing formation of students in faith, self-discipline and responsibility. Disciplinary practices will be respectful of the dignity, rights and fundamental freedom of individual students, and at the same time focussed on the proper running of the school for the benefit of all. This policy operates within a context of justice, compassion, reconciliation and forgiveness. It is intended to promote the dignity and responsibility of each person while ensuring the respect for the rights of all students and staff.

Behaviour Management Practices

School and classroom rules have been established to ensure the children of MacKillop learn and play in a safe and happy environment. The rules and the reasons behind them have been explained to the children and are regularly revisited.

The aim of the school rules is to encourage positive behaviour.

At MacKillop Catholic College we will teach and practise our school rules.

These rules will be reviewed and amended at frequent intervals.

Consequences

All teachers will enforce MacKillop Catholic College's Primary School Rules. All teachers will consistently apply rules and consequences for behaviour as set out in the Behaviour Management Policy..

The use of corporal punishment by school persons (staff and students) and non-school persons (parents and carers) is prohibited.

Consequences for misdemeanours

- Short time out (STO)
- Individual teachers' practices that they use in their own classes
- Long Time Out (LTO)
- Meeting with parents when 3 or more LTO's have been given
- Internal suspension
- External suspension

Consequences for serious incidents (bullying / unsafe hands)

1. Immediate Long Time Out/Suspension depending upon the degree of the misdemeanour (parents, class teacher and a member of the executive notified)

Long Time Out (LTO)

The next available lunchtime after the inappropriate incident occurs, the child will remain in a classroom for the second half of lunch. A teacher will supervise this child. The child will discuss the reason for their LTO with this teacher, and will complete a 'Consequences Sheet'. The focus of the LTO is on restoration of the relationship and relearning and is never viewed as 'punishment'.

3 Long Time Outs in one term

A meeting will be held with the child, their parents / guardians and the class teacher, grade mentor and/or principal.

STUDENTS WHO BREAK THE "SAFE HANDS / HANDS OFF" RULE ARE TO RECEIVE AN AUTOMATIC 'LONG TIME OUT'

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MACKILLOP CATHOLIC COLLEGE PRIMARY SCHOOL RULES

To help make MacKillop Catholic College a happy, safe and caring place to learn and play, we have 3 main rules:

1. Respect ourselves and others

- Know the rules
- Follow the rules
- Use our bodies safely- 'Safe Hands'
- Speak politely to everyone
- Include others
- Discourage bullying
- Take pride in our appearance (one set of sleepers/studs, one watch, school coloured hair accessories only, no nail polish or make up, hair tied back and off the face, natural hair colours only). A change of the uniform will require a note signed by a parent or guardian.
- Wear a hat in the sun- 'No hat, play in the shade'
- Take pride in our work
- Play within the boundaries
- Walk safely around the school
- Play safely
- Take care of all property
- Move around the school with a buddy
- Play on the playground equipment sensibly and safely
- We ask before we take
- Accept one another's differences.

2. Respect our school environment

- Take pride in our playground areas
- Take pride in our classrooms
- Play within the boundaries
- Only enter classrooms with teacher's permission
- Tidy up after ourselves
- Use equipment carefully
- Be reverent in God's house
- Keep our school clean
- Recycle
- Take care of our gardens.

3. Respect everyone's right to learn

- Listen to each other
- Take turns
- Respond to bells
- Work quietly
- Work cooperatively
- Take responsibility for our own learning
- Allow others to learn
- Have a go
- Try our best.
- The aim of these rules is to encourage positive behaviour.
- At MacKillop Catholic College we will teach and practice our school rules.
- These rules will be reviewed and amended at frequent intervals

FINAL NOTE

Parents are always looking for ways of helping their children do well at school.
None of us lives in isolation. Home, community and school are all interconnected.
For our children to learn and thrive, they need the support and encouragement of us all.
In the centre is the home and that is where it all begins.

Here are a few hints that can be guaranteed to get results:

- Help your child feel good about themselves and about learning. Encourage every effort. Try to praise rather than to blame.
- Read to them from the earliest age and let them see you reading. There is no better way to create a desire to read. This should be a daily occurrence.
- Give presents of simply written and well-illustrated books on a range of topics – both fiction and non-fiction.
- Keep a good supply of pencils, crayons and paper and encourage children to write regularly in a variety of ways – letters, diaries, factual accounts, shopping lists, imaginative stories etc.
- With younger children especially try to cultivate a sense of number, size, length, height, width, volume, area, money, weight and time in everyday life. Join with them in estimating, counting, calculating etc.
- Take time to discuss every day happenings. Encourage questions and show how answers can be found.
- Communicate - show an interest and listen to your children. Avoid asking direct questions (“What did you do at school?”) as most children will give as little information as possible in reply. Just chatting is more supportive and productive than an interrogation. When children grow up with good habits of communication, they are ready to learn, succeed and be confident students.
- Always speak respectfully of the adults in your child’s life. To model is to teach.
- Teach your children to do things for themselves. Patience in waiting for them to complete tasks (putting things away, getting dressed) will pay off later, in self-reliance. Show them how to break a job into small steps, which can be done one at a time – this works for everything from tidying a room to completing a major assignment.
- Teach resilience! Not everything will always go the way a child intends and children cannot be expected to be happy all of the time. As parents, wanting and trying to make our children happy all of the time does not teach them essential life skills that will help them deal with relationships and situations in life that they come across. Disappointment and sadness are an integral part of everyday life. Being able to ‘bounce back’ from disappointments and being happy for others’ achievements is one of the best gifts that you can give your child.
- Know that there is always another side to every story that your child brings home and that they often only see things from their perspective or their interpretation. Be prepared to hear the ‘the other side’.
- Value Preparation for Learning. Show you value education by expecting your children to develop regular learning habits at home.
- Establish realistic, consistent family rules as children learn security and responsibility through stable routines, consistent limits and high expectations.
- Regularly give them one of the most precious gifts you can – YOUR TIME!

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SECONDARY

A WELCOME FROM OUR SECONDARY PRINCIPAL

Dear Parents,

It is a privilege and a pleasure to share in a partnership with all our College families to create the wonderful community of MacKillop Catholic College. We thank all our families for selecting our school to enable your children to experience a faith-filled education that wishes to support each student to strive for their personal best.



As a Josephite School, we are a Catholic community belonging to the Broken Bay Catholic School System. There are many roles, expectations and responsibilities that engage us all, staff, parents/carers and students, in being the best community members we can be at this Catholic College. Understanding our roles and responsibilities means there is a need for respecting the dignity of every person. In a Gospel sense, our ability to respond with integrity is how we are called to honour each other. To have knowledge of the everyday workings of the College will help us be a well-connected and thoughtful community.

This is YOUR SCHOOL. MacKillop Catholic College offers many exciting academic and extra-curricular opportunities for our students. We encourage you to encourage your child to take advantage of all MacKillop has to offer and to accept the many challenges they may face with interest and enthusiasm. During secondary school, expectations of responsibility and leadership will increase. We hope that with clear expectations, a strong instructional program, and the support of your family and teachers, your child will make the most of their secondary school experience.

I encourage you to take the time to read through this Parent Handbook as it is a good reference point for any information, enquiries or questions you might require.

Best Wishes,

D. Ferguson

Debra Ferguson
Secondary Principal

POLICY GOVERNING SCHOOL HOURS AND SUPERVISION OF STUDENTS

For Secondary

Lessons commence each morning at 8.45am and conclude at 3.20pm on Mondays to Fridays. The school grounds are open to pupils from 8.30am each morning and remain open to pupils until 3.45pm each afternoon. At all times outside the period from 8.30am to 3.45pm on Mondays to Fridays the school grounds and buildings are out of bounds to all pupils unless special arrangements for access have been made.

It is therefore the case that while normal supervision of pupils by the school will be undertaken between 8.30am and 3.45pm on Mondays to Fridays, no supervision will be provided other than between those hours and no responsibility, will be taken by the school for any consequences of the activities of pupils outside those hours.

For safety and security reasons, therefore, children should not remain within the school property before 8.30am nor after 3.45pm on Mondays to Fridays. Parents who have difficulty with these arrangements are invited to discuss alternative temporary arrangements with the Assistant Principal. Special arrangements, moreover, will be made in relation to authorised school activities which require the attendance of students at the school outside these hours.

The school will not be responsible for supervising, or caring, for students outside the school premises unless the students are engaged in a school sponsored activity e.g., an excursion or a sporting event. The school will not be responsible for supervising or caring for students on their journey to and from school. In particular, the school will not be responsible for supervising students at bus stops or train stations either on their way to school or on their way home from school. Each student's journey to and from school shall be the responsibility of each student's parent or guardian.

SCHOOL PROCEDURES

Student Attendance

All students are expected to be at school every day unless ill or have a valid reason. Attendance is monitored by a computer program called Compass which includes the students:

- name, age and address as well as contact numbers for parents/guardians
- date of enrolment and the date the student may leave. This also includes a destination.
- the attendance record with accompanying absentee notes which will be kept for the legislated time period. A daily absentee list is published to all staff.

When a student leaves the school and the destination of a student is unknown and the student is older than 6 and younger than 15, the school will notify the Department of Education and

Training Officer with home school liaison responsibilities, and pass on the student's name, age and last known address.(this is required by law)

Marking of rolls

It is the Pastoral Teacher's responsibility for taking the Pastoral Class roll each day in Pastoral Class. The procedure for rolls is as follows:

- All attendance and absences are marked electronically on to Compass.
- Rolls are taken each morning by 9am. Any student not in class or who has not signed in late by 9.15am will be considered absent and an email will be sent to their parents asking for an explanation either by return email or phone.
- An absentee list will be published each day and teachers will mark the roll every lesson checking class absences to ensure all students are accounted for.
- Students are expected to bring in notes for absences that are dated and state a reason for the absence.
- Parents must write to the Principal if an extended time is to be taken off school for his approval. Applications for extended leave should occur at least 2 weeks prior to the leave commencing.
- Consistent absentees will also be reported to the Year Coordinator for follow up.
- If a note is not returned to the school about absences, the students will be marked as an 'Unexplained Absence'.

An official leaving Form is to be completed if a student is leaving the College.

Assemblies

- Formal School Assemblies are held every fortnight.
- Pastoral assemblies or lessons every fortnight
- Period 6 every Tuesday for Years 7-10

Communication

The College is a very busy place so effective communication is very important. If parents require information about their children, or need to pass on information, then the following should be followed;

- The first teacher to contact if there is a class problem is the classroom teacher. If this needs to go further, then the Subject Coordinator should be contacted.
- If there is any other problem, then the Pastoral teacher should be contacted. If this needs to go further, then the Pastoral Coordinator should be contacted.
- If you believe that none of the above has been able to assist you, then contact the Curriculum Coordinator for a matter involving a subject; the Wellbeing Coordinator for a welfare issue or the Assistant Principal.
- The Principal should be the last choice and only contacted when all other avenues have been tried.
- Parents need to remember that teachers are not always able to speak to you on the phone immediately due to their teaching duties, but will ring back as soon as possible.
- Parents must make appointments to come into the school and see any teacher or Executive member.

At MCC we have also set up the following to assist with effective communication:

The first place to visit is the School website: www.mccwddb.catholic.edu.au which contains most of the information needed by parents about the College.

Other forms of communication are:

- Meetings
 - Information Nights
 - Year group meetings
 - Course Choices for Year 11
 - Parent/Teacher Interviews
 - Award Days and Nights
- Calendars:
 - Term and Weekly Calendar of events available on the Website
 - Semester Calendar of assessment tasks
- Other:
 -
 - Noticeboards
 - Special Nights on subjects as seen appropriate – e.g., ‘Understanding Your Teenager’, IT, Motivation, Study Skills etc.
 - Policy availability
 - Handbooks
 - College Facebook page
 - Parent Facebook groups
 - Compass Parent Portal

Student Planners

Planners are now digital and all communications with parents are via Compass

PASTORAL PERIOD

At MacKillop Catholic College our aim is to help develop the students holistically. We also aim to follow our motto of “Christ Our Light” and to instill in our students the spirituality of Mary MacKillop.

To achieve this we need to not only develop the students academically and physically but also emotionally and spiritually. The curriculum does not cover the multitude of areas in which students need guidance. Thus, a Pastoral Period is an excellent way to assist students in their growth.

One period per fortnight will be timetabled for a Pastoral Lesson with the Pastoral Teacher in Years 7 – 10. These lessons are to be regarded as extremely important and interruption should be avoided wherever possible.

The Leader of Pastoral Care is responsible to organise the program. The programs to be used are as follows:

Year 7

Year 7 will look at the areas of relationships, bullying, mental health issues and time management. A booklet will be developed at the school to be used by the students.

Year 8

Year 8 will look at the areas of relationships, bullying, mental health issues and time management. Some of these build on the work in Year 7 and others are new areas which tend to affect Year 8. A booklet will be developed at the school to be used by the students.

Stage 5 and Stage 6

Years 9 to 12 will look at a variety of areas using both the Pastoral teachers as instructors and also using guest speakers and instructors. The areas to be covered will include:

- Study Skills (workshops for students and parents)
- Motivation (workshops for students and parents)
- Time management
- Mental Health
- Relaxation techniques
- Exam techniques
- Careers advice
- Year 11 electives
- The Party Scene
 - ambulance
 - police
- Driving – police

COLLEGE UNIFORM AND GROOMING

Secondary (Junior) Uniform

Girls

Summer Uniform - Terms 1 & 4

- Summer dress (hem touches ground when kneeling)
- Traditional Black leather lace-up shoes that can be polished with a definite heel
- MCC Socks
- School blazer (if needed)
- Blue, red or white hair ribbons
- Blue woollen jumper
- College hat

Optional Summer Uniform

- School navy shorts
- School (striped unisex) polo shirt

Winter Uniform - Terms 2 & 3

- Summer Dress Navy blue tights
- School blazer
- School jumper (if needed)
- School navy blue pants (optional)
- Chambray long sleeve shirt (optional)
- Red College scarf (optional)

Boys

Summer Uniform - Terms 1 & 4

- Blue school trousers Chambray shirt
- Traditional Black leather lace-up shoes that can be polished with a definite heel
- Navy blue school socks
- School blazer (if needed)
- Blue woollen jumper
- Regulation black belt
- College hat

Optional Summer Uniform

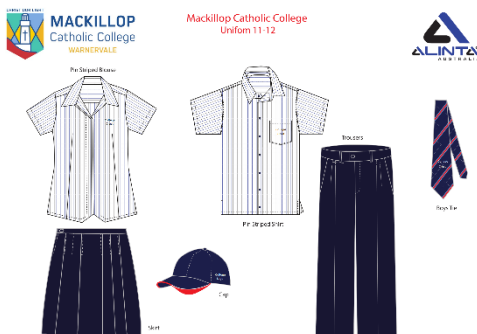
- School (striped unisex) polo shirt

Winter Uniform - Terms 2 & 3

- Long navy pants Chambray shirt (tucked in)
- School blazer
- School jumper (if needed)
- Regulation black belt
- Navy blue school socks
- College tie (optional)



Secondary (Senior) Uniform



Other items



Sport Uniform



Student Miscellaneous Items

- School Bags must be sturdy to support the protection of the student iPad and other materials.
- Parents are asked to mark all items of clothing with the student's name. Unclaimed lost property is sold or given away.
- Jewellery: Students may wear a watch and one pair of earrings that must be small unadorned studs or sleepers. No other jewellery or piercing is allowed. Clear studs in other piercings are also not allowed
- Hair must be clean and tidy as decided by the school. Hair that reaches the shoulders must be tied back. Boys must also be clean shaven. Only natural colours are allowed in the hair with no rats tails, dreadlocks, rail tracks, half shaved or full shaved hairstyles. The hair lengths should blend and be even.
- Parents are asked to mark all items of clothing with the student's name. Unclaimed lost property is sold or given away.
- Nail polish, fake nails, make-up and excessive jewellery are not part of the uniform and cannot be worn at any time.

Jewellery and hair for Senior students

As our senior students you must be role models to our junior students. Students may wear a watch and one pair of earrings that must be small unadorned hoops or sleepers, a silver or gold chain with a small adornment around their neck and one small ring. No other jewellery or piercing is allowed. However, if students are studying practical subjects or lessons they may be required to remove this jewellery for safety purposes. Hair must be clean and tidy as decided by the school. Hair that reaches the shoulders must be tied back. Boys must also be clean shaven. Only natural colours are allowed in the hair with no rats tails, dreadlocks, rail tracks, half shaved or full shaved hairdos. The hair lengths should blend and be even.

Mobile Phones

The College understands that for safety reasons that many students have mobile phones. However, they may cause problems in schools if they are not handled correctly. Therefore, MacKillop's rules are as follows:

- Camera phones are not to be used to take photos or videos at school. This is a privacy issue and will be dealt with severely.
- Students may hand their mobile into the Office to look after them during the day
- If students keep their phones in their bags etc we take no responsibility for thefts.
- If a phone is seen being used during school time or, if one rings, it will be confiscated. A confiscated phone will be placed in an envelope with the student's name on it and placed in a locked container in the Office. The student can collect it at the end of the day. If a phone is confiscated more than once, the parents need to collect it from the Office.
- Students may use the school phone for emergencies and should not be using a phone during school hours.

Devices

School is a place where students need to learn how to interact, communicate and form a community. Therefore, any form of device that plays music or games are not to be used at school and will be confiscated. iPads also not to be used in the Breaks unless students are in a classroom with a teacher, or in the Library, doing school work.

Sporting Equipment

We encourage our students to be active during recess and lunch but if they bring footballs, soccer balls etc to school they are responsible for it. Students must use the oval for all ball sports, except handball. They are also responsible to leave the item at the front of the classroom during class time so that it does not become a distraction.

SPORT

For the purpose of sport competition within the school, the student population is divided evenly into our six College Houses. Students are placed in their House at the beginning of Kindergarten and they also form the Secondary Pastoral Classes They will then remain in that House and Pastoral class until the end of Year 12.

The Swimming Carnival, Athletics Carnival and the Cross Country are highlights of the sporting year. Perpetual trophies are held by house winners for these events. Other coveted trophies are those presented to the School Champion and Age Champions at each Carnival.

Opportunities may arise for talented students to represent the school and their area at State and National Level in Combined Catholic Carnivals and All School Associations.

Students represent the school in Basketball, Gymnastics, Dance, Netball, Athletics, Swimming, Hockey, Rugby League, Rugby Union, Touch Football, Oz Tag, Softball, Water Polo, Soccer, Tennis and various other sporting events that occur from time to time both on the Central Coast and in State Competition. Some of the competitions are run in local organised associations.

MacKillop is a member of the Broken Bay Diocesan Sports Association and enters teams in gala day competitions. Student's participation in Representative Sports is conditional upon satisfactory progress in Behaviour, Academic Effort and Completion of school work.

Public speaking and Debating

The Secondary students are able to enter the Josie Mitchell Debating and Public Speaking Competitions which are held in Terms 2 and 3 respectively. This is a Year 7 to 9 competition in debating and 7-11 in Public Speaking involving interested Central Coast Schools.

SCHOOL REPRESENTATION

Representation includes all extra-curricular activities, community days, camps, discos etc. It does not include any excursions etc that are part of the academic curriculum.

All students are eligible to represent except in the following cases:

- No student may represent if their attendance record is poor or if their academic efforts or behaviour is in question
- No student may represent while on in-school or external suspension
- Any student suspended for the 2nd time in a Term will be ineligible to represent for the next 10 weeks. (Suspension includes Internal and External)
- Students are expected to follow **the Code of Conduct** set out below to be eligible to represent the College:
 - To attend and to be on time for all meetings, rehearsals, training sessions etc as set out on the signed permission note given to you by the teacher.
 - To dress appropriately in accordance with the teacher's requests in the school sport uniform or the regular school uniform ONLY.
 - To be cooperative, courteous, motivated, enthusiastic and self-disciplined
 - To ensure that all students, teachers and adults who are involved are treated with respect and dignity. (This includes members outside the college as well)
 - To follow all college expectations on the day/days they represent.
 - To ensure the College name is never brought into disrepute.
- **Consequences will occur for failing to follow the above Code of Conduct**
- Students may be asked not to represent if they fail to follow the expectations leading up to the time of representation.
- **Students that participate in Swimming, Athletics, and/or Cross Country Carnivals are then eligible to represent MCC** Any student failing to turn up for representation without a reasonable excuse given 7 days prior to the relevant Coordinator, may not be able to represent for the next 10 weeks in any area
- Any student failing to turn up on the day in the correct clothing/accessories etc may not be allowed to represent on the day
- Any student who misbehaves when representing will receive appropriate consequences and may not be able to represent for the next 10 weeks in any area of representation.

Acceptable Behaviour for Sport

- Players sent from the field permanently for unfair or rough play will need to face the College Principal who may choose sanctions further to any which apply to the sport, based on reports received from the Coach.
- When representing the College, language used must be appropriate
- Principles of fair play should always apply. Also, at the conclusion of a game, the opposition should be treated with respect and consideration. Shaking hands and offering congratulations or commiserations should always be offered.
- Players who are supported by their fellow students should show their appreciation at the end of the match by approaching the supporters and clapping them.

Acceptable Behaviour from Supporters

- All barracking should be positive. Good play should be applauded, whether from our side or the opposition.
- Negative comments, directed at a Coach or any player of either side, are unacceptable. We barrack for our team, not against the other.
- Bad language is unacceptable at all times.

PASTORAL CARE POLICY

Purpose

The Pastoral Care Policy of MacKillop Catholic College, Warnervale, affirms and is consistent with the Diocesan Mission Statement and the Pastoral Care Policy of the Diocese of Broken Bay (*refer to support document 1 and 2*).

The Policy exists to ensure that all members of the College Community understand their roles and responsibilities in the provision of Pastoral Care and that it encompasses all aspects of College life at MacKillop. It also exists to promote among all members of the College Community the Kingdom of God through interpersonal relationships of care and support. The Pastoral care Policy exists to guide all decisions within the College relating to Pastoral Care and Wellbeing.

Policy Framework

Pastoral Care at MacKillop Catholic College operates for those who willingly seek to experience the Kingdom of God and is based firmly on the Christian vision as expressed in the following statements:

Pastoral Care.....

....has as its focus the life of Jesus Christ

I have come that you may have life and have it to the full. (John 10:10)

Pastoral Care in the Church and hence in a Catholic school draws its expression and strength from the life of Jesus Christ. In Jesus we see God's paramount expression of love, compassion, reconciliation and justice. In Jesus we experience God as a caring shepherd who is faithful to the flock, who knows them intimately, who frees and saves.

Jesus demonstrates by his own life what we have been created to be – fully human, fully alive and able to participate in the life and love of God. It is this vision of human life which the Catholic school community of MacKillop seeks to embrace and emulate in its approach to pastoral care.

... is concerned with the dignity and integral growth of the person.

God created humankind in God's image. (Genesis 1:27)

We are made in God's image and at the core of all the Church's pastoral action is a deep respect for the innate dignity and uniqueness of individual persons.

As an agent in the mission and ministry of the Church, the Catholic school aims to offer to all a vision and experience of learning that is an exercise of love (cf, *The Catholic School on the Threshold of the Third Millennium*, n15). In a community that provides a strong sense of wellbeing, belonging

and security, MCC students are given every opportunity to be affirmed in their dignity and worth, confirmed in their personhood, and assisted to grow to the fullness of their potential. Likewise, the dignity of their parents and their noble place as prime educators of their children is respected and affirmed.

... is a responsibility entrusted to all members of the faith community

All members may be concerned for one another. If one member suffers, all members suffer; if one member is honoured, all members share this joy. You then are the body of Christ. (1 Corinthians 12:25-27).

In our Catholic school community responsibility is entrusted to all members – students, parents, staff clergy, and administrators – to contribute to one another’s growth and journey towards wholeness. Pastoral Care endeavours to provide to all the experience of high quality interpersonal relationships of care and support. Thus, each member is both a provider and recipient of Pastoral Care.

...is a force for healing, reconciliation and liberation

I shall look for the lost one, bring back the stray, bandage the wounded and make the weak strong. I shall be a true shepherd to them. (Ezekiel 34:16).

The Scriptures present God’s work of redemption fully realized in Jesus; it is in and through Jesus that we learn to be a welcoming, forgiving and reconciling people.

A Catholic school community immersed in the Gospel of Jesus and filled with his Spirit is committed to the values of compassion, tolerance, forgiveness and reconciliation. Pastoral Care supports and provides a context for the growth and expression of these values in all aspects of College life.

....is an expression of and commitment to justice

He has sent me to bring good news to the poor, to proclaim liberty to captives and to the blind new sight, and set the downtrodden free. (Luke 4:18)

The pursuit of justice for individuals and communities has long been a core focus of the mission and ministry of the Church. Pastoral Care at MacKillop endeavours to uphold and sustain policies and practices that foster the values of mutual respect, responsibility and service within the community. A commitment to democratic processes, cooperation and concern for the common good are principles that students are progressively encouraged to emulate in their relationships with others.

A school community needs to respond with increasing sensitivity to the social and cultural diversity of its members. It is in, and through, Pastoral Care that much can be done to promote respect and to support such things as diverse family structures, different ways of giving expression to Christian faith, and awareness of cross-cultural issues. School policies and practices must be respectful of the dignity, rights and fundamental freedoms of individual students and must provide learning opportunities for individual students which are responsive to their unique needs for growth and fulfilment.

As the Lighthouse sheds light on the darkened ocean, so does the light of Christ shed light on the heart and minds of people. From the witness of Catholic educators emanates the light of the gospel message, faith, community and Christian service.

Statement of Interpretation of the Broken Bay Educational Ministry Plan.

Policy Content

The content of this policy has 3 interrelated sections: Care of our Community, Welfare and Curriculum.

Care of our Community

The care of our community:

- Promotes ongoing formation of our students as Christian disciples and supports the family and parish in this endeavour.
- Establishes and maintains effective networks of care using the available resources.(Parent Committees/Networks),Parent Liason, and the Wellbeing Team.
- Has an orientation that empowers families, strengthening the relationships between home and school and supporting families in times of crisis.
- Encourages all within the College community to foster high quality interpersonal relationships.

Welfare

Within the College, both staff and students should experience appropriate interactions, which affect positively their sense of self-worth, belonging and well-being. **Corporal punishment to enforce discipline at MacKillop Catholic College is prohibited.**

Staff and student welfare encompasses:

- Behaviour Management – Awards/Discipline
- Work Health and Safety
- Child Protection
- Harassment/Bullying
- Critical Incident Responses.
- Major Disciplinary Sanctions
- Peer Support
- Orientation of Staff/Students
- Social Committees
- Special Needs/Gifted Committees
- Pastoral Care and Counselling programs
- Care Networks

Curriculum

The total curriculum shall include the development of the student as a well-integrated person in terms of spiritual and religious development. This includes;

- Responsibility
- inner-directed choice
- growth in capacity to exercise moral judgement
- a concern for the common good

- Christian values

Responsibilities

College Principal/Primary and Secondary Principals

In their leadership, the Principals, give witness to Gospel values and ensure that:

- the Pastoral Care policy is widely known and practised by the Community
- all policies and activities in the College shall have an identifiable pastoral dimension
- the College Community reviews policies and practices related to Pastoral Care
- the review processes take into account other mandatory policies
- Professional Development occurs in the area of Pastoral Care (including related documents)

Middle Management/Leadership Team will ensure that:

- the Pastoral Care policy is implemented into relevant areas defined by role descriptions
- appropriate Professional Development needs are identified and addressed by members of their respective staff
- collaboration occurs in the promotion of the College as a centre of excellence in teaching and learning
- a cohesive staff community is developed
- contribution to the leadership and administration of Pastoral Care within the College as a unified body occurs
- effective mechanisms for integrating behaviour management, conflict resolution, and curriculum support for those in need are developed collaboratively

Teaching, Administration and Support Staff according to their role in the College will ensure that:

- the Pastoral Care policy and its related documents are known and practised
- contribution is made to the provision of a caring, well-managed, safe environment for the entire community
- participation occurs in the learning and teaching process in ways that take into account the dignity of the human person in the light of the gospels
- effective conflict resolution is taught and practised.

Students will be encouraged to

- act according to the pastoral policies established by the College community
- contribute to the provision of a caring, safe environment for the College community
- participate actively and cooperatively in the learning and teaching process
- provide their views on school community decisions using appropriate processes
- learn and practise effective conflict resolution/anger management

Parents will be encouraged to

- participate in the academic, social, emotional, physical, religious/spiritual and cultural development of their children
- actively participate in the life of the College where appropriate
- share responsibility for shaping their children's understanding about appropriate behaviour
- support the provision of a caring, safe environment for the College community in light of gospel values
- be involved in the review of the Pastoral Care Policy and related documents

STUDENT AWARD SYSTEM

Purpose

Students are to be rewarded so to publicly recognise their specific accomplishments and to encourage them and other students in the school community to continue to strive for their personal best in all their endeavours. The awarding of certificates at MCC is considered to be best practice for providing students with positive reinforcement for successful achievement in all dimensions of College life.

Recognition of Exceptional and Consistent Behaviour

1) Acknowledgement Vouchers: (being reviewed)

These are awarded to the students by staff to recognise positive traits and to encourage students to be appropriate role models for other students in the school community. They are given on the spot, as a quick positive recognition/reinforcement to a student who a teacher deems to have earned it.

These vouchers are then entered into a box in the front office. A draw will be conducted at regular assemblies for a movie pass.

The following is a possible guide for rewarding these vouchers.

- showing initiative
 - participating in a school activity
 - improvement in class academically or in conduct
 - being helpful
 - involvement in community service
 - achieving good results in a subject
 - consistency in an area (always in full uniform, always has the Planner filled in and signed)
- This would have to be over at least half a term.

2) Application Awards:

An Application Award is given to a student for a high overall standard in the majority of his/her subjects over a one term period. It is for consistent behaviour and effort and will be awarded after teachers have completed the Application Log on student reports.

Each student will be awarded one of four grades in the areas of punctuality, completion of homework, engaging in class work, completion of formal assessments, having equipment, catching up on missed work and showing respect to staff and peers. The four grades being: exceptional, commendable, satisfactory and area for concern

The Application Award will be given to any student who receives a large majority of exceptional grades, and no recorded areas for concern

The Application Log will be completed by the end of Week 8 of Terms 1, 2 and 3 and by Week 7 in term 4.

3) Award Levels (Years 12 only)

a) Blue Award:

A Blue Award will be given when a student has accumulated one Application Award and has actively participated in at least one community activity such as rep sport, choir, debating, peer support etc. This award is given at the end of a term.

b) Bronze Award:

A Bronze award will be given when a student has accumulated an Application Award, a Blue award and has actively participated in at least one community activity. This award is given at the end of a term and it takes at least 2 terms to earn this. The Community activity may be the same as in the first term if it has been an ongoing activity, eg. choir, or it needs to be another activity if they are not ongoing, eg. rep sports days.

c) Silver Award:

A Silver Award will be given when a student accumulates an Application Award, a Blue Award, a Bronze Award and has actively participated in at least one community activity. This award is given at the end of a term and takes at least 3 terms to earn this. These students will earn a barbeque with the Principal at the end of the term.

d) Gold Award:

A Gold Award extends over one calendar year and is for excellence. A Gold Award will be given when a student accumulates an Application Award, a Blue Award, a Bronze Award, a Silver Award and actively participates in at least one community service. This award is given at the end of the term and takes four terms to gain. For Gold the community service must come from at least 2 domains, eg. Sport and the Arts or leadership and cultural etc. These students will be given a day out at the end of the year and all Gold winners will be presented at an Award ceremony (In Year 12, the students all commence with Bronze and bypass Blue as Gold needs to be gained by the end of Term 3).

NB:

- Year Coordinators validate all awards before issue.
- To receive the awards, students will have to have their Community Service section in their Planner completed and validated by the Year Coordinator.
- Any student receiving Gold for 6 years would receive the MacKillop Award which acknowledges outstanding achievement in, and contribution to, the College Community.

3) Award Levels (Years 7-10)

Year 7 will receive the Application Grades for Terms 1, 2 and 3 and commence MCC JUMP at the beginning of Term 4 2018. Thus they are not eligible for the major awards until the following year. The MacKillop JUMP Awards are designed to recognise students who voluntarily donate their time to support our immediate and broader community by 'seeing a need and doing something about it'.

Year 8-9 awards are as follows depending on their hours of participation in MCC JUMP and to qualify students need to meet the following criteria.

MCC JUMP Award for 15 hours of Service	MCC JUMP Certificate
MCC JUMP Award for 20 hours of Service	Bronze Award
MCC JUMP Award for 40 hours of Service	Silver Award
MCC JUMP Award for 50 hours of Service	Gold Award
MCC JUMP Award for 100 hours of Service	St Mary of the Cross Honours (a medal)
100 hours x 3 years or more	St Mary of the Cross Honours 1st Class (a cross)

STUDENT LEADERSHIP

Definition

Leadership at MacKillop Catholic College is a process through which students, regardless of their role, strive to create positive change in their community. To accomplish this, they must be able to develop and articulate a vision of what they hope to achieve and foster meaningful relationships to advance the goals that lead to the accomplishment of the vision. Throughout this process, students will be committed to understanding themselves, others and the community in which they serve while striving to recognize and appropriately address the ethical challenges they face. Student leaders at MacKillop must recognize the benefit of bringing diverse perspectives together and lead with a commitment to inclusiveness.

At MacKillop this leadership is to be guided by the College Mission and Vision statements. All students at the College have the potential for Leadership and are called upon to exercise it as part of their role of discipleship.

Stage 6 students should display a high level of maturity and responsibility within the school. As the seniors of the school, all are required to show leadership to the K-10 students in all aspects of school life.

There are many opportunities to be a leader and involved in leadership in the College but only 36 will be accepted into the College Parliament each year.

Leadership Model

The leadership model at MacKillop is by **Meritorious Selection** where there is a review of all the information the College has gathered to make an informed and unbiased decision on who is the best applicant for the job.

The process for this is as follows: (note leadership runs from the beginning of Term 3 to the end of Term 2 in the following year.

Leadership Nominations and Elections in Year 11:

- Year 11 students may self-nominate or be nominated by a Staff member or another student.
- A nomination form will need to be completed and supported by a teacher and another student.
- The nominations to be studied by a Committee consisting of the Principal, an Executive Member, the Year 11 Pastoral Coordinator, a KLA Coordinator and a Year 11 Pastoral teacher.
- All nominees whose nominations are accepted will make a 2 minute speech to the College
- Staff and Years 10, 11 & 12 vote for the 20 students that they feel are most worthy.
- The votes are compared from group to group (Staff, students) and the top 20 are discerned.
- The 20 attend a 2 day leadership camp and at the end of the camp they vote for a male and female captain.
- All students wishing to apply for College Captain are interviewed about their vision for the College by the Parish Priest and the College Executive.
- This latter group then takes in all the data collected about these students and a male and female College Captain is selected.

- The Senior Parliament will have 2 representatives from each House group and a Cabinet of 8 students that includes the 2 College Captains.

Year 11 Leadership 2020/21

May 26 th	In the Tuesday Education Seminar, Year 7-10 meet together with the Principal and the AP to discuss nominating for Leadership in 2019/20
May 27 th – June 26 th	In Pastoral Period, Year 7-10 nominate 2-3 leaders from each Pastoral class.
June 30 th	2 minute speech max. from each nominee in Period 5 to their form. Pastoral Team and students vote. Discussion then occurs between Pastoral team and the Well-being Coordinator to select the 6 Leaders in each year group.
July 3 rd	Leaders selected 7-10 – 1 per House per year group
July 29 th	Year 7-10 leaders commissioned and receive their badges

Student Leadership Responsibility:

All students are called to service. This group is monitored by their responsibility and reliability:

- Being an excellent role model – wearing their correct uniform with pride; behaving appropriately, participating enthusiastically and working conscientiously in class.
- Leaders are expected to be involved in the following: to work in the College Canteen, attend the Parish Ball, attend the Pizza Hut Night in Term 3, attend the 5pm Youth Mass and games nights monthly, be leaders in Book Week, help organise the College Festival, attend all school events and to assist with any organisation. E.g. All College Masses, award presentations, sporting days, Spelling Bee, Welcome Day etcetera
- Years 7-11 to attend every Parliament & House Meeting held.

Leadership Nominations and Elections in Years 7-10:

- Yr 7-10 students may self-nominate or be nominated by a Staff member or another student.
- All nominees to make a 2 minute speech at a Pastoral period on their wish to be a member of Parliament to their own Stage House Group and their Pastoral Teachers
- The Pastoral teachers and students then vote and the Pastoral Teacher, Coordinators and Executive review the students and the voting and select 6 to represent the form, one from each House

This entire process will be annually reviewed to ensure that the system is refined and perfected.

Years 7-12 Leadership 2020/21:

May 19 th	Pastoral assembly – Principal and AP address Year 11 on Leadership for
May 20 th	Nomination forms made available
June 5 ^h	Nominations due to the Office
June 12 th	Nominees present a 2 minute speech at a College Assembly All Staff, Years 10-12 complete a voting form to vote in the final 20 leaders.
June 23-24 th	Leadership Camp
July 1 st	All students vying for College Captain interviewed
July 29 th	College Captains and parliamentary positions announced to the students and the Staff.
	College commissioning service with the entire College 7-12

All students complete a contract of service signed by both the students and the parents.

Student Leadership Responsibility:

All students are called to service. This group is monitored by their responsibility and reliability:

- Being an excellent role model – wearing their correct uniform with pride; behaving appropriately, participating enthusiastically and working conscientiously in class.
- Leaders are expected to be involved in the following: to work in the College Canteen, attend the Parish Ball, attend the Pizza Hut Night in Term 3, attend the 5pm Youth Mass and games nights monthly, be leaders in Book Week, help organise the College Festival, attend all school events and to assist with any organisation. e.g. All College Masses, award presentations, sporting days, Spelling Bee, Welcome Day, etc.
- Years 7-11 to attend every Parliament Meeting once a fortnight during Pastoral Period.
- Years 7-11 to attend every House meeting which are held during a Break 1 as decided by the House Leaders.

STUDENT MANAGEMENT

Rationale

The student Management System at MCC provides a means to empower students to make decisions and choices that reflect the vision of the Catholic Education System. It encourages students to develop skills in self-management, autonomy and restoration.

Mandatory Provisions

- **Corporal punishment will not be used at MCC by staff, external tutors or by parents to enforce discipline at the College**
- Staff will manage the behaviour of students both within and outside the classroom in accordance with the Student Management System.
- Staff will familiarise themselves with all procedures which arise from the System
- Staff will use positive discipline at all times and will model appropriate behaviour
- Students and parents will agree to co-operate with staff in the implementation of the management system
- The College Executive will provide opportunities for staff to evaluate and strengthen the system
- The Wellbeing Co-ordinator or Secondary A.P. will reinforce with students at the beginning of each term the behavioural expectations and management structures to ensure that the students understand these expectations and structures very clearly.
- Staff will advise parents immediately when any of the procedures arising from the system are applied to a student where necessary.

Classroom Management

Teachers will have their own classroom management system. Classroom behaviour remains the responsibility of the classroom teacher until the behaviour becomes what the school defines as inappropriate.

Consequences for classroom misbehaviour may include such things as,

- Verbal reminders of expected behaviour

- Changing seating
- Staying behind to talk to the teacher
- Writing in the Planner
- Classroom teacher's detention
- Picking up papers
- Writing lines
- Extra homework
- Phoning parents, etc

Teachers will utilise a range of informal methods before entering the Formal System.

INAPPROPRIATE BEHAVIOUR is defined at MCC as patterns of behaviour which impedes others learning or damages relationships between the students themselves or the student and staff. It is also behaviour which prevents the teacher from teaching effectively or other students learning effectively.

Formal system for Years 7-10

If a student's behaviour becomes inappropriate and therefore beyond acceptable standards, then the formal classroom management system is to be enforced.

1. **First Step** – Inform the student that formal procedures are commencing.
“(Student's name), you are now on your first and only warning for your behaviour and if it continues you will go to Short Time Out.”
2. **Second Step** – If behaviour does not cease.
“Move to the STO area now”
 - Teacher writes in Compass that he/she is in STO and informs the student that they have a Lunch Detention.
 - During STO the student will not be allowed to participate in the lesson. The length of time in STO is up to the teacher.
 - Teacher to process a welfare entry in Compass regarding the STO and schedule the required lunch detention. The teacher should copy the KLA Co-ordinator into the welfare entry as a referral. NB: Teachers decide their own STO area in the rooms and teachers are expected to discuss the incident with the student for restoration.
3. Students who refuse to go to STO or who continue to misbehave.
“Please leave the room and report to the Library for Long Time Out”
 - Teacher to send another student separately to ensure the student reaches the Library in the shortest possible time with the teacher making note of the time the student was sent from class.
 - Teachers to complete a welfare entry through Compass, detailing what occurred in class. The teacher must ensure that they refer the matter to the KLAC via the Welfare entry in Compass.
 - If the student refuses to leave the room, another student is to be sent for the AP or another Executive member. In this case the other students may need to be removed from the classroom and Child Protection legislation should be followed.
4. Long Time- Out Procedures:
 - LTO will be in the Library
 - The student will be asked to register by having his/her details recorded in the LTO book and LTO will be recorded Compass.

- After receiving the notification of the incident through Compass, the KLAC will discuss the matter with the classroom teacher and issue the student with a Short Afternoon Detention (SAD) if warranted. The Short Afternoon detention notification will be generated through Compass.
 - Students will be given a reflection sheet to complete and will remain in the room until the end of that lesson and will then go back to the next class.
 - No conversation will occur with the student during this time.
5. Student refuses to go to LTO or misbehaves in LTO
- Parents are contacted immediately and the student is isolated until an interview is organised. Further action is at the Executives discretion.
 - The KLAC will indicate this has taken place on the Welfare entry that they make in Compass.

N.B. All teachers are expected to follow Restorative Practices before the student returns to any class after a STO or a LTO

Pass Outs, Withdrawals and Practical Withdrawals

Some students will be given Pass Outs if they need “cooling down “time. These students report to the Office after using the Pass and will be looked after by designated staff.

Practical Withdrawal is used only in practical classes where a student’s behaviour is considered unsafe for themselves or for others. These students will be sent to the LTO area in the Library where they will complete set work. A welfare entry is made via Compass with a lunch detention being scheduled at the same time.

Withdrawal is used when LTO is not deemed appropriate and the student needs to be removed from a class. The student will be sent with a note to the Office to a member of the Wellbeing Team or any other member of the Executive.

Overall Structures

3 Lunch Detentions in one term	= SAD 3.15pm-4.15pm
3 SADs in one term	= LAD 3.15pm-4.45pm
3 LADs in one term	= in-school suspension with consequences
3 LTOs in one term	= in-school suspension with consequences

Consequences may include parental interviews, continued in-school suspension, referral to a counsellor (*see* Appendix 2 of Pastoral Care Policy), outside referral, a student special agreement form, loss of privileges as seen as just, suspension etc.

Extreme Behaviours

The school recognises that certain behaviours and offences may have to be reported to agencies such as FACs or the Police.

All extreme behaviours will bypass the Student Management System and will be handled by the Principal, AP or Wellbeing Co-ordinator (*refer* to Child Protection legislation and Appendix 3).

Extreme behaviours include those related to illegal substances, physical abuse, continual peer bullying, extreme verbal abuse, extreme destruction of property, carrying weapons.

Consequences may include counselling, detentions, in-school or out of school suspensions, police intervention, and recommendation to the CSO for either a request to the parents to withdraw their child from school.

Note:

- Lunch Detention to be 4 times a week at 11.10pm for 20 mins. (none on Thursday).
- Lunch Detention will be for STO with teachers being responsible for their class's discipline.
- SADs and LADs will be held on a Wednesday afternoon with Pastoral Coordinators rostered on a rotational basis. Also, one teacher will also be rostered on to assist when necessary.
- SADs and LADs to be issued by Middle Management only, however, staff may request these as a result of various incidents.

NB. The College has a good working relationship with our Police Youth Liaison Officer. The police Liaison Officer may be called upon at any stage of the discipline policy for assistance. For MacKillop, our officer is stationed at Wyong Police Station, phone number: 02 4356 6099

Formal System for Years 11-12

Rationale

The student Management System at MCC provides a means to empower students to make decisions and choices that reflect the vision of the Catholic Education System. It encourages students to develop skills in self-management, autonomy and restoration.

The students have experienced Choice Theory and Practices since commencing MCC. By the beginning of Stage 6 students are expected to be able to manage their own behaviour and establish healthy relationships with their teachers.

Classrooms in Stage 6 should be places of cooperative learning where the teachers are facilitators of learning and the students form a partnership with the staff to pursue their personal best.

Students will be expected to behave APPROPRIATELY to ensure the best learning environment.

INAPPROPRIATE BEHAVIOUR is defined at MCC as patterns of behaviour which impedes others learning or damages relationships between the students themselves or the student and staff. It is also behaviour which prevents the teacher from teaching effectively or from the other students learning effectively.

In Stage 6, if students are not acting appropriately and will not alter the behaviour they will be asked to report to the Library with their school work. The teacher on Long Time Out for the Junior School will record the presence of the student and will supervise the rest of the lesson where the student may continue their study.

The student must restore their relationship with their teacher before being allowed back into the classroom by organising a meeting with the staff member to discuss what had occurred in the class.

If a student is sent 3 times to the library for inappropriate behaviour in a Term, a formal letter will be issued by the Assistant Principal or Wellbeing Co-ordinator to the student's parents. Consequences for repeatedly being sent from class will vary depending on the circumstances but may include counselling, interviews, detentions and/or suspensions.

Extreme Behaviours

The school recognises that certain behaviours and offences may have to be reported to agencies such as FACS or the Police.

All extreme behaviours will bypass the Student Management System and will be handled by the Principal, AP, or Wellbeing Co-ordinator.

Extreme behaviours include those related to illegal substances, physical abuse, continual peer bullying, extreme verbal abuse, extreme destruction of property, carrying weapons.

Consequences may include counselling, detentions, suspensions, police intervention, and recommendation to the CSO for expulsion (*see CSO Policies*).

IPAD STUDENT PROCEDURES

General

iPads at MacKillop Catholic College will only be used during lessons, whether these activities are conducted in the classroom or outside College buildings.

At no time will permission be granted to individuals or groups of students to use their iPads before school, at Break 1 or Break 2 unless in a College classroom or the library. Non-compliance with this request will be viewed as a serious breach of trust and will result in withdrawal of permission for the use of the iPad in class.

Sharing of the iPad may not occur unless it's the result of collaboration/group work at the teacher's direction.

Students are not to include games on their iPad unless instructed to for a class activity.

Student iPads left at home

If a student leaves their iPad at home, they are responsible for getting the assigned work completed by other means in the least disruption to other students in the class (ie handwritten). Replacement/loan devices are not available at the College.

Charging of Student iPads

iPads must be brought to school each day with the battery fully charged. It is the responsibility of the student to charge his/her iPad each evening. Please note that regular daily lessons will not exceed the capacity of an iPad's fully charged battery.

Other than in the case of exceptional circumstances, students will not be able to charge their iPad at school, except at the charging stations located in the Library.

Student Wallpapers and Background Images on the iPad

Inappropriate media may not be used as screen savers or wallpapers on the iPad - the presence of firearms, profanities, aggressive or violent behaviour, alcohol, prohibited substances or harassing/distasteful pictures are therefore not permitted.

Audio on the iPad

Students are to ensure that iPad audio is muted at all times unless permission is obtained from the classroom teacher. Music is allowed on the iPad and can be used at the discretion of the teacher.

Any games installed on the iPad may only be operated whilst at the College at the discretion of the teacher.

Students are required to carry earphones with them in the event of audio required in class. These are to be used at the discretion of the classroom teacher.

Print Services on the iPad

At this stage, print services are not available from the iPad.

Protective Cases for student iPads

Consideration of heavy-duty protective cases is highly recommended as they enable students to interact more effectively and safely with the iPad. The College recommends cases for several reasons including protection, accessibility, differentiation and stability.

Inspection of student iPads

Students may be selected to provide their iPad for inspection to determine the appropriateness of apps installed on their device. This may be done by any teaching staff member if there is a reasonable concern that the device holds something inappropriate.

iPad Infringements

In an effort to be consistent with iPad consequences and direct students to use their devices as an effective learning tool we will be introducing the following procedures:

iPad infringements are recorded by classroom teachers directly into Compass. There are three options to choose from - failure to bring iPad, iPad confiscated or inappropriate use of iPad. These will be collated and students who have three incidents (on separate days) within a term will result in a SAD (to be issued by the Leader of eLearning and Innovation). Instances on a single day only count as one. Teachers can still confiscate iPads and / or escalate consequences if they feel necessary.

Students who have a note signed in the planner from a parent/carer explaining not having the device will be exempt - if students show a legitimate note please do not record in Compass.

More information

Parents can access the BYODD Parent Portal for further information:
<https://sites.google.com/dbb.catholic.edu.au/smccw-byodd-portal>

COMPUTER CODE OF CONDUCT – ACCEPTABLE USAGE POLICY

MacKillop Catholic College provides a computer network for staff and students to promote educational excellence, by facilitating resource sharing, innovation and communication. All students are given access to the network with an individual account as well as access to the BBSchools Network for their BYO iPads. Students will also have Diocese Administered Electronic Mail and Internet Access. The school's email service provider stores and processes emails outside Australia. Any such facilities must be regarded as privileges that may be withdrawn for misuse of the resources.

To use and access all computer and Internet resources at MacKillop College, all users must read and accept the following conditions and sign the agreement. A parent must also sign the agreement of student users. Pastoral Teachers are also to sign the agreement and mark off on class list.

User Agreement

I understand that using the computer equipment and/or accessing BBSchools Network at the college is a privilege, not a right.

I will only access appropriate sites whilst at school. This includes, but is not limited to accessing social media apps or sites whilst using the college network via a computer or my iPad.

I understand that the LightSpeed profile placed on my iPad allows me to access the BBSchools Network as well as places certain restrictions on my device. These restrictions are only applicable whilst using the BBSchools Network. I will not deliberately remove this profile or make any attempt to bypass the network settings on my iPad.

I understand that I may be asked to provide my iPad for inspection by a teacher to determine the appropriateness of apps installed, or to check settings. I also understand that my classroom teacher may use apps that allow access to my work and monitor my use of technology within the classroom (such as Apple Classroom).

iPads at MacKillop Catholic College will only be used during lessons, whether these activities are conducted in the classroom or outside College buildings. At no time am I allowed to use my iPad before school, at Break 1 or Break 2 unless in a College classroom or the library.

If I leave my iPad at home, I am responsible for getting the assigned work completed by other means. Loan devices are not available at the College.

I understand that my iPad must be brought to school each day with the battery fully charged. Students will not be able to charge their iPad at school, except at the charging stations located in the Library.

Inappropriate media may not be used as screensavers or wallpapers on my iPad – the presence of firearms, profanities, aggressive or violent behaviour, alcohol, prohibited substances or harassing/ distasteful pictures are therefore not permitted.

I know that obscene or abusive language in any communication will not be tolerated as well as deliberately entering or remaining in websites containing inappropriate material.

I understand that the audio on my iPad is muted at all times unless permission is obtained from the classroom teacher. Students are required to carry earphones with them in the event of audio required in class.

I understand that the only people allowed to connect my iPad to the network are the ICLT Field Technicians and the eLearning Coordinator. If I have any network or iPad issues I understand that I can see them for assistance.

I will report network problems and malfunctions to the ICLT Field Technicians, eLearning Coordinator or my classroom teacher.

I will only use my own passwords, and it is my responsibility not to reveal my passwords to anyone except the ICLT Field Technicians or eLearning Coordinator, if necessary. It would be unacceptable for me to attempt to log into the network with any other username or passwords.

I will respect the rights and privacy of others by only reading my own emails, by not posting messages and attributing them to other users, or revealing any personal information about myself or others. I know that it is extremely dangerous to give out personal details like name, address or phone number, or to post photos of myself to anyone over the Internet.

I will only use the approved email service and I will not order materials from any site at any time. I understand that my iPads must be in a heavy-duty protective cases and it is my responsibility to look after and protect my own iPad. I will take great care with the computer equipment at the College as well as the personal iPads of other students. It would be unacceptable for me to vandalise or steal any equipment, and I understand that if I cause deliberate or careless damage to an iPad or computer equipment I may be asked to pay for such damage; I also understand that the school is not responsible for any damage I may cause to my own or others' iPads.

It would be inconsiderate of me to change any computer settings, delete, add or alter any configuration files. It would be unacceptable for me to interfere with or access other user's files, to attempt to get around or reduce network security. It would be a breach of this agreement if I deliberately introduced any virus or program that reduced security or effectiveness.

I understand that only ICLT Field Technicians can unplug cables, remove any covers or panels and repair equipment. It is also the eLearning Coordinator and ICLT Field Technicians who approves of and installs any computer software.

It is unacceptable to bring, download or install unauthorised programs, including games, to the College or run them on college computers. I understand that it is illegal to engage in activities such as hacking, transmitting copyright material or harassing others.

I know that it is an offence to knowingly infringe copyright laws by copying any copyrighted software, or by copying material from websites that are copyright protected. I will always acknowledge the original source of copied work.

I have read the guidelines above and agree to abide by the conditions and I am aware that non-compliance will result in consequences which could include a ban on lunchtime iPad / computer use, temporary ban on network access, detention, paying for damaged equipment, removal from class where iPads / computer use is involved, suspension or even criminal charges.

User Signature

User Name

Date

Parent Agreement

The College is aware, as parents, you may have concerns about the possible misuse of the Internet and email services. The College believes that the above procedures reinforce appropriate Internet use. All care is taken to block offensive and inappropriate sites in order to reduce the risk of exposure to unsuitable material, but the ultimate responsibility lies with the user. Please discuss this with your child and make them aware of your family's values and the values and standards of the College. The College undertakes to ensure that information published on the Internet about students or the College under the College's name, meets the legal requirements and standards of general practice within the community in relation to copyright and safety.

I agree to using the Internet and email service at the College for educational purposes in accordance with the Student Agreement above. I understand the College will provide adequate supervision and that steps have been taken to minimise risk exposure to unsuitable material.

- I consent to my child having their first name and last initial published on the College's Internet site. I consent to my child having their picture published on the College's Internet site.
- I consent to my child corresponding with others, using email through the College's Internet access.
- I understand that the school's email service provider stores and processes emails outside Australia.

If you wish to restrict information about, or pictures of your child being used on the College Internet site, please contact the College in writing. The College will at all times attempt to ensure compliance with these requests, but it must be recognised that accidental inclusions may occur with large website events (such as photos of massed school activities). In such cases, it is important that the college is immediately informed of the offending web page so changes can be made. It is also the responsibility of the students to notify the Network manager that an unauthorised picture or name has been posted on the website.

Parent/ Guardian Signature	Parent /Guardian Name	Date
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Pastoral Teacher Signature	Pastoral Teacher Name	Date
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GUIDELINES FOR SUSPENSION AND EXPULSION

In keeping with the *'Pastoral Care Policy for Diocesan Systemic Schools'*, the *'Pastoral Care and Wellbeing Framework'*, the *Diocesan Mission Statement* and the *Pastoral Care Policy of the Diocese of Broken Bay*, MacKillop Catholic College uses the following guidelines for more serious breaches of the College Discipline System.

In-School Suspension

In-School suspension may occur through 2 main ways:

1. Through the Discipline System, with cumulative breaches of behaviour
2. Through a serious breach of behaviour

Progression

The College has a very clear and transparent discipline system that has a progression of steps that lead to more serious consequences. The Discipline System is explained to the parents on the College Websites and on Information Nights and, to the students, at Assemblies and in class. It is also in the Secondary Planner.

As student behaviour progresses through the various steps the following must occur:

- Parents receive notification of infringements as they occur by letter, phone calls, parent interviews and/or through Compass.
- Students receive a number of consequences for offences and to have the opportunity to change and to restore relationships.

When a student has progressed through all the steps and/or poor behaviour continues, then an in-school suspension may occur. For this to happen:

- Parents are to be contacted immediately informing them of the action and stating why the suspension has occurred.
- The student is to be isolated in the Office area and to be supervised by the Pastoral Coordinator and the Secondary Principal/Secondary Assistant Principal/Primary Principal/Primary Assistant Principal and the Office Staff to ensure the student has school work to do, is given supervised break times and is safe.
- Parents are asked to make an appointment as soon as convenient to discuss the matter. At this meeting a plan will be established to attempt to create change in the student and to foster improvement and growth.
- Students will then return to school with support to enhance the chance of success.

Serious Breach

In the case of a serious breach, an in-school suspension may be given. This will be decided after discussions between the Pastoral Coordinator, the Wellbeing Coordinator and the Secondary Principal/Secondary Assistant Principal/Primary Principal/Primary Assistant Principal. Other Coordinators and teachers may be included in the discussion as seen appropriate. If this occurs, the steps outlined for in-school suspension above will also be followed. There may also be further consequences such as community service, apologies etc.

Suspension and Exclusion

For a very serious breach, out of school suspension and/or exclusion may occur. It must be noted that only the Director of Schools may expel a student.

In the case of Suspension the two forms designed by the CSO must be completed:

1. Notification of Suspension to the Parish Priest and the Schools Consultant.
2. Due Process in Case of Student Discipline.

These two forms must then be sent to the CSO and Form 1 to the Parish Priest. Form 2 has procedures that must be followed by the College. Suspensions may be Short Suspension which is 2 to 3 days in length or may be Long Suspension which is for 5 days. If an investigation is pending, such as the Police or other agencies being involved, the suspension may have a longer duration.

If the student is accepted back into the College, an interview must occur with the family and the school. Following discussion and agreement between the Principal and parent/s a contract of behaviour is to be agreed upon with Secondary students having to sign the contract. (optional depending on the age of the Primary student)

Other consequences may also occur such as Community Service, apologies, etc.

Special Circumstances

If a child is deemed to be at risk or unsupervised during an Out of School Suspension, the College may allow the suspension to occur with the student being supervised at school.

Counselling may also be offered by the school if the student is distressed and/or at risk.

SCHOOL COUNSELLING PROGRAM

School Counsellors: Mrs Samara Stark (Secondary) and Beth Marsh (Primary and Secondary). The School Counselling Program is part of a network in the Broken Bay Diocese. The School Counsellor role is to work with students who have worries and difficulties in how they are feeling, thinking or coping with school, home or just how they're feeling about themselves. These are the emotional, social, behavioural, family and psychological issues that may be impacting on them.

The Counsellor will be continuing with programmes such as *Cool Kids* for students experiencing anxiety, *Fantastics* to support those experiencing social difficulties and bullying, and to be a supporter of the Friends groups.

In the secondary school referrals come from three main sources.

1. Students can self-refer by making an appointment at the office. Students should do this the day before, if they need to they can come with just one friend, and usually only have one appointment with the Counsellor or the Family Liaison Officer in a week.
2. Parent's may be concerned for their child and can therefore make contact and request counselling.
3. Teachers may be concerned for a students' emotional, psychological or social wellbeing and development. Various concerns such as changes in behaviour, emotional state, skills in dealing with situations or events.

Teachers can then:

- With these concerns the teacher may choose just to consult the counsellor regarding concerns and possibilities for support.
- Teachers may already be in communication with family re concerns and counselling can be offered as a support.
- Teachers may be in discussion with the student regarding concerns and therefore counselling contact could be offered and encouraged

Appointments procedure

When an appointment is made with a student, a note is placed in the teachers pigeon hole a day before advising them of the appointment. If this is an inconvenient time for the student to be out of class the teacher can let the Counsellor or Front Office know and another time can be arranged. Occasionally immediate appointments can be made for urgent issues and the teacher will be informed of the student's absence from their class as soon as possible. If the teacher has any suspicions that a student may be taking advantage of this system please let the Counsellor know. Students will receive a reminder notice of their appointment in Pastoral class and should have this with them.

Confidentiality

When it comes to confidentiality the students and families have the right to privacy so there are some things the Counsellor and the Family Liaison Officer are able to discuss and others they cannot. When it's a school related issue or something that may influence their learning they will endeavour to get the students permission to discuss the situation with the teacher/s. Students will also be asked if the Counsellors feel the parents might need some feedback. At other times they may only be able to say something very general to staff and/or parents.

Communication

Communication will be as open as possible and a collaborative working relationship developed.

SAFE AND SUPPORTIVE ENVIRONMENTS – LEGAL

Every school has a parent handbook and most of these include an alphabetical guide outlining what parents need to know.

Below are sections which assist school compliance in relation to the 'Safe and Supportive Environments – Legal' domain which relates to the schools' responsibilities under the child protection legislation.

Please note that the information is updated to reflect current legislation and policy requirements. To the extent that your parent handbook may already contain the following sections, it is important to ensure that the information in your handbook is up to date. To the extent that your parent handbook does not include the sections below, your handbook should be updated.

If you have any questions, please contact the Child Protection Team on 9847 0610.

Child Protection

At MacKillop Catholic College we take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

- Maintain professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
- Follow an established process to address allegations of inappropriate behaviour by staff towards children and young people.
- Ensure all people working in our school, including parent volunteers, are appropriately screened for working with children and young people.
- Respond appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

Complaints

At MacKillop Catholic College we take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you have a complaint about a student other than your own child you should raise it with the year coordinator.
- If your child has a complaint about another student they should raise the issue with the relevant teacher, KLA coordinator or assistant principal.
- If you or your child has a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher, KLA coordinator or assistant principal.
- If you or your child has a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Child Protection).

Please refer to the *Parent and Community Information Brochure – Addressing Concerns About a School* available on the CSO website at

<https://curianet.dbb.org.au/CatholicSchoolsoffice/dssresources/Pages/default.aspx>.

Parent helpers/Volunteers

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions.

It is important that all parent helpers / volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- not engage in any inappropriate behaviour towards any children or young people. In particular although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated (see Child Protection).
- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current requirements are for the working with children