

**SAINT MARY MACKILLOP
PRIMARY SCHOOL**



**NEW STUDENT
HANDBOOK
2017**

SCHOOL DATES 2017

School begins for students in Years 1 – 6 at 9.00am on Thursday 2nd February 2017.

Term Dates 2017

Term 1 **Thursday 2 February – Friday 31 March**

Term 2 NB: Easter 14-17 April
Tuesday 18 April – Friday 30 June

Term 3 **Monday 17 July – Friday 22 September**

Term 4 **Monday 9 October – Wednesday 20 December**

(Final finishing dates for Term 4 to be confirmed)

SCHOOL HOURS

It is essential that the children develop habits of punctuality. Having your child at school 15 minutes before classes commence, and collecting them punctually at the end of the day will help support both your child and the staff.

Daily School Hours are:

8:45 am	Teachers are in classrooms. Students are encouraged to go to their class, unpack their bags and get ready for the day.
9:00	Bell rings. Classroom teacher marks roll, students pray with the teacher, any notes are collected and the events of the day are discussed.
9:10	First Learning Block
10:50	Students eat morning tea in class
11:00	First Play Break
11:45	Second Learning Block
1:35	Students eat lunch in class
1:45	Second play break.
2:20	Third Learning Block
3:15 pm	Dismissal from classroom to parent, caregiver or older sibling (by arrangement)

SCHOOL UNIFORM

The school uniform is worn with pride, as it is a reflection of the high standing that the school has in the local community.

The school uniform also reflects the pride we, as a school community, take in ourselves and our presence in the local and wider communities. It is an expectation that the school uniform is worn correctly and with pride.

Uniform Shop

A Uniform Shop operates within the school. Opening hours for fittings and purchases are Tuesdays 8:30 – 9:30am (or as announced in the e-NEWS).

Alternatively, order forms are also available from the School Office. The order will be filled (when available) and can be collected from the school or, if requested, sent home with your child.

School Uniform is to be worn at all times.

This includes a school sun hat, which must be worn in Terms 1 and 4, whenever the students are outside.

Jewellery is not to be worn to school. This is a safety issue. The only permissible jewellery is a single stud or sleeper in pierced ears. This applies to both girls and boys and will be strictly enforced.

ALL items of uniform, as well as bags, lunch boxes and even the insides of shoes, must be clearly labelled with your child's name.

SCHOOL UNIFORM

SUMMER UNIFORM – TERMS 1 & 4

Girls

- Summer dress (school design)
- Pullover (charcoal with embroidered crest)
- Socks (white)
- School shoes (black)
- Hat (slouch with embroidered logo)
- Hair ties, bows or headbands need to be pale blue, royal blue, navy blue or white.

Boys

- Shorts (grey with longer leg)
- Shirt (with embroidered crest): short sleeve
- Pullover (charcoal with embroidered crest)
- Socks (grey)
- School shoes (black)
- Hat (slouch with embroidered logo)

WINTER UNIFORM – TERMS 2 & 3

Girls

- Winter pinafore (school design)
- Blouse (blue 'Peter Pan' collar)
- Pullover (charcoal with embroidered crest)
- Tights (navy)
- School shoes (black)
- Hair ties, bows or headbands need to be pale blue, royal blue, navy blue or white.

Boys

- Trousers (grey, double knee)
- Shirt (with embroidered crest): long sleeve
- Pullover (charcoal with embroidered crest)
- Socks (grey)
- School shoes (black)

SPORTS UNIFORM – DESIGNATED DAYS ONLY

Girls & Boys

- Polo top (with embroidered crest)
- Sports shorts (navy)
- Sports socks (white)
- Sport shoes
- Windcheater (with embroidered logo)

- Track pants (navy)
- *School Bag*
- *House Coloured T-Shirt (for school sport days)*

** Hair ties, bows or headbands need to be pale blue, royal blue, navy blue or white.

CASUAL CLOTHES DAYS

On occasion the students will have the opportunity to wear casual clothes as a fund raising opportunity. Students are required on these days to wear clothing that is:

- appropriate to the weather
- safe and practical footwear
- modest in nature

in line with relevant school policies i.e. SunSmart.

ITEMS REQUIRED TO COMMENCE SCHOOL

Each child needs to bring to school the following items:

- Large box of tissues
- *Art Smock (child's name clearly marked)
- *Library Bag (child's name clearly marked)
- Colouring/activity book (to remain at school)

*These may be purchased in department stores, such as Big W, Kmart or Target.

All other requirements are supplied throughout the year. The Student Levy covers these costs.

COMMUNICATION

Communication between the school and home is vital.

Please make sure you supply an up to date email address to the school office.



Newsletter

A comprehensive and detailed Newsletter, *e-NEWS*, is emailed to parents and carers on Tuesdays. It is also available on our Skoolbag app.



Skoolbag App

Our School has our own Skoolbag iPhone and Android App to help us communicate more effectively with our Parent/Student community. It provides quick access to notice of events, school calendar and links to our e-NEWS.

We invite parents to install our Skoolbag School App. To install it, just search for our school name "St Mary Mackillop Primary Keilor Downs" in either the Apple App Store, or Google Play Store.



Parent Portal

We have a Parent Portal. The Parent Portal is a secure online space where you can update your contact details, check your children's reports once published and book Parent-Teacher Meetings when they occur. You will be provided with a confidential login and password at the beginning of 2016.



Care Monkey

CareMonkey is an innovative parent controlled electronic medical form for schools with a duty of care. It's an electronic version of the paper based forms you would normally complete for excursions, camps, enrolments, etc. It provides parent's the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided by you.

CareMonkey offers the school and families the following:

- Up to date emergency information
- Mobile access
- Electronic permission forms
- Multi-use care profile for families

You can download the free CareMonkey app for iPhone and Android smartphones, iPad and Android tablets and have access to your family care profiles on these mobile devices.

For further information on the features please visit the website: <http://www.caremonkey.com>

COMMUNICATION

Parent – Teacher Meetings

Formal Parent – Teacher Meetings occur twice a year.

An opportunity to meet with your child’s teacher will be scheduled by mutual arrangement on one of the Wednesdays before 10 March 2016.

A formal Parent – Teacher Meeting will take place on the last week of Term 2 to discuss your child’s mid-year Academic Achievement Report.

All other communication

If at any time you have any questions, your ‘first port of call’ is your child's class teacher, who will be happy to assist you.

If your concern is of a more serious nature, you may wish to speak with our Deputy Principal, who will endeavour to assist you. If you need to meet with the Principal or Deputy Principal, it is necessary to make an appointment at the School Office.

Communication at all times is the key to our partnership at Saint Mary MacKillop School. In this way we can continue to provide the best for your child and be responsive to their many needs.

SOME PARTICULAR AREAS TO NOTE

Absentees

If your child is unable to attend school, please notify the school by telephone on 9367 6199 before 9:00am.

Late Arrivals and Early Dismissal

If your child arrives at school after 9:10am, you will need to bring your child to the School Office to be signed into the Late Arrival Register. Teachers mark the Attendance Roll at this time and we need to make sure your child's attendance is recorded.

If you need to pick up your child prior to 3:00pm, you will need to come to the School Office, before collecting your child. You will need to sign the Early Dismissal Register and take the signed slip to the class teacher. **Generally, children will not be dismissed from classrooms between 3:00 and 3:15pm**

SOME PARTICULAR AREAS TO NOTE



Parent Helpers

We will be arranging a Parent Helper Training Course to train parents to assist in the classroom. Dates for training will be published in the e-NEWS.

Prior to assisting in the classroom, parents need to sign in at the school office and wear a Parent Helper Badge. Legal regulations require parents to have a 'Working with Children' check before they may assist in the school.



Food Issues

Unfortunately, the incidence of childhood food allergies is on the rise. Some children can have a dramatic reaction to the smell/touch of items such as dairy or nut-based products. Their reaction requires serious treatment with adrenaline (EpiPen) prior to hospitalization.

As a result, **the sharing of food items is not permitted**, as some items may have a trace of an allergen. This means that bringing cakes, lollies, or other party foods from home to celebrate birthdays cannot occur.

At recess and lunch breaks, children are given time to eat in class before going out to play. We aim to support parents in encouraging healthy eating while at school and ask for your support in limiting chips, lollies and other snack foods. A list of some ideas can be made available to you.



Medication

Medication for chronic conditions, such as Asthma and Diabetes will be administered by staff. However, **staff will not administer medication for temporary conditions.**

For example, if your child is completing a course of antibiotics and needs to have the medication 3 times a day, the Royal Children's Hospital has advised that the child can have a dose prior to school, at home after school and then again prior to bed.

If your child requires medication at a specific time, e.g. 30 minutes prior to eating, then the parent will need to come to school to administer the appropriate dosage at the required time.

Specific medical issues can be discussed with the school First Aid Officer, Mrs Kellie Doherty who is available at the school office.

FEES & LEVIES 2017

School Fees

Family Fee: \$2,100

The Family Fee largely supports capital loan repayments, business administration costs, building and grounds maintenance and upgrade, power and services costs and additional staffing costs.

Other School Charges

Curriculum Levy per child: \$575

The Curriculum Levy provides for all:

Student books, stationery, classroom supplies, library books and specialist supplies (e.g. Phys.Ed equipment), IT hardware, software, and licences, Excursions including transport (buses) and entrance costs, and Sacramental family night costs, retreat days costs, musician for sacramental celebrations, candles and certificates.

District and Zone Sporting Events Levy: (Charged as necessary per event to the children involved)

District and Zone Sporting Events Levy largely cover transport costs.

Parish

Contribution: \$420

St. Mary MacKillop School belongs to the Parish of St. Mary of the Assumption, Keilor Downs-Kealba. As such, the Parish owns and provides facilities for the school and also guarantees all of the school's financial obligations. The Parish is presently assisting with the repayment of school debt. In 2014 that amounted to \$50,000.

It has been the practice and policy of the Parish since 1983 that all families who send their children to St. Mary MacKillop are expected to contribute to the Parish Thanksgiving Programme. It should be noted that the Parish Contribution Levy has not changed from \$8 per week since 1983.

The Parish schools, including the secondary campuses of Catholic Regional College have been able to develop solely because of the financial commitment of all parishioners, including school families, over the last thirty years. As you know, admittance to secondary education requires the endorsement of the Parish Priest. It would be unjust to endorse applications from families who have not supported the Parish over and above applications from families that do support the Parish. The Parish will Invoice families separately for this contribution.

Yours Sincerely



Mons. Charles Portelli
Parish Priest



Mr. Anthony McCluskey
Principal