

**SAINT MARY MACKILLOP
PRIMARY SCHOOL**



**PREP HANDBOOK
2020**

SCHOOL DATES 2020

Term 1

School begins for students in Years 1 – 6 at 9.00am on Thursday 30 January 2020.

Prep students will begin at 9:00 am on Monday 3 February 2020

Classrooms will open from 8:45 am.

All Prep students will attend school (9:00am-3:15pm):
Monday, Tuesday, Thursday and Friday (3 February-6 March)

Preps will run full time from Tuesday 10 March 2020

(Monday 09 March is Labour Day Public Holiday)

Term Dates 2020:

Term 1	Thursday 30 January – Friday 27 March
Term 2	Tuesday 14 April – Friday 26 June <small>NB: Easter 10th-13th April</small>
Term 3	Monday 13 July – Friday 18 September
Term 4	Monday 5 October – Wednesday 16 December

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.
Classroom teacher marks roll, students pray with the teacher, any notes are collected and the events of the day are discussed.
- 9:00 am** First Learning Block
- 10:50 am** Students eat lunch in class
- 11:00 am** First Play Break
- 11:45 am** Second Learning Block
- 1:35 pm** Students eat snack in class
- 1:45 pm** Second play break
- 2:20 pm** 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

Academy Uniforms Store is located at 10/85 Mt Derrimut Road, Deer Park. Hours of operation are Monday to Friday 9am to 5pm and Saturday 9am to 12pm.

Alternatively, visit www.academyuniforms.com.au and select 'order on-line' and choose 'St. Mary MacKillop Primary'. Use the password **Keilor Downs**. Uniforms can be delivered to a home address, collected at our Deer Park store or sent to school. Please allow 24 hours for processing.

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, including necklaces. 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.

Nail polish is also not to be worn to school.

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

- Summer dress (school design)
- Shorts (grey with longer leg)
- Shirt (with embroidered crest): short sleeve
- Pullover (charcoal with embroidered crest)
- Socks (white)
- School shoes (black)
- Hat (slouch with embroidered logo)
- Hair ties, small bows or headbands need to be pale blue, royal blue, navy blue or white.

WINTER UNIFORM – TERMS 2 & 3

- Winter pinafore (school design)
- Trousers (grey, double knee) or
- Long straight leg pants (grey)
- Shirt (with embroidered crest): long sleeve
- Blouse (blue 'Peter Pan' collar)
- Pullover (charcoal with embroidered crest)
- Tights (navy)
- Socks (grey)
- School shoes (black)
- Hair ties, small bows or headbands need to be pale blue, royal blue, navy blue or white.

SPORTS UNIFORM – DESIGNATED DAYS ONLY

- 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)

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, and
- in line with relevant school policies such as the SunSmart policy.

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.

AN ACCIDENT PACK

Sometimes children may be so engaged in an activity that they forget to ask to go to the toilet. Sometimes a child may slip in mud, get wet at the drinking fountains, or may be sick. Having an **accident pack** is most helpful at these times.

Each child needs an accident pack brought to school containing:

- 2 pairs of underwear - underpants and socks
- 1 pair of tracksuit pants (does not have to be uniform)
- 1 T-Shirt (does not have to be uniform)
- 1 plastic bag for soiled items.

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, is available to parents and carers every second Tuesday via our skoolbag app. It is also available on our website.

www.mmkeilordowns.catholic.edu.au



Skoolbag

Is an app that you download on your smartphone. The school newsletter is sent to you via the app. If we have any important notices, we will also send them via the app.

If your child is going to be away from school, such as sickness or family holiday, you advise us by completing an absentee form on the Skoolbag app.



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>



Seesaw

Seesaw is a platform used to capture and demonstrate learning. Teachers will post photos or videos that document your child's learning as it develops. Families have the opportunity to leave comments to acknowledge and celebrate their child's achievements.

COMMUNICATION

Learning Conversations

Learning Conversations occur three times a year.

An opportunity to meet with your child's teacher will be scheduled by mutual arrangement on one of the Wednesdays before 11 March 2020.

Learning Conversations are led by the student and they take responsibility for reporting their learning. Students take on an active and lead role during these discussions. They choose pieces of work they are proud of to share and reflect on the process of learning. Teachers will facilitate the conversation and parents have an opportunity to listen, praise and ask questions for clarification and elaboration.

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

Late Arrivals and Early Dismissal

If your child arrives at school after 9:00am, 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 newsletter.

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 and complete a **Parent Induction Course** 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 Catherine Brawn who is available at the school office.

BEGINNING SCHOOL ... PREPARING YOUR CHILD FOR THE BIG DAY!!!

There are a number of things you can do to support your child to prepare for school.

- Please label all items of clothing and all belongings. Placing a distinctive sticker or ribbon on items such as school bags, which are often alike, helps the children to identify their items. Even labeling the insides of shoes can be very helpful.
- Pick-up arrangements are very important for your child's sense of security. Some children tend to panic even if you are five minutes late.
- Please make sure that your child knows who will be picking them up each afternoon. If they are to go to After School Care, please inform your child. The Preps will only be dismissed to a parent, older sibling or someone authorized to collect them from their classrooms.
- **Please inform the teacher of these arrangements, especially if there is any variation.**
- Talk about the school day in a way that your child can understand. *"It's longer than kinder, you will have time to do some activities, have a snack, and play outside. Then you will go inside and do some more activities. Later you will have another snack and play. After that you might have a story, play a game, or draw, and then it will be time for me to pick you up."*
- Explain that school is a place like kinder (only bigger). They will learn to do things over the year, such as writing stories, reading books, and playing new games. They will find all types of children at school. They will know some. They will meet new children. They will like some more than others. Explain that the teachers are there to help them, just as their kinder teachers helped them this year.
- Some children find the build up to school to be too much. Relatives and friends of the family may start making comments, hoping to be supportive. This, however, may be stressful to your child. It may be helpful to leave preparation, such as the trialing of wearing the uniform, conversations about the class, etc., until the week before they start school. Reassure your child that there will be some things that will take time to get used to - just like their kinder year.
- Lunch boxes, lids and drink bottles: Please check that your child is able to put on the lids to lunchboxes and drink bottles.
- Unwrapping their food: Can your child unwrap the item in plastic wrap? Some children find it easier to unwrap items in foil or waxed lunch wrap paper rather than plastic cling wrap. Some food may not need to be wrapped.
- As there are two scheduled opportunities to eat, you may find it helpful for your child to have two different coloured lunchboxes/packs.
- Your child's appetite may vary over the week. While we will check that your child has eaten something, we are aware that at times they do not want to eat very much. We encourage children to take any uneaten food home. This will help you gauge what your child is or is not eating.

While we may appear to be stating the obvious and a number of these ideas may not apply to your child, we have found that parents have appreciated a list of points to consider prior to the rush of starting school.

FEES & LEVIES

School Fees

Family Fee: **\$2,350**

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: **\$600**

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.

Parish

Contribution: **\$450**

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.

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