

**SAINT MARY MACKILLOP  
PRIMARY SCHOOL**



**NEW STUDENT  
HANDBOOK  
2019**



# 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:

- |                 |   |
|-----------------|---|
| <b>8:45 am</b>  | Teachers are in classrooms.<br>Students are encouraged to go to their class, unpack their bags and get ready for the day.<br>Classroom teacher marks roll, students pray with the teacher, any notes are collected and the events of the day are discussed. |
| <b>9:00 am</b>  | First Learning Block  |
| <b>10:50 am</b> | Students eat lunch in class   |
| <b>11:00 am</b> | First Play Break  |
| <b>11:45 am</b> | Second Learning Block   |
| <b>1:35 pm</b>  | Students eat snack in class   |
| <b>1:45 pm</b>  | Second play break   |
| <b>2:20 pm</b>  | Third Learning Block  |
| <b>3:15 pm</b>  | 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.

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, 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

### Girls

- Summer dress (school design)
- 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.

### 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, small 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)

## 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.

# 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 emailed to parents and carers every second Tuesday. It is also available on our website. [www.mmkeilordowns.catholic.edu.au](http://www.mmkeilordowns.catholic.edu.au)

### Skoolbag



**Stay informed with the SkoolBag App**

The SkoolBag app is the easiest way to stay up-to-date with school events, last minutes notices, newsletters and all school communications.

- 1 Download the app**  
Search for the free SkoolBag app in the Apple App or Google Play Store
- 2 Create an account**  
Sign up in seconds with your email address
- 3 Add your school**  
Search for your school and add your subscription groups

SkoolBag



### 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.

Parent-Teacher Interviews will be scheduled during Term 1.

A formal Parent – Teacher Meeting will take place in 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

## **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 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 Kellie Doherty 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.
- **Please inform the teacher of these arrangements, especially if there is any variation.**
- 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:** **\$2,250**

*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.*

## 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.

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**