



MacKillop Campus - Kippa Ring

Parent Information Handbook



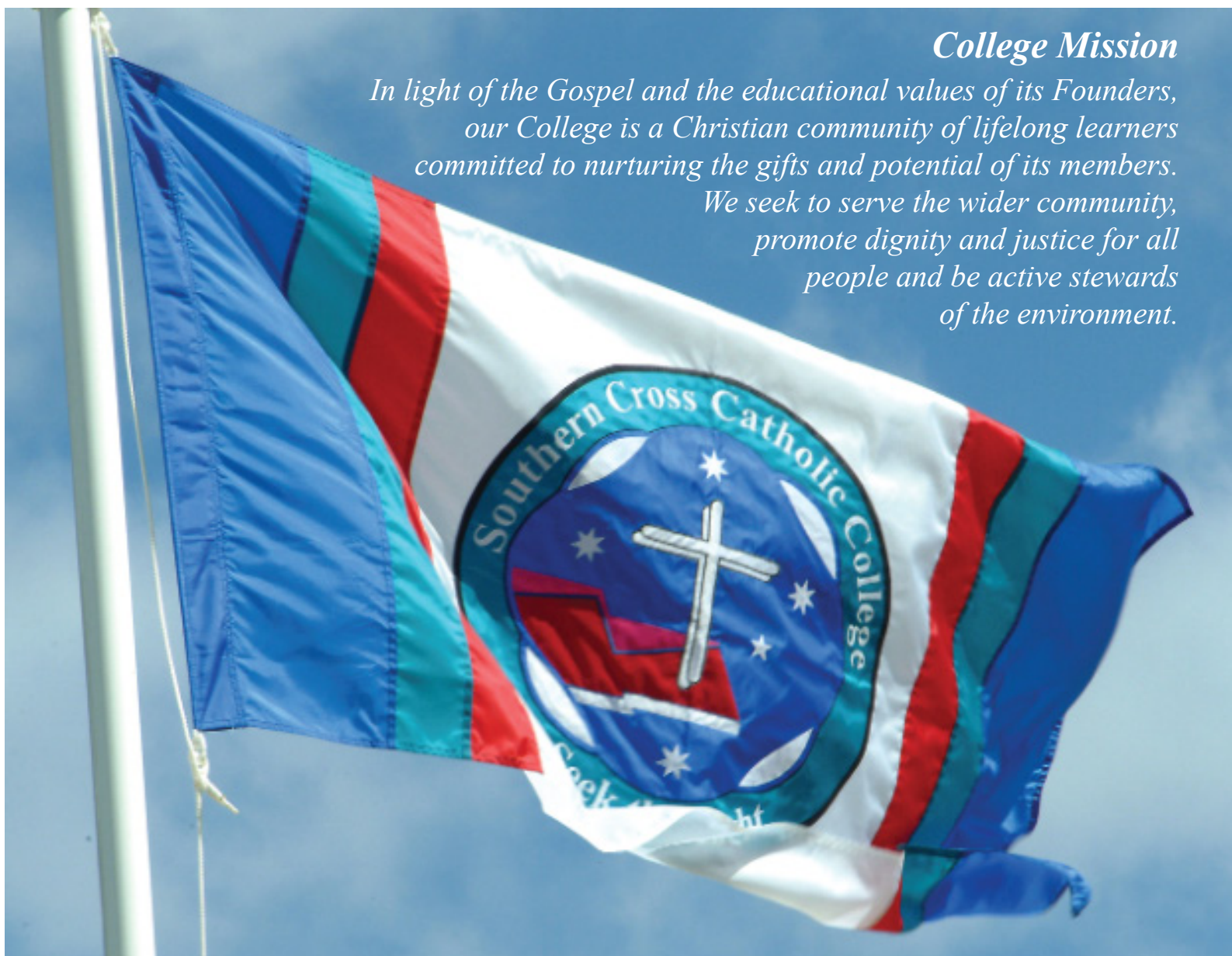
COLLEGE VISION

Southern Cross Catholic College is a learning community, which aspires to growth in knowledge, love and service in the presence of God.

College Mission

*In light of the Gospel and the educational values of its Founders,
our College is a Christian community of lifelong learners
committed to nurturing the gifts and potential of its members.*

*We seek to serve the wider community,
promote dignity and justice for all
people and be active stewards
of the environment.*



COLLEGE BADGE

The red cliffs and blue shoreline symbolise characteristics of the Redcliffe Peninsula. The cross of Christ is central to the College ethos with the stars of the Southern Cross representing 'light out of the Cross'. These symbols are enclosed by waves representing energy and our seaside location, and the jade circle represents our sense of community.

Welcome to MacKillop Campus, Kippa Ring

OFFICE HOURS

Administration Office Hours: 8.00am - 4.00pm
Phone Number: 3204 7300
Fax Number: 3204 7891
Campus Address: 110 Nottingham Street, Kippa Ring 4021

SCHOOL DATES FOR 2016

TERM 1	Wednesday 27 January	Thursday 24 March
TERM 2	Monday 11 April	Friday 24 June
TERM 3	Monday 11 July	Friday 16 September
TERM 4	Monday 4 October	Friday 2 December

CAMPUS STAFF

Principal	Mr Brett Horton
Head of Campus	Mrs Julie Hall
A.P.R.E.	Mrs Alish Conley
Curriculum Support Teacher	Mrs Michelle Logan
Secretary	Mrs Mary Heckelmann
Learning Support Teacher	Mrs Sarah Bull
Guidance Officer	Mrs Karen Carr
Resource Teachers	Mrs Michelle Logan and Ms Joanne Donohoe
Music Teacher	Ms Shiree O'Brien
Physical Education Teacher	Miss Joanne Stephensen
Tuckshop Convenor	Mrs Angela Murphy
Groundsman	Mr Hugh O'Donnell
Student Protection Contacts	Mrs Julie Hall, Mrs Alish Conley, Mrs Sarah Bull, Mrs Karen Carr
First Aid Officers	Mrs Loretta Edwards, Mrs Marianne Davis, Mrs Sarah Bull

ARRIVALS AND DEPARTURES

Enter Class: 8.30am School Finishes: 3.00pm

Your child should arrive at school between 8.10am and 8.25am. Students who arrive before this time need to wait in the bus shelter. Teacher supervision will begin promptly at 8.10am. There is NO supervision before this time.

To encourage independent behaviours, we suggest that children unpack their own school bags and organise themselves for their school day.

A school bell sounds at 8.25am. Children attend Parade in the undercover area on Tuesdays, Thursdays and Fridays at 8.25am.

Departure: 3.00pm

Please wait near the bus shelter at the front of the school to collect your child. No parent should need to walk down to classrooms at the end of the day unless you have a pre-arranged appointment with the teacher. Please be prompt collecting your children.

SAFETY

The campus has a large carpark. Parents and caregivers are encouraged to use it rather than parking on the street. In the morning children can arrive and be left in the drop off zone near the entrance to the campus. In the afternoon only coaster buses and taxis are allowed to use this zone before 3.15pm. Cars should be parked and parents, especially of younger children, should come to the shelter to pick up their children. Please use the crossings and walk only on the footpaths in the carpark. If you insist on using the street to park, parents must come across the street and walk their children to the car.

PARENT / TEACHER CONTACT

Should you wish to discuss your child's progress or any other matters of concern, please contact the Class Teacher to arrange an appointment. This will avoid interrupting or delaying classes and help ensure more satisfactory communication. Teaching is a priority during each of the three sessions; please do not have informal conversations with teachers during their teaching time.

We take our roles of caring for your children here at school very seriously. When you leave your child with us each day, by law and morally, we are compelled to act in 'Loco Parentis' (in your place as a responsible parent). Therefore you are encouraged to speak with your child's teacher or the Head of Campus if you have any concerns about another child's behaviour toward your child and NOT to raise any issues with any child, other than your own, directly. This is something we must insist upon and we would hope that you could appreciate the need for this to be stated emphatically.

PARTNERING THE COLLEGE

If you are worried about anything, please come and talk to the school. The people available to help you are:

- Classroom Teacher
- Learning Support Teacher
- Guidance Officer
- Campus Secretary
- APRE
- Head of Campus

PARENTS AS VOLUNTEERS

There is a whole range of ways that you can help the school and we certainly may need your help from time to time.

- Campus Parent Support Group
- Working Bees
- Classroom Help
- Sporting Help
- Tuckshop Assistance
- Library Assistance

Schools are extremely busy places and we rely heavily on parent volunteers to assist us throughout the year with anything from classroom activities to reading programs to handy man projects and working bees. We ask all our volunteers to be mindful of a few important points.

- Help is most important to us. Please be on time and we ask that you leave the room at the conclusion of the activities.
- We ask that parents respect all the children in the classroom and the needs that become apparent.
- Being a parent volunteer involves making a commitment for a set period of time. You are relied upon to be on time and ready to work with students other than your own children.
- Confidentiality is important when helping in the classroom. While you are not in the position to receive information about individual students, you may notice particular things. It is appreciated that your observations are not discussed outside the classroom.

LUNCH

All students: When preparing lunches, we recommend you include food your child likes. We suggest you pack at least one piece of fruit. Only pack food your child can open by themselves. (This may exclude such items as yoghurts, dangerous ring top cans, etc. for younger students). Ask your child on a regular basis if they require more or less food and check their school bags every afternoon for anything uneaten.

The children have their first and longer break for the day between 10.45am and 11.30am. There are a number of reasons for this e.g. the children are usually hungrier because of the time since breakfast; it is a cooler time of the day to play. They are supervised for the first 15 minutes of eating. Initially, this will be longer for Prep and Year 1s. This is their big lunch break and might include sandwiches, snacks and fruit. Preps will eat in their own area; other classes will eat in a designated place.

The second break is from 1.30pm to 2.00pm. Students sit down and eat under supervision for the first 10 minutes. This is their afternoon tea and might include a muffin, a few biscuits, a piece of fruit, a fruit bar or a muesli bar, etc. You might also pack in your child's school bag roll-on sunscreen and/or roll-on insect repellent. Your child can apply this before breaks. Aerosol cans are not permitted as they present a danger being a pressurised can.

LUNCHTIME ACTIVITIES/CLUBS

During first break there are a number of opportunities for children to be involved in various activities.

Lunchtime Clubs: There are 4 different clubs (Fun club, Gardening club, Technology club and Glee club running throughout the week.

Library: Is open at first break each day. Children have access to ipads and laptops, play chess, or they can do artwork, play games or read.

Soccer Nets: These are available to put out on the field for students to use as they are light and portable.

SUPERVISION

Supervision is provided before school from 8.10am and after school from 3.00pm - 3.20pm. If you require supervision for your child outside these hours please contact the Head of Campus to make arrangements. If you are running late to collect your child please contact the campus to advise the teacher on supervision duty. We are happy to assist when difficulties arise. If children arrive before 8.10am, they are to wait at the bus shelter until the supervising teacher allows them to move to verandahs and covered areas. Please note that they are not directly supervised at this time. If you are going to leave your child at school before 7.45am or collect them after 3.30pm we would ask that you register with Holy Cross Outside School Hours Care and organise for your child to be supervised at this facility.

HOLY CROSS OUTSIDE SCHOOL HOURS CARE

Holy Cross Outside School Hours Care provides for children at this Campus in the rooms at the front of the hall. This is available from 6.30am to 6.30pm. A Vacation Program is also available at the MacKillop Campus during the school holidays.

Holy Cross OSHC has a team of dedicated Educators that are committed to providing quality care for children in a safe, supportive and nurturing environment.

TUCKSHOP

The tuckshop is available Wednesday, Thursday & Friday. Orders must be placed for 'first break' and/or 'second break'. To do this we encourage you to use Flexischools online ordering but food can also be ordered by writing clearly on the outside of a paper bag the following details:

Child's Name: Class Name: (e.g. Year 5A)

Food Required:

Which Break: (e.g. first or second)

Amount of money you have enclosed:

Tuckshop price lists will be sent home at the start of the school year and you will be notified of any changes during the year. Volunteers are welcomed as essential in maintaining fresh and healthy lunches for our students.

STUDENT ABSENCE FROM SCHOOL

The school expects a phone call or some sort of notification that your child is away and for what reason. The best time for this call is between 8.00am and 9.00am. Please note that if your child is not at school until after 9.00am then they are considered absent for the first half of the day for the purposes of the Roll.

STUDENTS LATE TO SCHOOL

Punctuality is extremely important and therefore naturally expected of students who attend the College. We appreciate parental support in ensuring your child arrives each day to be ready for classes which commence at 8.30am. Parents of students who are continually late to school will receive a letter asking for a reasonable explanation. Their timely arrival to school each morning does have an impact on their ability to settle in to the class in a positive fashion. All late-comers (after 8.45am) are required to enter the school through the front office, and an adult is to sign the student in.

COMMUNICATION COURTESIES

- We do not encourage phone calls from parents to teachers during class time unless absolutely necessary.
- Messages will be left with teachers to call you back.
- We do not encourage on the spot appointments with parents at the beginning of the day. The beginning of the school day is when teachers are required to be with their class not chatting to parents.
- Afternoon messages for children should be received by the office no later than 2.30pm. However we understand that emergencies cannot be avoided.
- We do not encourage phone calls home from students unless it is deemed absolutely necessary.
- Periodically your child's class teacher may email a newsletter or class update. This is to inform you of class events and learning activities your child may be participating in.

The options for parent-teacher communication include:

- Personal (informal) meetings
- A note in your child's diary
- Phone calls
- Appointments to schedule longer meetings
- Short note for absences, illness, incorrect uniform, etc.

Please note: Personal contact is preferable for issues or concerns parents have as there is less opportunity for ambiguity or misunderstandings.

UNIFORM

Prep, Years 1, 2 and 3 students wear sport uniform every day.

Years 4 to 6 students wear their sports uniform two days per week. One day will be their P.E. lesson day and the other will be a Friday (interschool sport). Sports uniform will also be worn on special days (e.g. excursions) as directed by the classroom teacher.

LIBRARY

Children require a library bag for carrying borrowed books. This bag can be purchased from the Uniform Shop. Students have a library lesson each week and also are allocated computer time on the network available in the Library building.

The Chatting Children program is a program that has been introduced across the College as a way to support parents in the early reading development of their children and starts with our Pre-Prep children in the term before they start Prep at MacKillop Campus and continues for Term 1 of their Prep Year. Children come to the library and borrow a picture book, and receive a pack of related activities that parents can use with their child to promote fun and learning.

MASS

Each week, some of our classes attend the 9.00am Parish Mass at Holy Cross Church on Tuesday. Classes are rostered to be involved in the preparation of parts of the Mass. Parents are always welcome to join us at our Masses.

ASSEMBLY AND PRAYER TIME

Every second Wednesday at 2.30pm students from different classes lead us in prayer and then the Year 6 students organise the rest of the assembly which includes birthdays, presentation of certificates, musical performances, special notices and singing of the national anthem. We also surprise students with the occasional guest speaker. Our assemblies take place in the Mary of the Cross Centre.

SACRAMENTAL PROGRAMME

The celebration of the Sacraments is the responsibility of the Parish. However, the campuses play their part in supporting the program through the Religious education curriculum and support from the staff especially in the celebration of First Reconciliation, First Eucharist and Confirmation.

PHYSICAL EDUCATION

Our physical education teacher organises a perceptual motor program for our Early Years classes (Prep and Year 1) to develop abilities in gross and fine motor skills, balance, hand/eye and eye/foot co-ordination and the senses. Parental help is required.

Swimming lessons are conducted for Years 3 to 6 in Term 1 and Prep to Year 2 in Term 4.

Prep to Year 3 compete in a Cross Country Carnival for all three campuses held at MacKillop Campus. Year 4 to 6 compete in an Interhouse Cross Country carnival from which some 10 to 12 years students are selected to compete in the district carnival.

PHYSICAL EDUCATION (cont.)

Year 4 to 6 classes compete in an Interhouse Athletics Carnival. Children (10yrs to 12yrs) are then selected for the district carnival.

Year 5 and 6 are involved in Interschool Sports (cricket, softball, netball, basketball, touch football, rugby league, AFL, tennis, etc) throughout the year on a Friday afternoon.

A number of visiting sporting groups conduct skill sessions (soccer, hockey, AFL, rugby union, bowls, tennis, indoor cricket, etc.).

BOOKLISTS

In Term 4, parents will receive booklists for next year. These lists include texts and stationery. Parents can buy book packs through P&F who use Brodies, and the P&F receive a percentage of sales. Brodies will deliver the packs to your home early in January.

PRIMARY LEVIES

Levies are included in the fees and are charged according to your child's year level. As Year 5 and 6 are the only year levels that have camps, their levies will be set accordingly. Swimming, excursions, art and craft, sport, arts council performances and some class text books are also included in the levies. In fact, families should not have to send in cash for anything other than tuckshop and perhaps a gold coin donation for a charity fundraising day.

REPORTING

Term 1	Years Prep - 6 Prep - 6	Parent Information Evening Parent Teacher Conferences (Easter Time)
Term 2	Years Prep - 6	Summary of Student Achievement and Application Student Folio
Term 3	Year 3 and 5 Prep - 6	National Assessment Program Reports (NAPLAN) Parent Teacher Conferences (September)
Term 4	Prep - 6	Summary of Student Achievement and Application Student Folio

BEHAVIOUR SUPPORT

Southern Cross Catholic College Student Behaviour support Plan is intended to promote the good order and safety of our school community. This Plan aids to foster self-discipline and responsibility, so that our students progressively grow in their capacity to exercise moral judgement, democratic values and a concern for the common good.

Positive student behaviour support is considered to be an integral part of all learning and teaching experiences. Learning becomes rich, real and relevant when individuals, in all their diversity, experience connectedness and feel valued and safe.

Southern Cross Catholic College **STAR** Rules.



The College approach to Student Behaviour Support includes:

- Teaching behaviour and personal and social learning in a curriculum context, through Learning Areas and/or the General Capabilities of the Australian Curriculum
- A consistent approach that has the support of the school community
- Effective teaching of expected behaviour and/or social skills
- Effective learning and teaching practices to engage students in learning
- A focus on positive relationships and mutual respect
- Support for students who are identified as requiring additional assistance
- A system to reinforce expected behaviours
- A physical environment that demonstrates school pride, cleanliness and other and respect for property
- Student Support Team Meetings that are used to enact team decision making processes.

