



Mary MacKillop College  
Kensington

# Mary MacKillop College

## **2016 Parent Handbook**



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Mary MacKillop College  
Kensington

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## Mary MacKillop College

is a school community that  
welcomes all in the name of Jesus Christ,  
strives to develop the potential of each individual,  
responds to the needs of the individual,  
has a commitment to simplicity of lifestyle and  
has a special concern for those most in need.

# our vision





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# 1

# Welcome from the College Principal

I trust that our 2016 Parent Handbook opens a window into the rich and vibrant life of Mary MacKillop College.

Many people have suggested to me that our College is a “hidden gem”, tucked away behind Portrush Road in a quiet leafy street. Our College is small in terms of student numbers and that enables strong and enduring relationships to be developed quickly between staff and students. These quality relationships go hand in hand with quality teaching and learning. Our girls feel at home and very much part of the College community.

The College has a strong connection with the Sisters of St Joseph of the Sacred Heart (Sisters) and we honour these historical connections and look to the future with hope and a sense of purpose to continually develop a faith filled community inspired by the service of St Mary of the Cross MacKillop, Australia’s first saint.

Our College has adopted the motto “Know more, Do more, Be more.” I developed this motto inspired by reading *Learning: The Treasure Within*, the report to UNESCO of the International Commission on Education for the Twenty-first Century. The Commission felt that education throughout life is based upon four pillars: learning to know, learning to do, learning to live together and learning to be.

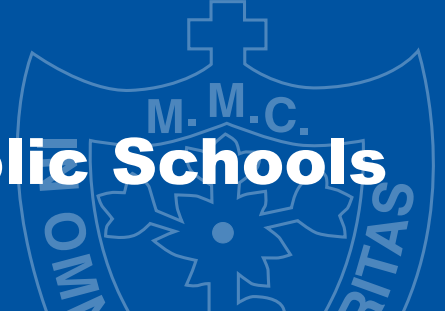
The motto “Know more, Do more, Be more” assists staff and students focus on what we are aiming to achieve at Mary MacKillop College. Young women skilful and knowledgeable, active in their learning and co-constructors of new knowledge, open to challenging opportunities, and a sense of service and spirituality inspired by our Josephite tradition.

Mary MacKillop was always a teacher and the education of children came first. At Mary MacKillop College students are at the heart of the learning and everything we do supports the learning of students. We respect and celebrate the uniqueness of each young woman and do this within a caring, supportive, challenging and contemporary environment.

We are a Catholic College with a diverse student community, of different cultures and faith traditions, open to all in the spirit of Mary MacKillop, a woman of courage and resourcefulness, a woman for our times.

*Kath McGuigan*  
Principal





## 2.1 A Vision for South Australia

Catholic schools educate young people in all dimensions of life, by:

- **Developing the whole person**  
Catholic schools take into account the student's intellectual, moral, spiritual, religious, physical and social capacities. Catholic schools are committed to join whole heartedly with all educators in the search for new methods and more effective ways of passing on the collective wisdom of humankind to subsequent generations. All students are to be prepared for life in a world which is rapidly changing, both technologically and socially.
- **Encouraging a lifelong searching for truth**  
Catholic schools initiate students into the wisdom of the Church and into the collective wisdom of humankind. This is intended to lead to a thirst for wisdom that continues through life.
- **Challenging students to servant relationship**  
Students in Catholic schools are the future leaders of the world and the Church. In imitation of Jesus, such leadership is understood as a service.

Catholic schools invite young people to join the Church's mission, by:

- **Inviting them to journey to personal Christian faith**  
People in Catholic schools are called to follow Jesus in today's world. Children's capacity for faith grows with age, as St Luke said of the child 'Jesus increased in wisdom, in stature and in favour with God and people.' Luke 2: 52.
- **Reflecting on and applying current theological insights**  
Students and teachers are called to reflect on and apply the renewal of theology, promoted by the Second Vatican Council. The experience of people in Australian Catholic schools and the insights of theologians are to be kept in constant dialogue.
- **Drawing inspiration from the values of the Gospel**  
The virtues Jesus inspired in the people of first century Palestine are to be reflected in Catholic schools today. Schools provide for students in areas in which families alone cannot provide all the educational resources needed for preparation for life in the world.

Catholic schools welcome students to a Christian learning community, by:

- **Inviting them to grow in responsibility and freedom**  
The Catholic schools' ideal is one of responsibility and self determination, lived out in a community context.
- **Recognising the unique presence of God in all people**  
Children in Catholic schools are members of the Catholic faith or have parents who enrolled their children in Catholic schools on the understanding they will participate in the total life of the school, as the Second Vatican Council forcibly reminds us that God loves all people. (Church in the Modern World; No. 29.)
- **Encouraging the pursuit of excellence**  
Catholic schools are unequivocally committed to the pursuit of excellence in all areas of school life. This includes striving for academic achievement and the building of communities, both civil and religious.
- **Being places of celebration**  
The celebration of God's love in Christian sacraments, especially the Eucharist, is at the heart of the Catholic school life. The human and divine gifts of humour, creativity, tolerance, joy, accomplishment and peace are to be prized and celebrated in many ways.

Catholic schools prepare young people for life, by:

- **Giving Christian witness in the world today**  
Catholic schools participate in the mission of the Church and are privileged places where the values and practices of Catholic Christianity are lived and taught to students as an integral part of life.
- **Being aware of all the dimensions of creation**  
For Catholics, a complete ecological view incorporates a Christian understanding of God's overall love for every created reality. (Genesis 1:1). This view informs school curriculum and school management.
- **Developing an open and critical attitude to the world today**  
Jesus both loved the world and was fiercely critical of abuses in the world. Students need to be educated to develop the capacity for critical thinking, for the ability to decipher what is truly good in Australian culture and students are to be educated to think and act on the basis of personal reflection.
- **Promoting mutual relationships and partnerships**  
Students are prepared to live and work in a world that increasingly values equality and solidarity among all people.

3

## St Mary of the Cross MacKillop



Mary MacKillop College enjoys a singular privilege in both its location and its connection to the life and legacy of St Mary of the Cross MacKillop.

We embody her principles and her spirit in every aspect of its life – situated as we are in the very shadows of her chapel and the original mother-house here in Adelaide. That connection guides us in all that we do.

Mary was often quoted saying, “Never see a need without doing something about it”. This remains at the forefront of our students’ awareness of themselves as members of the Josephite community, embracing the spirit of Mary and engaging the world.

In Masses, chapel assemblies, classroom Pastoral Care and charitable outreach, the religious dimension of the College draws its life from the living heart of Australia’s pioneering founder of the Josephite order and its tradition of service to others.

You will find this spirit in the faces of our young women as they grow in their understanding of the rich promise that is their living faith, their ever-expanding awareness of the potential of their own contribution to the world and to bringing God’s love to the place and time in which they live.

At Mary MacKillop College, the invitation to take part in this faith experience is offered on a daily basis and our reputation as a faith-filled community rests on the willing and generous response our girls give to this invitation.

“Let us never forget that God has done wonders for us and wonderfully protected us in our helplessness.”

Mary MacKillop | 1882

## 4 Sisters of St Joseph of the Sacred Heart

The Congregation of the Sisters of St Joseph of the Sacred Heart SA Inc (Congregation) was founded by St Mary of the Cross MacKillop and Fr Julian Tenison Woods.

The beginnings of the order were in Penola, South Australia, with the opening of the first Josephite school on St Joseph's Day in 1866.

Today there are almost a thousand Sisters of St Joseph living and working throughout Australia, New Zealand, Peru, Ireland, Scotland, East Timor and Brazil. These Sisters still have a central leadership which is located in North Sydney.

The College shares a deep connection to the Sisters who attend functions and continue to support staff, students and families through prayer and visitation.

Mary MacKillop always challenged her Sisters to look after the most neglected people in society so much work was done in education and the care of orphans and young women on the streets.

Today the Sisters continue this work caring for our indigenous communities, rural families, refugees and those seeking spiritual help.

In 2016 we will celebrate the Sesquicentenary of the Sisters of St Joseph of the Sacred Heart. Across the country many events, Masses and excursions will take place to recognise the great work of the Sisters, as visioned by St Mary of the Cross MacKillop and Fr Julian Tenison Woods. As a College we will participate in these events along with hosting our own celebrations.







## 5 College Board of Governance

The College is owned by the Trustees of the Sisters of St Joseph and is operated as a corporate entity called ‘Sisters of St Joseph Mary MacKillop College Kensington Limited.’ The College Board governs the College on behalf of the Trustees of the Sisters of St Joseph

### Members of the Board in 2016

- Gess Carbone (Chairperson)
- Antoinette Lindquist (Deputy Chairperson)
- Susan Antoun
- Louise Bywaters
- Mary Camilleri
- Sr Mary Cresp
- Jim McKenzie
- Lincoln Smith



As a Josephite Catholic secondary College for girls, Mary MacKillop College provides a Christian environment where the values of the Gospel are proclaimed and encouraged.

Girls are involved in daily prayer in Pastoral Care time, weekly chapel assemblies and annual retreats where they have the opportunity to deepen their relationship with God and each other. They also attend whole-school and regular year level Masses in St Joseph's Chapel, built by St Mary of the Cross MacKillop.

Religious Education at Mary MacKillop College is concerned with encouraging girls to know more, do more and be more, to "embrace Mary MacKillop and engage in the world", to strive for justice and to make a difference to the lives of others. This is achieved through a careful cultivation of the hearts and minds of our young women to prepare them for society, to promote reason and intelligence, and to fire their imagination.

## 6.1 Our Vision Statement

Mary MacKillop College is a school community that welcomes all in the name of Jesus Christ, strives to develop the potential of each individual, responds to the needs of the individual, has a commitment to simplicity of lifestyle and has a special concern for those most in need.

## 6.2 Our History

The College began in the shadow of World War II in 1944 when secondary students, who had previously been taught at various parish schools run by the Sisters, were brought together in Queen Street, Norwood. In the first year 100 students were enrolled in classes from First Year to Leaving Honours. The school was known as St Joseph's Higher Primary.

In 1950 the school moved to Bridge Street where a small building had served as the Parish school. During the 1950s a hall was hired in High Street to cater for the rapidly increasing numbers. This led to a building project undertaken by the Sisters and in 1963, the school, which had been renamed St Joseph's High School moved into the Phillips Street site with an enrolment of 200.

During the 1960s student numbers increased, lay people joined the teaching staff and Sister Oliver remained as Principal, making a unique and inestimable contribution to the growth and spirit

of the school. In 1970, Sister Oliver's last year as Principal, the name was changed to Mary MacKillop College.

Since its humble beginnings the College has continued to embrace students from all walks of life and educate them in the true spirit of Saint Mary of the Cross MacKillop. A very real and precious connection has been maintained with the Sisters and our girls enjoy classes in a modern, well-resourced, comfortable environment while having access to the chapel and convent grounds where Mary herself lived and worked to promote educational opportunities for girls.

## 6.3 Our Crest

Our Josephite College motto "In Omnibus Caritas" (In All Things Love) reminds us of this guiding principle in all that we do. In the words attributed to Saint Mary of the Cross MacKillop, we "Never see a need without doing something about it".

At the centre of the College badge is a lily. This lily symbolises that, just as St Joseph was especially chosen by God, so are we all. The lily is associated with St Joseph through an ancient legend which explains how he was chosen to be the spouse of Mary. A group of suitors wished to marry Mary, but Joseph was divined as the chosen one because the staff which belonged to him miraculously flowered into lilies as the Holy Spirit appeared and settled on his staff.

When Mary MacKillop and Julian Tenison Woods established the order of nuns in Penola in 1866 they chose to call them the Sisters of St Joseph of the Sacred Heart. The Josephite charism, initially articulated by Mary MacKillop and Julian Tenison Woods, has been expressed in the vowed life of the congregation since that time, and for this reason Mary MacKillop College is referred to as a Josephite school.

The gold colour represents the divine and human love referred to in the motto. The blue is symbolic of Mary, the Mother of God. The brown colour symbolises St Joseph, her spouse.

"Joseph" means "growth" so the lily stands both for the integrity of his life and character, and for the growth to wholeness which is nourished in the students of Mary MacKillop.





## 6.4 Our College Anthem

In 2000, two Year 12 Music students, Meredith Dowd and Leah Goyak, composed the College anthem:

### Mary's Vision

She had a vision for all the children to be free  
To help the lonely and stop despair and poverty  
She taught the poor and humble, Sister of the Sacred Heart  
And with her love and guidance brought our school to a start

We look to Mary MacKillop to guide us through our years  
To give us hope and courage and rid us of our fears  
We are MacKillop College and we are proud to be  
Living in your image for all the world to see

She was determined to make things just and make things right  
She showed compassion to the unnoticed ones in life  
Oh gentle Mary, you are a part of every day  
We walk beside you, your faith has guided us the way

We look to Mary MacKillop to guide us through our years  
To give us hope and courage and rid us of our fears  
We are MacKillop College and we are proud to be  
Living in your image for all the world to see

So may your spirit live on in each and every one  
Give us the strength to carry on the work that you have done  
We are MacKillop College and we are proud to be  
Living in your image for all the world to see

We look to Mary MacKillop to guide us through our years  
To give us hope and courage and rid us of our fears  
We are MacKillop College and we are proud to be  
Living in your image for all the world to see

(Leah Goyak/Meredith Dowd 2000) Copyright Mary MacKillop College

# 7 Parents & Friends



## 7.1 Parents and Friends Committee

The vibrant Parents and Friends Committee works actively to support the College through coordinating functions and fundraising ventures, and enhancing student opportunities and the learning environment for our young women.

Parents can be involved in a range of events, including:

- Open Day
- Annual Music Concert
- Annual Sports Evening
- Carols on the Deck
- Canteen
- Sporting activities including team coaching.

All members of the school community are encouraged and welcome to join the hardworking Parents and Friends Committee. It is an understanding of all parents that they would complete a consent to obtain a recognised Catholic Police Check before involving themselves in the life of the school. This is a required child protection practice for all Catholic schools.

The Parents and Friends Committee is a member of the Federation of Catholic School Parent Communities.

To register your interest in joining the committee please visit the Parents and Friends page on the College website [www.marymackillop.sa.edu.au](http://www.marymackillop.sa.edu.au).

## 7.2 The Federation of Catholic School Parent Communities

The Federation of Catholic School Parent Communities (Federation) is a federation of the affiliated parent organisations in each South Australian Catholic school.

In 1967, a group of concerned parents from Catholic schools in South Australia met to form a group to lobby the state government to provide funding grants to Catholic schools. At that time, South Australia was the only state that did not provide government aid to our schools.

The lobbying of this group was successful and from this fruitful beginning the Federation has grown and flourished. It continues to be an active voice for parents and families with children in Catholic schools, representing the views, thoughts and needs of all parents in state and national education forums. We also proudly support and promote the tireless work of parents as partners in school communities.

The Federation represents all parents of all children in South Australian Catholic schools.

### The Federation's Vision

To be an independent, influential voice committed to achieving quality and equity in educational opportunities and outcomes for students in Catholic schools.

### The Federation's Mission

We exert influence in pursuit of policy outcomes, develop and share resources and build the capacity of parents to be partners in the education of their children.

For further information about the Federation, please visit their website [www.parentfederation.catholic.edu.au](http://www.parentfederation.catholic.edu.au).



## 8

# Our Parish Community

The College has a valuable resource and special connection with the Sisters of St Joseph's and the Jesuit priests of the Norwood Parish of St Ignatius.

Father Joseph Dooley is our College Chaplain. Since his arrival in Adelaide from Riverview in Sydney, Father Joseph has become an important mentor for our College community. He has been directly involved in the sacramental life of the College celebrating the Mass with all year levels and at major events such as Feast Day, Beginning of the Year and End of the Year Family Masses.

While our College is part of the Norwood Parish our students also come from the Parishes of:

## Norwood

St Ignatius  
Cnr Queen and Williams St  
Norwood, SA, 5067  
Rev Father Paul Mullins SJ

## Hectorville

The Annunciation Church  
20 Montacute Road  
Hectorville, SA, 5073  
(08) 8336 9988  
Rev Father Anthoni Adimai SdM

## Newton

St Francis of Assisi  
59 Newton Rd  
Newton, SA, 5074  
(08) 8337 3849  
Rev Father Bernard Morawski OFM Cap

## Payenham

Our Lady Queen of Peace  
Cnr Marian & Portrush Rd  
Payneham, SA, 5070  
(08) 8364 4140  
Rev Father Allan J Winter

## Kingswood

Our Lady of Dolours  
Cnr Cambridge and Tutt St  
Kingswood, Sam, 5062  
(08) 7070 0023  
Rev Father Michael Brennan

## Tranmere

St Joseph's Church  
484 Magill Road  
Kensington Gardens, SA, 5068  
(08) 8431 6932  
Rev Father Anthoni Adimai SdM

## Dernancourt

St Pius X  
Avoca St  
Dernancourt, SA, 5075  
(08) 8261 2428  
Rev Father Ian Mackintosh OMI

## Glen Osmond

St Paul of the Cross  
15 Cross Rd  
Glen Osmond, SA, 5064  
(08) 8338 1277  
Rev Father John Curtis CP

## Tea Tree Gully

St David's  
Vizard Rd  
Tea Tree Gully, SA, 5091  
(08) 8264 4694  
Rev Father James Jeyachandran OMI





## Leadership Team

<b>Principal</b>	Kath McGuigan
<b>Deputy Principal</b>	Helen Steele
<b>Director of Curriculum</b>	Cathy Swain
<b>Director of Business &amp; Finance</b>	Rosette de los Reyes

## Pastoral Care Coordinators

<b>Year 8</b>	Ida Parente
<b>Year 9</b>	Lauren Sutton
<b>Year 10</b>	Laura Abarno
<b>Year 11</b>	Miescha Hawkins
<b>Year 12</b>	Jeanene Corbo

## Learning Area Leaders

<b>Business, Enterprise &amp; Technology</b>	Elena Tatarelli
<b>Cross Disciplinary</b>	Cathy Swain
<b>English</b>	Mini Del Corso
<b>Head of Music</b>	Gavin Hughes
<b>Health &amp; Physical Education</b>	Matthew Gilliland
<b>Humanities</b>	Shauna Fragomeli
<b>Languages</b>	Mary Lepore
<b>Mathematics</b>	Barbara Morrish
<b>Religious Education</b>	Adriana Sotira
<b>Science</b>	Josie Spizzo

## Coordinators

<b>Inclusive Education Coordinator</b>	Tom Porta
<b>Reliefs Coordinator</b>	Matthew Gilliland
<b>Sports Coordinator</b>	Lauren Sutton

## Pastoral Care Teachers

<b>8 Red</b>	Claire MacLennan
<b>8 Blue</b>	Mary Lepore Charina Belotti
<b>8 Green</b>	Tom Porta
<b>9 Red</b>	Romina Penna Nadia Witton
<b>9 Blue</b>	Elena Tatarelli
<b>9 Green</b>	Joe Alvaro Michelle Beecham

## 10 Red

Claudio Iannace  
Julia Marciano

## 10 Blue

Anne-Marie Gates  
Rosemary Bray

## 11 Red

Angela Boccaccio

## 11 Blue

Kay Christopher

## 11 Green

Kathy Ayliffe

## 11 Yellow

Gavin Hughes

## 12 Red

Barbara Morrish

## 12 Blue

Mini Del Corso  
Ted Branson

## 12 Green

Adriana Sotira

## 12 Yellow

Shauna Fragomeli

## Learning Area Teachers

Cathy Buttignol  
Linda Di Blasio  
Janelle Fletcher  
Irene Lauder  
Dimitra Thomas

## Education Support Officers

<b>Canteen</b>	Narelle Matthews
<b>College Counsellor</b>	Cathy Buttignol
<b>Director's Assistant/Student Records</b>	Jo Cirocco
<b>Finance Assistant</b>	Leanne Hale
<b>Groundsmen</b>	Kelvin Dean John Simpson
<b>Inclusive Education Assistants</b>	Adriana Rinaldo Marika Harrap
<b>IT Assistant</b>	Colleen O'Toole
<b>Laboratory Assistant</b>	Sharon Howson
<b>Library Assistant</b>	Alicia Papp
<b>Marketing &amp; Communications</b>	Melanie Hall
<b>Network Manager</b>	Allan Rodda
<b>WHS Coordinator/Finance Assistant</b>	Lina Polisena
<b>Principal's Assistant/Registrar</b>	Justine Sheehy
<b>Reception</b>	Vera Iannella
<b>Student Services/PCC Assistant</b>	Lucy Levato
<b>Administration Assistant</b>	Rossana Capone



# 10 Student Wellbeing

## 10.1 Pastoral Care Program

At Mary MacKillop College our touchstone, in pastorally caring for our students, is the charism and ethos of Mary MacKillop, who worked to consistently present the face of Christ to all, whatever their socio-economic background, position or creed.

Through the Pastoral Care Program, students learn how to care for themselves and others, how to exercise personal responsibility and how to empower themselves to take control of their own learning and to plan for a productive future.

Pastoral Care Teachers are integral to the life of the College community and care for the wellbeing of students in their Pastoral Care Class. This is done by respecting each student as an individual, by encouraging them, praising them, and showing interest in their progress and the achievement of their potential. Nurturing wellbeing includes spiritual and emotional wellbeing, as well as academic success.

As teachers for student wellbeing, we:

- foster concern for each other, and an understanding of justice and the importance of relationships
- foster leadership and faith formation opportunities
- are accessible to students and approachable
- respond to student concerns
- identify problems and seek support from providers in the school community
- familiarise students with school policies and with leadership and administrative roles in the school. This will empower them to make effective, responsible choices and to better understand the meaning of being part of a community.
- maintain an ongoing contact with parents, consistent with our family-school partnerships policy, to share information, to share concerns, to praise and acknowledge achievements, and to foster our school as a place of welcome.

The School Counsellor also works closely with the students and will access outside support agencies if required. Collaboration and communication with families are critical to overall student wellbeing.



## 10.2 Restorative Justice

The College Pastoral Care Program is based on the principles of restorative justice.

### Restorative Justice

Restorative justice is a process that advocates that the people most effective at finding a solution to a problem are the people who are most directly affected by the problem. Restorative processes create opportunities for those involved in a conflict to work together to understand, clarify, resolve the situation and work together towards repairing the harm caused.



## 10.3 Student Leadership

### Senior Leadership Opportunities

Year 11 students are invited to apply for these positions, are interviewed by the Principal, address the student body and are selected by vote or merit. The College Captains, Year 12 Prefects, Social Justice Captains, Music Captains and Sports Captains make up the Senior Student Leadership Team of the College. Primarily, the duty of a member of the Senior Student Leadership Team is to be a visible role model for other students, to promote harmony within the College community and to maintain the charisma of Mary MacKillop.

#### College Captains

Responsibilities include:

- leading and supporting the College's Student Leadership Team in the carrying out of its roles and mission in the College
- attending student leadership forums and conferences including the National Josephite Student Leadership Gathering interstate (JJAMM) and the College Student Leadership Camp
- liaising with staff and students in the coordination of whole school events such as JJAMM Week, and Year 12 specific activities such as the Year 12 Formal, Year 12 Retreat, etc
- leading and/or speaking at formal College occasions
- representing the College at community and Church events
- liaising with student leaders from other Josephite schools in South Australia and interstate
- writing articles for the College newsletter
- presenting a written report for the College Yearbook.

#### Social Justice Captains

The Social Justice Captains promote the concept of social justice within and beyond the College community.

Responsibilities include:

- having the ability to enthuse the school community in the area of social justice and to take a leading role in this area within the school
- demonstrating creativity and energy in the area of student involvement in social justice projects and events
- keeping the school body informed about social justice initiatives within the College via assemblies, College newsletters and the daily bulletins, etc
- coordinating and/or assisting in the coordination of various social justice initiatives/projects/fundraisers within the school.

#### Four Prefect Positions

Responsibilities include:

- regular attendance at Senior Student Leadership Team meetings facilitated by the Deputy Principal and the Year 12 Pastoral Care Coordinator
- assisting with the Senior Formal for Year 11 and Year 12 students
- leading and addressing school assemblies
- addressing staff meetings and school tour groups
- attending leadership conferences
- writing articles for the College newsletter
- assisting at College functions
- organising fund-raising activities.



# 10 Student Wellbeing

## Sports Captains

Students are placed in one of four Houses when they begin at the College. The four College Houses – Tappeiner, Tenison, Flora and Alexander are led by a Sports Captain.

Responsibilities include:

- conducting House meetings for the Swimming and Athletics Carnivals
- speaking at assemblies
- writing reports for the College newsletter
- organising cheer squads
- organising and hosting the annual Sports Night.
- making formal and informal connections with all year levels.

## Music Captains

The Music Captains raise the profile of Music in the College and provide organisational assistance with the growing numbers of students involved in vocal and instrumental ensembles.

Responsibilities include:

- assisting Music staff with events such as the Primary School Music Tours, Concert Evenings and other performances
- attendance at the Heads of Music in Non-Government Schools Music Captain Leadership Workshop
- presenting reports at assemblies and in the College newsletter
- organising and hosting the annual Music Night.

## Whole School Leadership Opportunities

### Student Representative Council (SRC)

Each year level (Years 8 – 11) select two representatives by vote, to be part of this Council. The SRC and the Senior Leadership Team are formally inducted at the St Joseph's Day Mass in Term 1.

Responsibilities include:

- regular attendance at meetings
- communicating with members of their class to present summaries of meetings and identifying issues of concern to be addressed at following meetings
- communicating with the Senior Student Leadership Team and attending meetings as required
- organising fundraising activities.

The SRC (Years 8-11) and the Senior Student Leadership Team form the Mary MacKillop College Student Leadership Team.

### Peer Support Leadership Program

The Year 11 Peer Support Leaders, meet regularly with Year 8 students throughout their first semester at the College. The leadership selection process; a combination of self-nomination, student nomination and teacher nomination, occurs at the end of the Year 10 Peer Support Program, which is undertaken by all Year 10 students as part of their PLP (Personal Learning Plan).

The aim of the sessions, conducted by Year 11 Peer Support Leaders, is to promote positive relationships with and between Year 8 students in a supportive network. This is developed through structured fun activities which focus on improving communication skills, confidence and self-esteem.



Responsibilities include:

- regular attendance at planning and debriefing sessions
- conducting activities with Year 8 students as part of their Pastoral Care Program
- sharing issues of concern
- being a friend to students in their group in the school yard
- assisting at school functions such as the College Open Day and other community functions.

### **Class Leadership**

As members of a Pastoral Care Class, students are rostered as class leaders in the areas of morning prayer/reflection, assisting the Pastoral Care Teachers in the collection of monies and notices, and class security and cleanliness.





# 11 Teaching and Learning

Our curriculum focuses on the academic, social and emotional development of the young women in our College, while our learning programs are designed to develop student confidence, knowledge, skills and capabilities relevant for an increasingly globalised and electronic society.

We are committed to developing a curriculum that is innovative, inclusive and values all pathways, that is current and relevant to student needs, and is responsive to change in society.

Our broad curriculum and our high expectations of students encourages them to become self-directed and lifelong learners. The teaching and learning program improves the student's ability to learn and to give them an opportunity to demonstrate what they know, understand and can do in a range of assessment conditions.

## 11.1 Learning Areas

Should you have any questions or concerns regarding any learning area please contact the Learning Area Leader as listed below.

<b>Religious Education</b>	Adriana Sotira
<b>Head of Music</b>	Gavin Hughes
<b>Inclusive Education Coordinator</b>	Tom Porta
<b>Business, Enterprise &amp; Technology</b>	Elena Tatarelli
<b>Cross Disciplinary (PLP &amp; RP)</b>	Cathy Swain
<b>English</b>	Mini Del Corso
<b>Health &amp; Physical Education</b>	Matthew Gilliland
<b>Humanities</b>	Sauna Fragomeli
<b>Languages</b>	Mary Lepore
<b>Mathematics</b>	Barbara Morrish
<b>Science</b>	Josie Spizzo

## 11.2 The Religious Education Program

The Religious Education curriculum at the College is at the heart of our education program. Under continuous development, the RE Curriculum is in an exciting time of renewal focussing on:

- the integration of information technology through the Understanding Faith multi-media program
- the implementation of the Crossways Curriculum
- the integration of the MITIOG (Made in the Image of God) program
- the maintenance of Stage 2 Religion Studies as a SACE 10 credit subject.

The curriculum is augmented by a vibrant Retreat program through Years 8 to 12, including a pilgrimage at Year 9 which highlights the activities and places undertaken by Saint Mary of the Cross during her time in South Australia and culminating in an over-night Retreat for the Year 12s at Nunyara in Belair.

Many of the College's graduates recall the retreat experiences as some of the most significant events in their time at Mary MacKillop College.

## 11.3 Year 8 & 9 Programs

At Mary MacKillop College we ensure that students are exposed to a broad, common curriculum in line with the Australian Curriculum. This enables students to experience many subject areas and to discover their learning strengths.



Compulsory subjects in Year 8 are Religious Education, English, History & Geography, Mathematics, Science, Health and Physical Education and Italian. Electives are offered in Art, Drama, Music, Home Economics, Dance and Digital Technologies. Subjects are studied for either a full year or semester.

The Year 9 curriculum offerings ensure that students have the opportunity to select a variety of subjects from the key learning areas that enable them to build on their particular learning strengths and ensures the relevance of learning in today's world. Compulsory subjects include Religious Education, English, History & Geography, Italian, Mathematics, Health and Physical Education and Science with Digital Technologies, Art, Drama, Home Economics and Music as elective offerings. Subjects are offered as full year or semester length as indicated.

## 11.4 Year 10 Program

Year 10 students study some compulsory subjects but are able to choose four semester length elective subjects. They also begin their SACE studies as they commence the PLP. Compulsory subjects include Religious Education, English, History & Geography, PLP, Mathematics and Science.

## 11.5 Year 11 (Stage 1) & Year 12 (Stage 2)

The South Australian Certificate of Education is an internationally recognised qualification that paves the way for young people to move from school to work or further training and study. The SACE has been designed to meet the needs of students, families, further education providers, employers and the community. The SACE helps students develop the skills and knowledge they need to succeed – whether they are headed for further education, training, an apprenticeship, or straight into the workforce.

The certificate is based on two stages of achievement:

- Stage 1 (usually completed in Year 11)
- Stage 2 (usually completed in Year 12).

Each subject or course successfully completed earns 'credits' towards the SACE, with a minimum of 200 credits required for students to gain the certificate. Students receive a grade from A to E for each subject at Stage 1, and from A+ to E- at Stage 2. To achieve the SACE, students must complete the compulsory requirements with a C grade or higher at Stage 1 and a C- grade or higher for Stage 2 requirements:

Requirements for Completing the SACE	Credits
<b>Year 10</b>	
Personal Learning Plan (compulsory)	10
<b>Year 11 or 12 (Stage 1 or 2)</b>	
Literacy (from a range of English subjects and courses) (compulsory)	20
Numeracy (from a range of Mathematics subjects and courses) (compulsory)	10
Other subjects and courses of the student's choice	90
<b>Year 12 (Stage 2)</b>	
Research Project (compulsory)	10
Other Stage 2 subjects and courses* (compulsory)	60 or more
<b>Total</b>	<b>200</b>

\*Most students will complete subjects and courses with more than 70 credits at Stage 2.





# 11 Teaching and Learning

## 11.6 Inclusive Education

We are committed to promoting the inclusion of students with disabilities and learning difficulties in the mainstream education system. The changing educational environment driven by the SACE and the Australian Curriculum, means that students with individual learning needs must be supported to ensure inclusion and educational success. At Mary MacKillop College all teaching and non-teaching staff are advocates for equality and inclusion for those students who experience difficulties in the educational and social sphere.

We provide specialised education curriculum programs for students with diagnosed intellectual disabilities and learning difficulties. All students with special needs are educated within the mainstream class and are provided with additional support and accommodations within the classroom and when necessary, in the Learning Centre for some lessons.

The curriculum, teaching strategies, assessment procedures and timetable structures are adapted to cater for the individual needs of all students. Our Inclusive Education Coordinator organises support for the students by working in small groups, assisting teachers in implementing classroom accommodations, individualising the curriculum and supporting teachers with assessment and reporting.

The Inclusive Education Support Staff consists of a Coordinator and two Educational Support Officers (ESO). The Inclusive Education Coordinator liaises with the Principal, Director of Curriculum, Deputy Principal, School Counsellors, teaching staff, Catholic Education Office consultants and other outside agencies.

To speak further about Inclusive Education within the College, please speak with Tom Porta, Coordinator of Inclusive Education.

## The Learning Centre

The Learning Centre at Mary MacKillop College is a learning environment where students are supported in further developing their skills and knowledge. There are a range of current resources that are available for student and staff use.

The Learning Centre mainly accommodates for students with a diagnosed learning disability or difficulty, who are funded through the Commonwealth Government. Although when appropriate, support is available to any student with learning difficulties.

## 11.7 EAL – English as an Additional Language

Mary MacKillop College is enriched by a diversity of cultural knowledge and experience with many students being from different cultural backgrounds.

English as an Additional Language (EAL) students are those who have language backgrounds other than English and who are learning English as their second or additional language at the College.

The promotion of fluency in written and spoken English is at the heart of the program, providing opportunities for these students to achieve their best, experience success and develop skills to improve their competency in the use of the English language.

For more information about our EAL Program, please speak with Angela Boccaccio, English as an Additional Language Teacher.



## 11.8 Careers

Career planning is a lifelong process, which includes choosing an occupation, getting a job, growing in the job, possibly changing careers, and eventually retiring. Career planning at Mary MacKillop College offers a range of support to all students in the area of career exploration. Students begin career exploration through the Year 10 compulsory subject called the Personal Learning Plan (PLP).

At Mary MacKillop College we support the students to find a pathway that meets their interests and desired goals.

## 11.9 Vocational Education & Training

Vocational Education and Training (VET) provides students with the opportunity to acquire practical work-related skills together with the underpinning knowledge that will assist them in getting a job. It allows all young people to experience the world of work in a range of occupations while still at school. At Mary MacKillop College, VET can be used as a career exploration tool and as an opportunity to develop networks in the industry.

VET Programs offered at the College develop industry-related skills through off site programs offered by TAFESA or other Registered Training Organisations.

Most VET Programs are accredited towards the SACE and the students can also gain a nationally recognised qualification which links to further training or higher education.

Further information about VET Programs can be obtained from Cathy Swain, Director of Curriculum.





# 12 Beyond the Classroom

A comprehensive range of activities is provided to allow girls to participate and achieve success in sport, music, debating, public speaking, national subject competitions, photography, drama, liturgical dance and the College Book Club.

## 12.1 Sport

### Inter-House Sport

An Inter-House competition is held during Terms 2 and 3 which involves each of the four Houses – Alexander, Flora, Tappeiner and Tenison – competing at lunchtimes in a variety of sports to earn points towards winning the Mary MacKillop College Centenary Shield. The Sports Captains are predominantly responsible for the running of this competition.

### Saturday Sport

The College is a member of the South Australian Catholic Secondary Schools Girls Sport Association (SACSSGSA), which offers a year round extra-curricular sport program. All girls in Years 8 - 12 are able to participate on a voluntary basis which includes one after school training per week and one Saturday morning match. A Sports Contract is in place to improve the student's level of personal dedication and commitment towards all sporting activities.

Sports offered at Mary MacKillop College vary throughout the year and include:

#### Summer Sports - Terms 1 & 4

Basketball  
Tennis  
Touch Football  
Volleyball

#### Winter Sports - Terms 2 & 3

Badminton  
Netball  
Soccer

### Coaching and Umpiring

Year 11 students have the opportunity to coach a Saturday morning sport team as part of the Community Service Program. Students are also given the opportunity to umpire Saturday morning netball matches.

### Interschool Sport

Each year the College holds its annual Swimming and Athletics Carnivals. From these carnivals, students are selected to represent the school at the Catholic State Girls Interschool Carnivals.

### Statewide Knockout Competitions

The College regularly enters teams in the Statewide Knockout Competitions involving students from government and non-government schools across the state. In order to participate in a knockout team, trials are held to ensure the best athletes are selected to represent the College.

The College will enter a Junior Team (Year 8 and 9 students) and an Open Team (open to all students) for each sport.

#### Term 1

Tennis  
Touch Football

#### Terms 2 & 3

Badminton  
Basketball  
Indoor Soccer  
Soccer  
Netball  
Volleyball

### Fitness Groups

The College offers weekly fitness groups before and after school. Students experience a range of fitness opportunities such as boxing, pilates, Zumba and cardio activities.





### Gold Coast Netball Carnival

Years 8-12 students have the opportunity to trial for the Mary MacKillop Interstate Netball Team that travels to the Gold Coast, Queensland. Students travel during the Term 2 break and spend one week playing netball against teams from Australia and New Zealand.

For further information regarding sports, please contact Ms Lauren Sutton, Sports Coordinator of the College.

## 12.2 Music

### Music Ensembles

The College has a variety of Music Ensembles to extend the learning outside of the timetabled curriculum. In addition to class bands in the Year 8 – 12 curriculum, the main co-curricular music ensembles are:

- **Bella Diva** – a whole school vocal ensemble open to all ages and all levels performing popular music.
- **Italcanti** – an Italian vocal ensemble performing Italian traditional and popular music.
- **Just Jazz** – a specialist jazz vocal ensemble where entry is via audition during Term 3 each year.
- **Big Band** – formed through the Year 8 Big Band Program, this group performs jazz, blues, rock and funk: open to all with experience on saxophone, trombone, trumpet, piano, guitar, bass guitar, drums, percussion and solo vocals.

The main ensembles form the core of the Music Program with future developments planned in the areas of establishing a Concert Band, String Ensemble, Woodwind and Brass Ensemble, along with smaller Jazz Combos. The co-curricular music ensembles are an excellent avenue to extend students' musical skills and to develop confidence, friendships and discipline in the pursuit of excellence. Many of the skills gained in Music can be readily transferred to help improve outcomes in other subject areas.

### Instrumental Program

All students have the opportunity to learn a musical instrument, including vocal tuition at Mary MacKillop College and students can choose to have lessons separately or in partnership with the

Music curriculum. Students who have undertaken instrumental or vocal lessons for a length of time can enter the Music curriculum at any stage, either in the Music Experience or Music Specialist pathways according to their skill level.

The Instrumental and Vocal Teachers at Mary MacKillop College are highly skilled and professional performers in their own right and endeavour to pass on their breadth of experience and expertise to their students.

Lessons are available for the following instruments: Modern Voice, Classical and Modern Piano, Violin, Flute, Clarinet, Alto Saxophone, Tenor Saxophone, Trumpet, Trombone, Guitar, Bass Guitar and Drum-Kit.

All lessons have rotating times on a timetable to avoid missing the same subject each week, with the exception of Year 12 students who have lessons either during studies, scheduled breaks or Music lessons.

Students should have access to an instrument at home which can be bought or hired.

### Instrumental Tuition Costs

Private tutors provide instruction on the chosen instrument or voice and the tutors set their own rate according to their level of experience or competence. The actual rate charged will be given when first contact is made with the provider and students can expect approximately nine lessons a term except for the shortened Term 4.

Tutors would normally charge an award rate for private tuition but families will have the opportunity to withdraw if the amount cannot be agreed upon. Group or shared lessons can reduce the cost and this should be indicated on the application form if applicable.

All lessons are paid in advanced at the start of the term and the billing invoices are arranged privately between the teacher and the family.

### How to Apply for Instrumental Tuition

If your daughter is interested in learning an instrument please return the Instrumental Tuition Form to the Music Office. A copy of the form is available on the College website [www.marymackillop.sa.edu.au](http://www.marymackillop.sa.edu.au) under Teaching & Learning > Music.





# 12 Beyond the Classroom

## 12.3 Debating

Mary MacKillop College has been a competitor in Debating South Australia for a number of years and has produced state finalists and winners. Debating is an intellectual contest where rules are set to assist opposing teams to promote a viewpoint and refute evidence to the contrary. Debating is the skill of argument and one in which participants develop analytical and persuasive communications skills.

## 12.4 Public Speaking

Mary MacKillop College has had a long association with Rostrum Voice of Youth public speaking competition. A national competition for secondary students, Rostrum aims to assist students in gaining experience and confidence in expressing their views, communicating their message and being persuasive. Students from Years 8 – 11 undertake the competition as part of the English curriculum and are then encouraged to participate in the state competition. In the past, Mary MacKillop College has produced finalists in state and national championships.

## 12.5 Book Club

The College's Book Club is a relaxed and informal group with over 90 members, who meet two or three times a term to talk about books, authors and all things fictional. Benefits include attending the Meet the Writer's Festival and Schools Day at the Adelaide Writer's Festival. Members are entitled to borrow over the limit of two fiction books per student at a time and are also the first to be informed of new books and books on order.

## 12.6 Photography

The Photography Club teaches students the art of focus and perspective through the eyes of the lens. Students learn to take photos with black and white film, the art of developing and producing photos as skill development for the digital age.

## 12.7 Dance

The Dance Performance Team is an out of school hours activity that allows students to extend their technical competence in dance and be exposed to performance through various competitions and College events. All students have an opportunity to audition for this elite group at the commencement of the year.

## 12.8 Liturgical Dance

Our dancers prepare presentations linked to the liturgy and special feasts and enhance reflection at College Masses and liturgies.

## 12.9 Homework Club

All students are offered support with homework through the College Homework Club. They have the opportunity to access the facilities of our well resourced Sister Catherine Clark Library and Resource Centre and are given support from a team of teachers, representing all curriculum areas.

The Homework Club is held in the library every Wednesday and Thursday afternoon from 3.30pm – 4.30pm.

To join the Homework Club students can turn up on the day and begin receiving support from fellow students and teachers.

## 12.10 Primary School Interaction

Students are involved with neighbouring primary schools as facilitator of retreat days and touring musical items.

# 13 College Policies, Guidelines and Expectations of Students

The College has a number of policies and guidelines which provides us with the structures and processes needed for smooth operation of the College.

## 13.1 Submission of Work Guidelines for Students

### Purpose

The Submission of Work Guidelines details the rights and responsibilities of staff and students in the timely submission of work. Mary MacKillop College aims to ensure success for all students in the completion of required assessment tasks.

### Rationale

The Submission of Work Guidelines supports students to develop time management skills, which will help them be successful at school and in further education, training and/or employment.

### Commitment Charter

Teachers are committed to:

- providing students with a Semester Learning and Assessment Plan for each subject. This plan will include the number of assessment tasks to be undertaken, the weight given to each task and the “approximate” due date for each task.
- providing students with appropriate notice of the due date for an individual assessment task. This will ensure that all students are given the best possible opportunity to demonstrate their level of competence, and give them the opportunity to successfully plan for task completion.
- considering individual circumstances to ensure student success.

Students are committed to:

- submitting final assessment tasks by the due date and time as outlined by the subject teacher.

- ensuring their work is printed, ready for submission at the start of the lesson on the due date or uploaded to SEQTA as requested by the teacher.
- checking with their subject teachers, after absence from lessons, regarding work missed and assessment tasks set.

### Assessment Extension

Extensions may be granted for medical reasons or extenuating circumstances. Students are required to negotiate alternative due dates with their teacher in advance of the due date.

Students who request an extension must provide evidence of work they have already completed. This evidence will inform the negotiation between teacher and student to determine the length of the extension.

If, in the days before an assessment is due, a student feels that she will be unable to finish the task by the due date, she must approach her teacher to determine if a renegotiation of the due date is possible. This may not be possible in some circumstances.

If a student has missed a test, upon returning to school, a new opportunity will be given to sit the test.

### Procedure for Non Submission of Work

If a student does not submit an assessment task on the due date, the following procedures should be followed:

- Teachers should discuss with the student the reason for non submission. If the teacher considers the reason is valid a new due date can be negotiated.
  1. To support student success, students need to attend Homework Club to complete the task with teacher support. Parents are to be notified of these arrangements.
  2. If the student does not submit the work by the negotiated due date, the subject teacher will contact parents by phone to notify them of the non submission.

# 13 College Policies, Guidelines and Expectations of Students

3. If the work is still not submitted, the Pastoral Care Coordinator will follow up the student to ensure completion of the task and discuss appropriate timelines or procedures to enable the task to be completed.
4. If there is still no submission of work, the Pastoral Care Coordinator, in conjunction with the Director of Curriculum, will organise appropriate follow up.

However, consideration will be given depending on individual circumstances, and arrangements will be at the discretion of the teacher assessing the individual circumstances.

Reminder: USBs should not be used as storage devices, they should be used merely for transport of school work. A laptop hard drive, the school network or an external hard drive should be used for storage of all assessment tasks.

## SACE Board of SA Guidelines for Senior Students

The SACE Board of SA policy, entitled "Redrafting, Reuse of Assessed Work, and Assessment Deadlines and Submission Dates Policy Procedures", is the framework that assures the integrity of the assessment and reporting of student achievement in the SACE. It describes specific guidelines for submission of work which must be adhered to by students in Year 11 and 12.

In Term 1, all students sign the SACE Assessment Declaration for Students Form. The policy can be found on the SACE Board of SA website <http://www.sace.sa.edu.au/about/key-information/policies-and-procedures>.

The SACE document states that "the school sets and applies Stage 1 and Stage 2 assessment deadlines for school-based assessments. Schools should not accept work that is not presented according to school-set deadlines and where there is not a valid reason. Extensions to school-set deadlines are possible where special provisions have been granted, or where the student has negotiated an extension before the assessment deadline." (Page 4 "Redrafting, Reuse of Assessed Work, and Assessment Deadlines and Submission Dates Policy Procedures", SACE Board of SA)

## ICT and Assessment Tasks

Students may be requested to submit work electronically through SEQTA, the College's Learner Management System.

To ensure assessment tasks are not lost, students should save their work in more than one location. Eg: hard drive of a home computer, a flash drive (USB) and on the College network.

Home computer or USB issues/malfunctions/internet inaccessibility are not acceptable reasons for late work.

## 13.2 Homework Guidelines

Students are expected to enter all homework details in their diary at the end of each lesson. The purpose of homework is to enable students to develop as independent learners. An independent learner will demonstrate the skills of initiative, problem-solving and self-management, which are also valuable skills for planning pathways beyond school.

Students are encouraged to establish a regular time and place for study each day and to manage their tasks according to the following time allocations:

- Year 8** 1 to 1.5 hours (4 nights a week)
- Year 9** 2 hours (4 nights a week)
- Year 10** 2.5 hours (4 nights a week)
- Year 11** 3 hours per day
- Year 12** 4 to 5 hours per day, which includes private study time at school

Other valuable skills which students develop through homework are the skills of communication and negotiation. From time to time they may find that they have not fully understood some aspects of the topics covered in class or have not been able to complete tasks in the allocated time. When this occurs, they need to speak to their teacher, and a parent note in the diary will support them in communicating their difficulties or concerns. It is also advised that students write down a number of questions to present in conversation with the teacher in the following lesson at school.

In addition to using homework time to complete work from the day's lesson, students will also use homework time to complete ongoing assignment and research tasks and revise for tests and exams.



### 13.3 Mobile Phones and Electronic Devices

The College recognises that mobile phones and electronic devices are a part of the life of a student. Students are encouraged to store these devices in their lockers for safe keeping. However, at times the devices may need to be used for educational purposes. Students are to display courtesy and respect when using mobile phones and digital devices. Students who send or receive mobile calls or messages during the school day may have their telephone taken from them and it will be returned at the end of the day. Parents/caregivers are asked not to telephone their daughter's mobile telephone during the school day but to contact the Front Office or Student Services.

Students who use mobile telephones to harass other students will meet with consequences according to the Mary MacKillop College Bullying and Harassment Policy. Unlawful activities may result in police action.

Mobile telephones and electronic devices are solely the student's responsibility.

### 13.4 College Policies and Guidelines

The following policies are available to view on the College website [www.marymackillop.sa.edu.au](http://www.marymackillop.sa.edu.au) by going to News & Events > Policies, Reports & Handbooks.

- Anti-Bullying and Harassment Policy
- Assessment and Reporting Policy
- Enrolment Policy
- Health and Wellbeing Policy
- Information Technology Student Agreement
- Personal Responsibility Policy
- Privacy Policy
- Student Grievance Policy
- Substance Abuse Policy
- Sun Smart Policy
- Uniform Policy







# 13 College Policies, Guidelines and Expectations of Students

## 13.5 Sun Protection

Students are encouraged to apply SPF 30+ broad-spectrum water-resistant sunscreen prior to school, before lunch, PE lessons, sport matches, carnivals, excursions etc. Students are encouraged to wear College caps for all outdoor activities as a protective measure against the sun's harmful UV rays. Hat-wearing is compulsory, where practical, for all sport and PE activities.

## 13.6 Care of Personal Property

Students are responsible for the care of their own personal property. Money and valuables are not to be left in bags, or classrooms at any time, and can be left at the Student Services Office for safekeeping. All articles of personal property (including clothing) must be clearly named and blazers should not be left in classrooms.

## 13.7 Student Drivers

Students who have current driving licences and who have parental approval may apply for permission from the Year 12 Pastoral Care Coordinator to drive to school. Students with 'L' plates will not be allowed to transport other students under any circumstances.

Permission will be granted on the condition that:

- the student provides her driver's licence to be checked for authenticity
- the student provides the registration number and make of car she is driving
- the vehicle is registered, mechanically safe and fitted with seat belts
- seat belts must be worn and speed limits observed at all times
- a written authority has been obtained from the parents
- students do not use their cars as a place for recreation or leisure
- students do not use their cars to leave the school property without approved leave
- students may carry passengers to school only on the condition that a parent or guardian of such a passenger must have completed the form which authorises them to be transported by the student who is named in the letter.

Any breaches in this agreement may result in the student concerned being denied permission to drive to school.

## 13.8 Use of Public Transport

Students using public transport or waiting for public transport should behave in an appropriate manner, being polite and courteous at all times. Serious breaches of this behaviour may result in the student being asked to find alternative transport to and from school.

## 13.9 Supervision of the College Grounds

The school grounds are supervised from 8.20am until 4.00pm. On Tuesdays the grounds are supervised until 3.20pm. The library is open from 8.00am until 4.30pm and is a place students can study. Students on the premises outside of these times are present at their own risk, unless they are involved in a supervised school activity. Those students waiting on High Street are asked to wait inside the school gates if they have not been collected by the end of the supervision times.

## 13.10 School Uniform

As a condition of enrolment, students are to comply with the Uniform Policy and are required to be neatly groomed and in correct uniform at all times, which includes excursions and other public functions at which the College is represented. This policy addresses the total appearance of the student travelling to and from school and while at school. The uniform presents the College to the public and ensures a positive image in line with the College ethos as a Catholic school. The Principal or person/s appointed by the Principal, have the right to exclude any dress that does not ensure a positive image of the College.

The summer uniform is to be worn in Term 1 and Term 4. The winter uniform is to be worn in Term 2 and Term 3. This directive may be changed in instances of unusual weather conditions by the Principal or person/s appointed by the Principal. On formal occasions such as Masses and special assemblies, the full school uniform, including blazer, will be worn. PE uniform is not acceptable on formal occasions.



## Current Uniform

## New 2016 Uniform

### Current Summer Uniform - Terms 1 and 4

<b>Dress</b>	Mary MacKillop College - light blue, white striped cretalene dress with blue piping on the collar, cuffs and breast pocket; the pocket monogrammed with the College crest
<b>Jumper</b>	Junior navy, v-neck, royal blue, brown and gold stripes on neck and wristbands
<b>Socks</b>	White knee-highs
<b>Footwear</b>	Brown school shoes
<b>Blazer</b>	Mary MacKillop College
<b>Hair</b>	Tied back with blue ribbon/scrunchies

**Please Note:** During Terms 1 and 4 the school jumper (with logo) may be worn as the external garment.

### New 2016 Summer Uniform - Terms 1 and 4

<b>Dress</b>	Mary MacKillop College dress with collar and lapel trim in marine blue
<b>Blazer</b>	Mary MacKillop College blazer with rounded lapels, stripe, custom piping and crest buttons
<b>Jumper</b>	Mary MacKillop College jumper with stripe detail and crest embroidery
<b>Socks</b>	White summer short dress socks
<b>Footwear</b>	Black leather 'T' bar school shoes
<b>Hair</b>	Tied back with Mary MacKillop College hair ribbon

**Please Note:** During Terms 1 and 4 the school jumper (with logo) may be worn as the external garment.

### Current Winter Uniform - Terms 2 and 3

<b>Skirt</b>	MMC tartan (skirt should be at least knee length)
<b>Shirt</b>	MMC pale blue long-sleeved blouse
<b>Jumper</b>	Junior navy, v-neck, royal blue, brown and gold stripes on neck and wristbands
<b>Blazer</b>	MMC blazer
<b>Tie</b>	MMC tie
<b>Socks or Tights</b>	Dark chocolate knee-highs OR dark chocolate tights
<b>Footwear</b>	Brown school shoes
<b>Hair</b>	Tied back with blue ribbon/scrunchies
<b>Gloves (optional)</b>	Navy woollen
<b>Scarf (optional)</b>	Must be navy blue

**Please Note:** The blazer is to be worn to and from school during Terms 2 and 3.

### New 2016 Winter Uniform - Terms 2 and 3

<b>Winter Tunic</b>	Mary MacKillop College marine blue tunic with custom stripe
<b>Shirt</b>	Mary MacKillop College long sleeve shirt with rounded lapel
<b>Jumper</b>	Mary MacKillop College jumper with stripe detail and crest embroidery
<b>Blazer</b>	Mary MacKillop College blazer with rounded lapels, stripe, custom piping and crest buttons
<b>Socks or Tights</b>	Navy 70 denier tights or navy winter long pull up sock with stripe trim
<b>Footwear</b>	Black leather 'T' bar school shoes
<b>Hair</b>	Tied back with Mary MacKillop College hair ribbon
<b>Gloves (optional)</b>	Navy blue
<b>Scarf (optional)</b>	Mary MacKillop College scarf with marine blue stripe detail

**Please Note:** The blazer is to be worn to and from school during Terms 2 and 3.



# College Policies, Guidelines and Expectations of Students

## Physical Education Uniform

<b>Polo Shirt</b>	Striped with College crest
<b>Rugby Jumper</b>	Striped with College crest
<b>Track Pants</b>	MMC navy track pants
<b>Shorts</b>	MMC navy shorts
<b>Socks</b>	MMC sports socks or plain white sports socks
<b>Sports Shoes</b>	Cross-trainers of non-marking sole
<b>Sports Jacket</b>	MMC sports jacket
<b>Sports Cap</b>	Navy cloth cap, monogrammed MMC – also to be worn for any other outdoor activity

Students are permitted to wear their PE uniform to and from school on days when they have PE. In summer, the correct PE uniform consists of the College track pants or shorts with white sport socks and polo shirt (track jacket or rugby top optional). In winter, the correct PE uniform consists of the College track pants with MMC sports socks or white sport socks and the sports jacket or rugby jumper as the external garment (compulsory). Students who have training after school and do not have a PE or fitness lesson that day, must wear their school uniform to school and change for training after school. If training finishes after 4:00pm, the correct PE uniform may be worn home.

## School Backpack

Navy with College crest

## Jewellery, Cosmetics and Hairstyles

- No jewellery, other than a watch and small plain gold or silver ear sleepers/studs, with only one earring in each lower ear lobe, may be worn.
- Religious medals worn must not be visible.
- Nail polish and make-up are not permitted.
- Acrylic nails must be short and clear in colour.
- Hair must be off the face and if shoulder length or longer must be off the shoulders.

- No extreme hairstyles including unnatural hair colours are permitted.
- Facial piercing is not accepted at the College or whenever a student is wearing their school uniform.

## Observance and Interpretation

All students are to observe the full Uniform Policy requirements travelling to and from school, at school and when representing the College on excursions or at other official functions.

- At no time while in school uniform, is it acceptable for students to chew gum.
- The Principal or person/s appointed by the Principal has the final decision on any interpretation of this policy.
- Students failing to observe this policy will face disciplinary procedures. Infringement notices are served to students who repeatedly do not follow the College dress code. Repeated failure to follow this policy may incur an after school detention or exclusion.

## Purchasing the New 2016 Uniform

All new uniform items are ordered online through the Ranier Design Group website. Uniform fittings can be done in the Front Office before ordering your daughter's uniform, by making a fitting appointment with the College Receptionist.

To place your uniform order, visit [www.ranier.com.au](http://www.ranier.com.au).

## Purchasing the Current Uniform

Limited stock of the current uniform is still available for sale at the College for those students who are continuing to wear the current uniform.

Please contact Rossana Capone at the College on (08) 8333 6300 if you have any queries regarding the current uniform or would like to make a purchase.

# 14 Administrative Procedures



The College provides clear administrative procedures to ensure students are safe, punctual and accounted for during the school days.

## 14.1 Daily College Times

	Monday	Tuesday	Wednesday	Thursday	Friday
8:46am	Admin	Admin	Admin	Admin	Admin
9:00am	Lesson 1	Lesson 1	Lesson 1	Pastoral Care	Lesson 1
9:40am	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:20am	Recess	Recess	Recess	Recess	Recess
10:45am	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:25am	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:05pm	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
12:45pm	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6
1:25pm	Lunch	Lunch	Lunch	Lunch	Lunch
2:05pm	Lesson 7	Lesson 7	Lesson 7	Lesson 7	Lesson 7
2:45pm	Lesson 8	<b>Dismissal</b>	Lesson 8	Lesson 8	Lesson 8
3.25pm	<b>Dismissal</b>		<b>Dismissal</b>	<b>Dismissal</b>	<b>Dismissal</b>

## 14.2 2016 Term Dates

### Term 1

Tuesday 2 February - Friday 15 April

Tuesday 2 February (Year 8 and 12 students commence)  
Wednesday 3 February (All students return)

### Term 2

Monday 2 May - Friday 8 July

### Term 3

Monday 25 July - Friday 30 September

### Term 4

Monday 17 October - Wednesday 7 December

Other important dates can be found in the College calendar on our website [www.marymackillop.sa.edu.au](http://www.marymackillop.sa.edu.au) under News & Events > College Calendar.





# 14 Administrative Procedures

## 14.3 Absence from School

If a student is unable to attend school, parents are asked to notify the College via one of the following ways:

**Absentee Line** - Ring the 24 hour Absentee Line on 8333 6363 and leave a message containing details of your daughter's absence.

**Absentee Email** - Email [absentee@marymackillop.sa.edu.au](mailto:absentee@marymackillop.sa.edu.au) with your daughter's name, year level, date/s absent and reason for absence.

**Website** - Lodge a student absentee online from any device by going to [www.marymackillop.sa.edu.au](http://www.marymackillop.sa.edu.au) and clicking on Contact > Lodge a Student Absentee.

Please note:

- A SMS will be sent to parents when their daughter has not arrived to school and there has been no parent notification.
- If a student's absence is known in advance, the school should be notified in advance.
- Medical, dental etc, appointments should be made outside of school hours.
- A medical certificate is required for absences of three or more consecutive days.
- For prolonged absences such as a family holiday, hospital stay etc, the Principal should be notified in writing.
- For absences of more than one month's duration an exemption will need to be sought from the Principal.
- Unexplained absences could result in a meeting with the Pastoral Care Coordinator, a member of the Leadership Team or the Principal.

## 14.4 Late Arrival

Students who come to school late go directly to the Student Services Office and check in.

If a student comes to class without going to the Student Services Office, the teacher must send the student back to the Student Services Office to check in if it is after 9.00am. If the teacher has already marked the student absent and submitted the roll, when the student checks in at the Student Services Office this will be adjusted automatically.

Please note:

- All late arrivals must be acknowledged and explained by a parent/caregiver.
- Two unexplained late arrivals in one week will result in an after school detention.

## 14.5 Late to Class

- Students who come to class late need to provide a reason for their lateness.
- If they do not have a valid reason or a note explaining their lateness, their name will be forwarded to the Pastoral Care Coordinator for further follow-up.

## 14.6 Early Departure

A note to leave the College early must be presented during Morning Administration to the Pastoral Care Teacher. It must then be presented to the Pastoral Care Coordinator for signature and approval.

Students will then be issued with a "Permission to Leave Early" slip from the Pastoral Care Coordinator. At the time of leaving the College, students must present this slip to the Student Services Office and use their school card to swipe out.





## 14.7 Visitors to the College

- All visitors to the school must report to College Reception as soon as possible after entering the property.
- All visitors must sign in. They will then be issued with a visitor's pass, which must be worn and visible while they are on the school property.
- Former student visitors are allowed to visit the school at the discretion of the Principal
- We would ask for your support in safeguarding the members of our community while at school.

## 14.8 Learning Centre Appointment

Students who have appointments in the Learning Centre must go to class initially and get their name marked as present in that class. Once this is done they can then go to the Learning Centre.

## 14.9 School Counsellor Appointment

Students who have appointments with the School Counsellor, or with another staff member must go to class in the first instance. Teachers will then mark them as present, authorise their movement log and the student then goes to the Student Services Office to be marked as present for their appointment.

When the student leaves their appointment, they return to the Student Services Office to be swiped out of their appointment and return to their class. Depending on the situation, if the student is unable to go to class first, the School Counsellor or staff member who has the appointment with that student will need to inform the student's teacher.

## 14.10 Music Instrumental Lessons

Students who have music instrumental lessons may go directly to their instrumental class in the first instance.

When students leave their instrumental lesson, they return to their next timetabled class.

## 14.11 Withdrawing from the College

Parents are requested to contact the Principal in writing at least one term before the student's last day to finalise administrative details. The student should then see the Registrar to obtain an Exit Form to help finalise all outstanding arrangements and where necessary, have an interview with the Principal or member of the College Leadership Team.

## 14.12 Student Identification Cards

Early in the year each student will be issued with a Student Identification Card that is to be used on public transport to enable students to access concession fares. Students must also present this card when borrowing books through the library book hire, and use of the copiers and printers.

The initial cost of this card is covered by the College. However if the card is lost or stolen students will be required to pay \$7 for the replacement card.

## 14.13 Lockers & Locks

All students are issued with a combination lock at the beginning of the year. These locks provide security for the student's possessions as long as students do not disclose their combination to other students. No two locks have the same combination. Students should keep their locker locked at all times. A \$25 fee will be charged for locks that are broken or lost. Students are responsible for their lock until it is returned at the end of the year. If you have any questions about locks and lockers please contact your daughter's Pastoral Care Coordinator.



As a College we highly value efficient, informative and relevant communication with our families. A number of opportunities exist for parents and the school to be in conversation.

## 15.1 College Office Hours

The College Office is open between 8am and 4pm from 25 January – 16 December 2016 (during school terms).

## 15.2 Contacting Teaching Staff

Teaching staff may be contacted between 8.30am and 4pm from the 2 February to the 16 December 2016. Parents are encouraged to make appointments to meet with their daughter's Pastoral Care Teacher and/or Subject Teacher at any mutually convenient time throughout the school year. All teaching staff are able to be contacted via the College Front Office on 8333 6300. Parents are encouraged to make appointments by ringing the College and speaking to the relevant staff member to arrange a meeting time. Due to teaching commitments and the availability of part-time staff, meetings need to be arranged in advance rather than parents expecting staff to be available without notice.

At times, students may experience problems of a more serious social, academic or emotional nature and may require help in managing or resolving these problems. Parents can ring the College to speak to the relevant Pastoral Care Coordinator for their daughter's year level to arrange a meeting to discuss these situations. Parents are encouraged to contact the College as soon as possible to prevent issues from escalating.

## 15.3 Reports

There are a number of reports distributed across the year levels throughout the school year. Reports are provided to families to outline student achievement and progress from assessment processes.

### Year 8-11

Each semester students will receive a:

- Mid Semester Progress Report
- Final Semester Report

### Year 12

- Term 1 Interim Report
- Term 2 Mid Year Report
- Term 3 Final School Report

## 15.4 Parent/Teacher/ Student Learning Conversations

There will be two interview opportunities for all students. Dates will be made available on the Mary MacKillop College website [www.marymackillop.sa.edu.au](http://www.marymackillop.sa.edu.au) by clicking on News & Events > Student Updates & Forms.

## 15.5 Newsletters

The electronic newsletter is published each fortnight and a copy is emailed home to families. We consider it to be an important and vital means of communication with our school community. Families are encouraged to refer to the newsletter as it is the College's regular, official means of communicating with our families. The current newsletter, as well as past editions, can be viewed online at [www.marymackillop.sa.edu.au](http://www.marymackillop.sa.edu.au) by clicking on News & Events > Newsletters.

## 15.6 Telephone

The College will use the phone to make contact with parents when necessary. We will also send a text message if we are unsure of your daughter's whereabouts, i.e. she is not at school and we have had no prior notification of this absence.

Students who become unwell during the school day are not permitted to contact parents directly. Students will be assessed by First Aid staff and parents will be contacted if appropriate.



## 15.7 SEQTA and Email

Correspondence between the school and families may also be delivered via email through the school's student management system, SEQTA.

## 15.8 Student Diary

Every student at Mary MacKillop College is expected to have, keep and maintain a diary. The diary is not a private document. It is used as a means of communication between the College and the family and must be produced at the request of any member of the teaching staff who may wish to examine it or write a note therein.

### For the student, the diary is:

- a place to record homework and important dates
- the place to record all requests and permissions
- a means of organisation of time and work.

### It is therefore expected that the student will:

- present the diary to the Pastoral Care Teacher regularly for checking and signing
- use the diary as the normal means of communication with the school for all permissions, explanations and notices
- maintain the diary in a clean and orderly fashion, free of graffiti and stickers.

### For the parent, the diary is:

- the place to record all your communications with the College
- a means of knowing what is expected of the student in terms of College rules and expectations.

### It is therefore important that parents will :

- use the appropriate space in the diary for all permissions, requests and explanations;
- acknowledge the receipt of College communications;
- sign the diary at the end of every week;
- sign any notices which are placed in the diary for your information;
- ensure that the diary is neat, orderly and free of graffiti.

## 15.9 Website

The Mary MacKillop College website contains an abundance of up to date information for families including:

- Newsletters
- Student updates and forms
- College calendar
- Term dates and lesson times
- Policies, reports and handbooks
- Saturday sports match times
- Curriculum information
- Enrolment information

Visit [www.marymackillop.sa.edu.au](http://www.marymackillop.sa.edu.au).

## 15.10 Social Media

The College has a very active social media presence to help our College community stay connected and up to date with our day to day celebrations. We encourage you to follow our pages by visiting the URLs below:

- **Facebook** – 'Mary MacKillop College, Kensington SA'  
<https://www.facebook.com/marymackillopcollegekensington>
- **Vimeo** – 'Mary MacKillop College'  
<https://vimeo.com/user42160563>





# 16 Health and Infectious Disease

As an educational institution we make every effort to ensure all students are healthy and outline the following in regards to significant health issues.

## 16.1 Health Management

A Medical Action Plan from your doctor must be lodged with the College for all students with medical conditions of which First Aid Staff need to be aware, eg asthma, diabetes and epilepsy. Please contact Student Services on 8333 6363 if you would like further information regarding Medical Action Plans.

Copies of these are available on the College website [www.marymackillop.sa.edu.au](http://www.marymackillop.sa.edu.au) by clicking on News & Events > Student Updates & Forms.

## 16.2 Administering Medication

If your child requires medication during school hours, parents must make a request in writing stating full instructions of dosage to the Deputy Principal. Any change of instructions or dosage must be in writing, signed and dated by the parent. Please contact the Deputy Principal for further information.

## 16.3 Infectious Diseases

Children suffering from infectious diseases are required to stay away from school until a medical certificate is produced, or the periods stated below are observed:

### Whooping Cough

5 days after beginning of antibiotic treatment or 3 weeks if not treated.

### Measles and German Measles

7 days after the beginning of the rash.

### Mumps

14 days, at least 9 days after onset of symptoms.

### Infectious Hepatitis

Doctor's certificate must be produced.

### Conjunctivitis

Not until all discharge has ceased after using eye treatment.

### Ring Worms (Tinea)

Must stay away from school until the day after treatment has commenced.

### Head Lice

Must stay away from school until hair is treated and free from nits (eggs).

### School Sores (Impetigo)

Must stay away from (Impetigo) school until treatment has begun, sores are covered and doctor has been advised.

### Further Information

All these precautions are designed to reduce the frequency of infectious diseases at school. Viruses shall also be treated as potentially infectious diseases and a doctor's advice should be sought and adhered to.



Mary MacKillop College  
Kensington

A Catholic Secondary  
College for girls, educating  
in the spirit of St Mary  
of the Cross MacKillop.

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