



## NEW FAMILIES GUIDE

### MACKILLOP CATHOLIC COLLEGE

Everything we do at MacKillop Catholic College reflects our shared commitment to our Vision Statement:

We are a Christ-Centred learning community fostering  
excellence, compassion, and service.

We aim to support and promote high standards of excellence, compassion, and service in our students  
through clearly articulated behavioural guidelines for all.



## SPIRITUAL LIFE AT MACKILLOP CATHOLIC COLLEGE

MacKillop Catholic College is a Catholic School with a strong faith and spiritual life, confident in the saving power of Jesus Christ. We follow in the tradition of Faith, Hope and Love as demonstrated by St Mary of the Cross (MacKillop) and Blessed Edmund Rice and the founding religious orders of the College. Our students and families participate in the rituals and celebrations that are part of the rich faith identity of the College.

### Bellerive-Lindisfarne Catholic Parish

Our college is part of the Catholic Parish of Bellerive-Lindisfarne. Our Parish Priest is Fr Richard Ross who also acts as our College Chaplain. Mass times can be found on the Parish website (<https://hobart.catholic.org.au/parish/southern-deanery/bellerive-lindisfarne/>).

We welcome the opportunity to support your child with sacramental preparation and invite families to contact our Director of Ministry, Mr Lachlan Marsh if your family would like to take part.

### Daily Pastoral Care Group Prayer

We begin each day with a Prayer as a way of giving thanks to God. The Pastoral Care Teacher (PCT) will model this, to support students to participate.

### Weekly Community Chapel

All are welcome to join us for Prayer in St Joseph's Chapel at 8:15 a.m. on Friday mornings. Students will also have opportunities during the year to pray in the chapel with their Pastoral Care Group (PCG) .

### Liturgy and Mass At MacKillop College

The College commemorates major events in the Catholic Liturgical Calendar. Mass will generally be celebrated by the Parish Priest at Corpus Christi Church in Bellerive or onsite at St Joseph's Chapel. Other liturgies may be celebrated in the Br Tony Smith Centre (College Gymnasium). Our Pastoral Care Group (PCG) and Theology and Spirituality teachers will help students prepare for these events so they will always know how to participate. Unless otherwise indicated, students are expected to wear Formal Uniform to these events, which may mean packing their Sports Uniform in their bag for use later in the day.

## SPIRITUAL LIFE AT MACKILLOP CATHOLIC COLLEGE

### Spiritual Retreat Program

All year levels participate in our Spiritual Retreat Program over the course of the year. This is an opportunity for students to take a break from their regular lessons and spend time with their peers learning more about their faith, spirituality, and beliefs.

### Outreach

Our outreach groups support Catholic Charities to help people at a local, national, and international level. They develop students' leadership, advocacy, and fundraising skills. The Catholic Charities we support include:

- **Society of St Vincent de Paul (Vinnies)** - supporting families in need of assistance with food, clothing, housing, counselling, and financial support.
- **Caritas Australia** - overseas assistance program for natural disasters, food security and education.
- **Catholic Mission** - assisting Catholic communities around the world to support priests, religious orders, and schools.



## UNIFORM SHOP

The Uniform Shop is located at the back of the MacKillop Dance studios, at 43 Currajong Street, Mornington. The shop is managed by Perm-A-Pleat, who also cater for our Catholic feeder schools' uniforms.

The Uniform Price List is available on our website: [www.mackillop.tas.edu.au](http://www.mackillop.tas.edu.au).

Uniforms can be purchased in-store, by phone (see numbers below) or online, and collected in the shop. See opening hours below.

# ORDER YOUR UNIFORM IN STORE OR ON-LINE





**HOBART HUB RETAIL STORE ADDRESS**  
43 Currajong St, Mornington  
Tasmania 7018  
E: [Hobart.Retail@Permapleat.com.au](mailto:Hobart.Retail@Permapleat.com.au)  
T: (03) 6240 4420 | M: 0422 243 354

**SHOP OPENING HOURS**  
Monday: 8.00am - 1.00pm    Thursday: 12.00pm - 6.00pm  
Tuesday: 11.00am - 5.30pm    Saturday: 9.00am - 12.00pm

Michelle Smith-Hughes    Michelle Rolins

## TRANSPORT TO AND FROM SCHOOL

### CAR DROP-OFF POINTS

The College Reception building is located on Goondi Street, and we strongly recommend this street as a drop-off point. Students can enter the College through the Reconciliation Garden or the College Reception car park. The College car park on Currajong Street is for staff only and cannot be used for drop-off or as a thoroughfare.

### BUS INFORMATION

Most students travel to the College by bus and services are available from most areas. Information is available on [www.mackillop.tas.edu.au/utility/transport](http://www.mackillop.tas.edu.au/utility/transport).



**METRO TAS** 13 22 01

[www.metrotas.com.au/schools/mackillop-college](http://www.metrotas.com.au/schools/mackillop-college)

**REDLINE COACHES** 1300 360 000

[www.tasredline.com.au/index.php/student-services](http://www.tasredline.com.au/index.php/student-services)

**COAL RIVER COACHES** (03) 6272 2645

[transport@coalrivercoaches.com.au](mailto:transport@coalrivercoaches.com.au)

Students who catch buses after school should line up in the designated area in groups according to which bus, they catch. Students board buses only when directed to do so by teachers on duty. Bus lines should not be accessed via the car park.

### CYCLING/SKATEBOARDING

Please note that cycling, use of scooters and skateboarding to school are discouraged, due to safety concerns

## COLLEGE PROCEDURES

## BEFORE SCHOOL

'Music to move' will be played to signify the start of each day. Students need to have collected all class materials (including laptops) and be outside classrooms ready to go in by the time the song ends. Music to move also happens at the end of Recess and Lunch.

## LOCKER ACCESS

Students have access to their lockers before and after school and at the beginning and end of Recess and Lunch. Students should use these times to get the classroom materials they will need for the next block of lessons (for example, at Recess, they collect what is needed for Periods 3 and 4). Students are strongly advised not to reveal their lock combination numbers to other people and to keep lockers locked at all times. They are also encouraged to leave all non-school related valuables at home. Padlocks are issued to new students to use during their time at MacKillop Catholic College.

## ABSENCE FROM THE COLLEGE

If your child cannot attend College, a parent/guardian/carer should call College Reception on 6245 0099 or email [absentees@mackillop.tas.edu.au](mailto:absentees@mackillop.tas.edu.au) before 08:50 a.m. as absentee SMS notifications are sent around 9:00 a.m. each day.

## LATE ARRIVAL TO THE COLLEGE

If students arrive after 8.45 a.m., they need to report to College Reception and tap their ID card on the iPad at the counter or key-in with their surname.

## APPOINTMENTS

If students need to leave the College for an appointment during the day, a parent/guardian/carer should write a note of explanation to the students' Pastoral care Teacher (PCT), who will sign it during morning Pastoral Care Group (PCG). When students are ready to leave, they are to give the note to their subject teacher to sign. Students should then leave via the College Reception, where a parent /guardian/carer will sign them out. If students have an appointment during class time, we ask that they meet their parent/guardian/carer at a pre-arranged time in the College Reception area, as staff cannot call students down during class time (except in the case of an emergency).

## UNWELL

If a student becomes unwell or injured during class time and it is not an emergency, they are to report to their House Leader (HL), who will give them a signed note to pass on to College Reception staff. Most College Reception staff are trained in First Aid and have access to the first aid kits. They can also call a parent/guardian/carer on behalf of the student.

## BANNED ITEMS

The consumption of energy drinks is banned for health reasons at MacKillop Catholic College. Chewing gum, spray deodorants, correction fluids and other offensive or dangerous materials should not be brought to the College at any given time.

# ATTENDANCE

## COLLEGE DAILY ATTENDANCE PROTOCOL

Please notify College Reception on (03) 6245 00 99 or email [absentees@mackillop.tas.edu.au](mailto:absentees@mackillop.tas.edu.au) by 8:50 a.m. if your child will be absent from school. Our protocol is to send parents/guardians/carers an SMS at 9:00. a.m. notifying of student

absences. If your child arrives late, they are required to present to College Reception and sign-in before they move to their Pastoral Care Group (PCG) or scheduled class.

#### WHY ATTENDANCE IS SO IMPORTANT

Attendance at school is crucial for students to maintain their holistic health and achieve academically. The social impacts, the impacts of missing key concepts and the consequential effect on mental health can quickly become challenging for young people and their families. Pastoral Care staff will actively respond to attendance concerns and work closely with families. High level non-attendance or lateness may require an Attendance Plan, which are co-created by families and senior Pastoral Care staff.

Section 16 of the Education Act 2016 [Tas] states, a parent must ensure that a school aged child must attend school each day as required by the principal. The Act also provides that a parent who fails to do so may be prosecuted. Students who cannot regularly attend via Section 42 of the Education Act 2016 allows the administrative authority of the school to refer families to the Education Registrar to request a Compulsory Conciliation Conference. The following is a guide to demonstrate the importance of maintaining very high attendance at school:

|                                |   |
|--------------------------------|---|
| <b>Attendance Above 98%</b>    | This is excellent attendance and gives students the best chance to learn. Provides best opportunities to develop strong friendships.  |
| <b>Attendance is 95- 97%</b>   | This is good attendance and gives students a good chance to learn and continue studies. Provides opportunities to develop strong friendships.   |
| <b>Attendance is 90-94%</b>    | This level of attendance means that students have missed a number of days, making it difficult for them to achieve their best. It can be difficult to maintain steady friendships.                                      |
| <b>Attendance is 85-89%</b>    | This level of attendance means that students have missed a number of days making it difficult for them to keep up with their work. It can be difficult to maintain steady friendships.                                  |
| <b>Attendance is below 85%</b> | This level of attendance means that students have missed a large number of days. They are very likely to struggle to keep up with their work and to achieve academically. It will be difficult to maintain friendships. |

## STUDENT CODE OF PERSONAL APPEARANCE

The essential principles of the MacKillop Catholic College Student Code of Personal Appearance are **EXCELLENCE, EQUITY and SAFETY**. Wearing a uniform promotes equity and equality and reflects our respect for our community.

MacKillop Catholic College students are required to meet College expectations in relation to uniform and personal appearance. When in school uniform, students are representing MacKillop Catholic College. At these times, the manner in which students wear their uniform should comply with college high expectations and uphold College values.

The College has provided a range of uniform options to meet the varying needs of students and their families.

## FORMAL UNIFORM REGULATIONS

- The College formal uniform is to be worn at all times unless the following subjects are timetabled: Health and Physical Education practical classes, Outdoor Education, Athlete Development, Dance, or as directed by the relevant subject teacher.
- The College blazer must be worn to and from school when in formal uniform. The optional College softshell jacket or the optional College jumper may replace the College blazer within **school grounds** only, however the College blazer must be worn on all formal occasions.
- Formal white shirts, other than short sleeved (jack) shirts, must not be visible below the College blazer, College soft shell jacket, or College jumper.
- Only College approved uniform items should be worn.
- College dresses/skirt lengths must be conservative (i.e., knee length).
- No undergarments should be visible (i.e., long-sleeved white tops).

## STUDENT CODE OF PERSONAL APPEARANCE

### FORMAL UNIFORM (COMPULSORY)

#### Girls Option 1

- College blazer

- College pinstriped navy dress
- College white socks or plain short white socks (no logos or emblems) or navy stockings (can be purchased via the uniform shop only)
- Traditional black leather shoes (no ballet, buckle, or skate shoes)
- College back-pack

## Girls Option 2

- College blazer
- College white crested shirt
- College pinstriped navy skirt or College navy shorts or College navy trousers
- College white socks or plain short white socks (no logos or emblems)
- Traditional black leather shoes (no ballet, buckle, or skate shoes)
- College back-pack

## Boys Option 1

- College blazer
- College short sleeved white crested shirt
- College long sleeved crested white shirt (required for Terms 2 and 3)
- College tie (required for Terms 2 and 3)
- College grey shorts
- College grey socks or plain short white socks (no logos or emblems)
- Traditional black leather shoes (no ballet, buckle, or skate shoes)
- College back-pack

## Boys Option 2

- College blazer
- College short sleeved white crested shirt
- College long sleeved crested white shirt (required for Terms 2 and 3)
- College tie (required for Terms 2 and 3)
- College grey trousers
- MacKillop College grey socks or plain short white socks (no logos or emblems).
- Traditional black leather shoes (no ballet, buckle, or skate shoes)
- College back-pack

# STUDENT CODE OF PERSONAL APPEARANCE

## SUPPLEMENTARY (OPTIONAL) FORMAL ITEMS

- College jumper
- College soft shell jacket
- College fleeced vest
- College bucket hat
- College sports cap
- College beanie

- College navy scarf
- Ribbons and scrunchies (red/blue/white colours only - red/blue available from Uniform Shop)

## SPORTS UNIFORM REGULATIONS

The College Sports Uniform may be worn to and from school on days when the following subjects are timetabled: Health and Physical Education practical classes, Outdoor Education, Dance, or as directed by the relevant subject teacher. The Sports Uniform should also be worn to, from and during all SATIS/SATIS events and when representing the College on other occasions as directed by the College.

## SPORTS UNIFORM

- College track pants, shorts, college striped tights or plain navy tights
- College white sports shirt
- College rugby long sleeved top (**optional but recommended**)
- College white socks or plain short white socks or plain black sports socks
- Sport shoes appropriate for physical exercise (i.e., no skate shoes permitted)

# STUDENT CODE OF PERSONAL APPEARANCE

## PERSONAL APPEARANCE REGULATIONS\*

### Hair

- Hair must be neatly groomed and tied back if length touches the top of the collar.
- Hair should not be shorter than a No. 2 razor cut.
- Extreme hairstyles (e.g., rats' tails, mohawks, mullets, dreadlocks, patches of colour) are not permitted.
- Hair colour must be natural or close to natural (no extreme hair dyes permitted).
- Students must always be clean-shaven.

### Make Up

- A very light, discreet foundation is the only acceptable make-up.
- Nail polish, if worn, must be a natural colour and discreet. Nails (natural and acrylic) must be kept short.

#### Jewellery

- Students may wear one pair of simple earrings (gold or silver studs or sleepers) in the lobe of each ear (therefore helix piercings or tragus piercings are not permitted). Spacers are not permitted. Drop (dangly or hoops) earrings are not permitted. Clear stud earrings are required for excess piercings.
- Facial piercings of any type (including tongue piercings and use of clear studs and/or other attempts to disguise) are not permitted.
- Jewellery\*\*, other than earrings and watches, is not permitted. This includes bracelets and anklets.
- Smart watches must be on aeroplane mode during class times in accordance with the colleges Mobile Phone Protocol.
- Tattoos are not permitted.

\*\* Medical ID bracelets and crucifix necklaces are permitted

#### Other:

- Students are not permitted to wear headphones, in-ear headphones or air-pods or ear-pods during class unless directed to do so by a teacher/other member of staff.
- Students are not permitted to wear hats, beanies, or sports caps whilst in class.
- Students may wear College hats, beanies, and sports caps in the yard during recess and lunch periods. Non-College hats are not permitted.

\*There may be exceptions to the Student Code of Personal Appearance that relate to student health, cultural beliefs, or availability of uniform items. For example, a student may need to wear a beanie during class for health reasons, or a family may not have had time to schedule a haircut or purchase a required uniform item.

\*\*In these extenuating circumstances, families are required to communicate with both the Pastoral Care Group Teacher (PCG) and House Leader (HL) via email or written note. \*\*

## STUDENT CODE OF PERSONAL APPEARANCE

### NOT MEETING EXPECTATIONS - CODE OF PERSONAL APPEARANCE

First occasion in a Semester

Reminder given to the student. Parent/guardians/carers notified via SEQTA.

Second occasion in a Semester

Rule reminder given to the student. Lunchtime detention. Parents/guardians/carers notified via SEQTA.

Third occasion in a Semester

Rule reminder given to the student. Lunchtime detention. Parents/guardians/carers notified via SEQTA.

Fourth occasion in a Semester

After school detention. Parents/guardians/carers notified via the relevant House Leader (HL) and confirmed via SEQTA.

## MOBILE PHONE PROTOCOL

### RATIONALE

MacKillop Catholic College takes the safe and responsible use of digital technologies, student safety and wellbeing, and the development of social skills and positive behaviour very seriously. Whilst we acknowledge that we live in a technology-rich world where mobile phones are an important communication tool, research has found that mobile phones can be disruptive and are open to misuse at school. The unregulated presence of mobile phones can undermine students' capacity to think, learn, remember, pay attention, and regulate emotion.

### MOBILE PHONE PROTOCOL

All students with mobile phones are to switch off their phone and lock it securely in their school locker before Pastoral Care Group (PCG). Students can check their mobile phones once at the start of Recess and once at the start of Lunch when returning learning materials to their lockers. Mobile phones are not to be accessed apart from those times until 3.10 p.m. unless permission has been given by a teacher.

- Mobile phones are brought to and kept at school entirely at their owner's risk.
- Students with mobile phones may be given permission by the Subject Teacher to utilise mobile phones in certain circumstances. At the discretion of the teacher, students may be directed to bring their mobile phones to certain classes or off-campus supervised activities.

- Any student who is feeling unwell at school and needs to go home must arrange this through their House Leader/Director of Pastoral Care/Deputy Principal - Pastoral Care and present themselves to College Reception so that parents/guardians/carers can be contacted.
- Any student who needs to be in contact with parents/guardians/carers on urgent matters during the day should report to College Reception. Our College Reception staff will support those students to make contact via a College Reception phone.
- Parents/guardians/carers who need to contact students or get messages to students during school hours should contact College Reception.
- Students who have smart watches must have them on “Airplane” mode.

## MOBILE PHONE PROTOCOL

### NOT MEETING EXPECTATIONS - MOBILE PHONE PROTOCOL

#### First occasion

Reminder given to the student. Parent/guardians/carers notified via SEQTA.

#### Second occasion

The mobile phone will be stored at College Reception for collection at the end of the school day.

Parents/guardians/carers notified via SEQTA

#### Subsequent occasions

The mobile phone will be stored at College Reception before 8.30am, to be collected by the student after 3.10 p.m., every day for a full week\*

\*Discretion may be applied in exceptional circumstances. Families who require their child to carry mobile phones with them at all times (i.e., for health reasons) will have this authorised through the Deputy Principal - Pastoral Care.

## ANTI-HARASSMENT

### ANTI-HARASSMENT

MacKillop Catholic College is a place of kindness. We will not accept any form of harassment and will act accordingly to ensure a safe and inclusive environment for members of the College community. MacKillop Catholic College seeks and affirms each person worth, dignity and vocation. The College recognises its responsibility to ensure that the rights of its employees, students and volunteers are protected.

### GUIDELINES

1. Safe secure environment will be provided for all members of the school community, fostering a physical environment which encourages positive behavioural patterns.
2. Compliance with all relevant anti-discrimination and harassment legislation will be ensured.
3. Every effort will be made to counter the view that harassment is an inevitable part of school life.
4. A preventative approach to harassment rather than a reactionary or crisis management approach will be encouraged.
5. An agreed set of procedures will be followed, incorporating a restorative justice approach that treats the complainant, the harasser, and the bystanders in a just way.
6. The College reserved the right to report serious harassment to the appropriate authorities.

## BULLYING/HARASSMENT PROTOCOL

- Pastoral Care staff meet with students, if bullying/harassment is confirmed, the student is given a verbal warning, and this is logged on SEQTA. A restorative meeting may be included in this process.
- If bullying/harassment continues, the student is then given lunchtime detention and parents/guardians/carers are notified. This is called Level 1 Harassment.
- If this continues, the student is given an after-school detention and parents/guardians/carers will be called in for a meeting. This is called Level 2 Harassment.
- The student has now been given three opportunities to make positive choices. If this behaviour continues the student will be suspended and required to return on a harassment points contract. This is called Level 3 Harassment.

## INFORMATION COMMUNICATION TECHNOLOGY

The College requires a Microsoft Windows based laptop for each student. All students will need to utilise this device to access the systems and materials provided for them such as our Learning Management System and other shared resources.

The College has an ICT Acceptable Use Agreement which students and parents/guardians/carers are required to sign at the commencement of the school year.

This agreement outlines the student's responsibilities for the following:

- Care of their laptop and responsibility for any damages which may occur,
- Care of ICT facilities,
- Appropriate use of College ICT resources,
- Appropriate use of the Internet and Internet resources, and
- Account security including not sharing passwords or attempting to access other users' accounts.





**MacKillop**  
CATHOLIC COLLEGE

## VISION STATEMENT

**We are a Christ-centred learning community  
that fosters excellence, compassion and service.**