



MacKillop

St Mary MacKillop College Canberra



YEAR 7 2019

FREQUENTLY ASKED QUESTIONS

WHAT HAPPENS IF I...

...arrive late to school?

If you arrive at school after the bell rings at 9.00 am you must go to Student Reception for a Late Slip. You must then:

- take it home and have it signed by your parent
- return it to your Pastoral Care (PC) Teacher the next day.

...can't complete my homework?

Ask your parents to write a note to your teacher explaining the circumstances.

...don't have the correct uniform?

Make sure that you bring a note from your parents explaining why you are out of uniform and when this will be rectified. Show your note to your PC teacher in Pastoral Class in the morning. Your PC teacher will send you to your Pastoral Care Coordinator who will issue you with a Uniform Pass.

...feel sad, scared or worried and need to talk to an adult?

Talk to a teacher you trust and like or you can make an appointment to see the School Counsellor. If you would like to see the Counsellor you can ask your PC Teacher or Pastoral Care Coordinator or any teacher you trust to make a referral for you. Alternatively, you can fill out your own request by getting a form from the door of the Counsellor's office at recess or lunchtime. Fill it in and return. An appointment slip will be sent to you through your PC Teacher.

...forget my lunch?

See your Pastoral Care Coordinator who will make some arrangements for you.

...forget to remove my makeup or jewellery before I come to school?

Your teachers will ask you to go to Student Reception or your Pastoral Care Coordinator's Office. They will ask you to remove your makeup and/or take off non-regulation jewellery. They might confiscate the jewellery. If your jewellery is confiscated by a teacher, it will be placed in the Pastoral Care Coordinator's Office and you will need to arrange a time to have it returned to you.

...get lost?

A map of the campus is provided in the front of your student diary. Take a moment to have a look at it to find where you should be going. Ask someone for directions, they will be happy to help. Otherwise, go to Student Reception and staff will locate your class for you.

...get sick at school?

You must report to Sick Bay, located at Student Reception, where staff will take care of you and phone your parents if necessary. Remember, you need to be signed out of Sick Bay when you leave.

...have been away from school?

On your return, bring your PC teacher a letter from your parents noting the reason for your absence and the dates that you were absent.

WHAT HAPPENS IF I...

...have to contact my parents?

Speak to your PC teacher or Pastoral Care Coordinator or go to Student Reception.

...have Physical Education first period? Can I wear my PE uniform to school?

No. You must come to school each day in full school uniform. Time is allocated to change into PE uniform before PE lessons. If you have PE last period and are in full correct PE uniform, you are allowed to travel home in it.

...lose my bus pass?

Mostly the bus driver will let you get on the bus on the day you lose your pass. However, if you are worried, or if you are not allowed on the bus go to Student Reception where staff will organise for you to get home safely.

...lose the key to my locker or forget my combination?

If it is a lock that you provided, see your PC teacher for the spare key. If you have a key lock, ask your PC teacher or Pastoral Care Coordinator to hold the spare key for you.

...lose my ID card?

Check with your teacher to see if it is where you think you left it. If it cannot be located go to Student Reception as items of lost property are returned there if found. New ID card order forms can be obtained from the Front Reception. There is a cost of \$12 for each replacement ID card.

...lose equipment or uniform items?

Check with your teacher to see if it is where you think you left it. If it cannot be located go to Student Reception as items of lost property are returned there if found.

...miss the bus?

Come back to Student Reception. Staff will phone your parents so that arrangements can be made for you to get home safely.

...need to go to the toilet during class?

Ask your teacher if you may leave class. Your teacher will sign your diary noting the details.

...need to have a mobile phone at school?

Mobile phones are not to be used at school from the time of arrival until after 3.15pm. If there is a pressing issue requiring you to use a phone, you may do so at Student Reception or your Pastoral Care Coordinator's office. Parents may also get in contact with students during the day by contacting Student Reception. If mobile phones are sighted by staff, they are confiscated and stored securely at the Front Office.

WHAT HAPPENS IF I...

...need to leave school for an appointment?

Bring a letter stating the date and time that you are to leave. Show the note to your Pastoral Care teacher in the morning. Your PC teacher will sign and date it and return it to you. Show your class teacher your note before leaving the classroom and then take the note to Student Reception where you will be signed out.

If you return to the school that day you must sign in again at Student Reception.

...need extra time to complete an assessment task?

You must apply for an extension before the task is due. Complete an 'Application for Extension Form' (available on Canvas) and have it co-signed by your parents and submit it to the relevant Curriculum Coordinator.

...need to take medication at school?

Bring your medication to school with the form provided by the College and signed by your parents explaining

- how many tablets are included,
- at what times the tablets are to be taken.

Give your medication to staff at Student Reception. You will need to report to Student Reception who will note each time you are issued with a tablet.

...receive a detention?

Your parents will be contacted to arrange the day to complete the detention. You must report to Room 4 at 3.20pm on the day of the detention and wait for a coordinator. You will be dismissed from detention at 4.20pm.

...receive a merit point?

You will receive a "Merit Point Record" card at the start of the year. When you have received 8 Merit Points from 4 different teachers, take the card to your Pastoral Care Coordinator. You can then apply for Bronze Status, which has some privileges attached as a reward for contributing positively to College life.

...tear or damage my uniform at school?

See your Pastoral Care Coordinator or Student Reception. You will be loaned a uniform item for the remainder of the day.



Executive Staff

Principal	Michael Lee
Business Manager	Louise Davidson
Campus Head (Wanniassa/Padua Campus)	Paul O'Callaghan
Campus Head (Isabella/St Peter's Campus)	Sandra Darley
Assistant Principal Pastoral Care	Lachlan McNicol
Assistant Principal Faith Leadership	Jonathan Moyle
Assistant Principal Academic Care	Maria O'Donnell

Enrolment Enquiries

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The Enrolment Office is located at the Wanniassa Campus

**All telephone enquiries can be made by contacting
the College on (02) 6209 0100**

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