Dear Mr & Mrs Abbott

I write to give you information on the orientation procedures for Year 7 students enrolling at MacKillop Catholic College in the Year 2014.

**College Tours**
We will be conducting parent and student tours at the College on the following dates. Please RSVP name and numbers for your preferred date via email to enquiries@mackillop.tas.edu.au so we can organise tour groups. Tours take approximately 45 minutes to complete.

Dates and times are as follows: **Tuesday, October 29 - 3.30 pm or Saturday, November 2 - 9.30 am.**

**Parent & Student Information Evening**
A parent and student information evening will be conducted at MacKillop Catholic College on **Thursday, October 31, 2013 - 7.00 pm.** The agenda for this meeting will include the changes from primary to secondary school, issues specific to MacKillop Catholic College, the curriculum, timetable, policies, parent access and so on. The information evening is an important introduction to the College and we encourage parents as well as students enrolled for 2014 to attend. The meeting will be held in our College Gymnasium.

**Orientation Day**
This will be **Thursday, February 6, 2014.** On this day, Year 7 students only will be present and the students will be taken through an orientation program which will include timetable, class allocation, tours of the College, policies and procedures and so on. Buses will run as normal on that day. The Year 10 Peer Support Leaders will also be in attendance on the Thursday.

The day will also provide the opportunity to deal with any last-minute issues before school starts on **Friday, February 7, 2014.** A letter will go out in December of this year with detailed information on the program for that day.

**Information Transfer**
Currently, staff from MacKillop Catholic College are in contact with all feeder primary schools. Our objective in seeking this contact is to gather information on all enrolling students to better allow us to cater for their educational and pastoral needs prior to commencing at MacKillop in 2014.

If you have granted permission for information transfer, all relevant school information will be passed on to MacKillop Catholic College by your son or daughter's primary school. If you believe there is further relevant information regarding specific educational or pastoral needs which we should have please contact the College Office and ask to speak to Mrs Sue Howard, our Deputy Principal.
Uniform Shop
To assist with the fitting and purchasing of uniforms for next year, extra opening times will be provided by the uniform shop. The last trading day for the uniform shop in 2013 will be **Tuesday, December 10**.

On the day of the information evening, **Thursday, October 31**, the uniform shop will be open from 12.30 pm – 7.00 pm.

Other additional hours will be:
- **Thursday, November 21** - 12.30 pm - 5.30 pm
- **Tuesday, November 26** - 8.15 am - 3.45 pm

The uniform shop will also be open in 2014 for purchases of new and second hand uniforms.
- **Wednesday, January 29** – 12 noon – 6.00 pm
- **Thursday, January 30** – 10.00 am – 4.00 pm
- **Friday, January 31** – 1.00 pm – 6.00 pm

Book Purchases
Text books and stationery will be available for purchase through Birchalls Education for 2014. Parents/students can peruse textbooks and stationery items and purchase what they require at the Birchalls Showgrounds store. More information about how to order for 2014 will be sent home shortly with the text and stationery lists.

Further Information
In December you will receive details concerning the orientation day for Year 7 students. If in the interim, you have any questions about Year 7 orientation procedures or about MacKillop Catholic College in general, please don't hesitate to contact me.

I look forward to meeting with you at the parent and student information evening.

Yours sincerely

Dr Sally Towns
PRINCIPAL