



Wednesday, 20 January, 2021

Dear Parents, Guardians and Carers,

We look forward to welcoming all students to the 2021 academic year. It is our aim to make your son's or daughter's first week in the College as enjoyable and worry-free as possible. This will ensure that everyone settles into the rhythm of college life well. I acknowledge that this communication is very lengthy but I strongly encourage you to work through this information with your son or daughter carefully in order to be fully across what families need to know.

We ask that all families follow the Tasmanian Public Health guidelines in relation to COVID when making decisions about when and if their son or daughter should return to the College. If your family has spent time interstate in a identified "hotspot", please follow all government advice and also make contact with the College if your son/daughter's attendance will be affected.

We advise that the College Office reception will be closed all day on Wednesday, 27 January. We apologise for any inconvenience caused. Office reception will re-open on Thursday, 28 January from 8.00a.m.

INFORMATION FOR YEAR 7 FAMILIES ONLY

Monday, 1 February

Year 7 students (and Year 10 Peer Support Leaders) commence Monday 1 February. All Year 7 students should be in full formal uniform on the day and aim to arrive around 8.15 a.m. at the Sails/ Basketball Courts area. Students should bring food for Recess. We are providing a sausage sizzle at Lunch but students may also wish to bring extra food for Lunch. Students should bring their own sunscreen, a water bottle; a labelled book for each subject (it is not necessary to bring every book on the stationery list), a pencil case (label this and other stationery and uniform items) and a College hat or cap. It is **not necessary** to bring the potted plant that was provided at Year 7 Orientation Day until Tuesday, 2 February. If your child was not at the Orientation Day they will be provided with a potted plant on Tuesday, 2 February.

The College has planned a Welcome Liturgy for our Year 7 students in the Brother Tony Smith Centre (College Gym) from 8.30 a.m. To ensure that the College adheres to current Tasmanian Public Health COVID-19 regulations in relation to social distancing, we ask that **one family member (parent/guardian/carer) per Year 7 family** attends the Welcome Liturgy.

Our Year 7 students will be organised into their new Tutor Groups before moving into the venue with their House Leaders and Tutor Teachers. Family members will be asked to move into the venue at 8.30 a.m., at which time they will be asked to register for contact tracing purposes. We ask that attending family members remain in the venue for the entirety of the Welcome Liturgy. All attending family members are then invited to join myself and other members of the College Leadership Team for Morning Tea in the College Drama Room.

We anticipate that the Welcome Liturgy will finish before 9.15a.m. and the Morning Tea around 9.45a.m.

INFORMATION FOR ALL YEAR 7-10 FAMILIES

The remainder of this communication provides information which applies to all students in EVERY year level:

Tuesday, 2 February

Year 8, 9 and 10 students will join the Year 7 students on **Tuesday, 2 February from 8.30 a.m.** All students please be mindful of a few expectations as we begin 2021:

- **All students should be in full formal uniform on the day including blazers.**
- All students are expected to have a College school bag and bring school equipment on this first day (it may be that students need to bring some books, folders and equipment on the first day and all remaining books and folders the following day)
- The College hat or cap is part of the uniform for all students. It is expected that a hat is worn whenever students are outside.
- All students are expected to be sun aware. Personal sunscreen should be applied daily and carried for personal use during the day. Extra sunscreen lotion is also available at Year Level Co-ordinators (YLC) offices and at college reception.
- **From the outset, personal appearance is to be in accordance with College expectations. We ask that families refer to our website (<https://www.mackillop.tas.edu.au/utility/uniform>) which clearly outlined these expectations in the context of our new Student Code of Personal Appearance. We ask families to take particular note of expectations in relation to hair, make-up, jewellery and non-MacKillop issued uniform items.**
- **All students are expected to wear formal uniform each day at the College, except those days when they are involved in HPE practical classes, Outdoor Education, Athlete Development, Dance, or as otherwise directed by the College.**

Staffing News

It is my pleasure to update families on changes to staffing for 2021. Starting in new roles at MacKillop Catholic College this year are:

- **Stephen Hill - Acting College Principal**
- Cathy Allen - English, Media Arts Teacher
- Nicholas Courto - Music Performance and Events Co-ordinator and teacher
- Andrea Dare - Science/Mathematics teacher
- Jamie Di Lenno - Year Level Co-ordinator
- Sam Foster - Learning Enhancement Teacher Assistant
- Aiden Jackman - Learning Enhancement Teacher Assistant
- Anne Morling - Food Technologies Teacher Assistant (Term 1)
- Andrew Nettlefold - Humanities and Social Science (HASS) Teacher (Term 1)
- Fred O'Leary - Head of Science and Co-ordinator of Data
- Michael Panozzo - MDT & VET Construction Teacher
- Andrew Pritchard - HASS teacher and YLC
- Rachel Reeves - Timetable Co-ordinator
- Alison Stevens - Learning Enhancement Teacher

I also announce that our Year Level Co-ordinators for 2021 are:

- Year 7 – Mr Izaak Feery
- Year 8 – Mr Cam Briers and e-Learning Co-ordinator
- Year 9 – Mr Andrew Pritchard
- Year 10 – Mr Jamie Di Lenno
- Student Co-ordinator - Miss Jen Rider

Our Director of Pastoral Care is Mr Aaron Davey.

IMPORTANT DATES FOR FAMILY CALENDARS

College Swimming Carnival

The College Swimming Carnival is scheduled for **Tuesday, 16 February**. More information about this important College event will be made available to families in the coming weeks.

Meet the Tutor Information Evening and Introduction to SEQTA Engage**

Year 7 families* are invited to an informal, drop-in Information Evening to meet your son's /daughter's Tutor and see their Tutor room on **Monday, 15 February**. The times for this event will be provided closer to the date. All new families* and in fact, any family who wishes to learn about SEQTA Engage, are invited to attend a SEQTA information session during this same period of time in the College Music Room.

**Year 7 families and all new families will shortly receive an email invitation to join SEQTA Engage. Please contact our e-Learning Co-ordinator Cam Briers (cbriers@mackillop.tas.edu.au) if further support is required.

School Photographs

School Photographs have been scheduled for **Thursday, 18 February**. We will provide more information closer to this day but we ask in advance that all students return their photograph order form prior to this day and present in full formal uniform.

Parent/Student/Teacher Conferences

Our first Parent/Student/Teacher Conferences have been scheduled for the beginning of Term 2, on **Tuesday, 27 April and Thursday, 29 April**. More details to follow. Progressive online reporting is available to parents/guardians and carers through SEQTA Engage throughout the academic year.

Student-free day

For your longer term planning, there is a student free day on **Friday, 22 October**. College staff will participate in a Staff Spirituality experience on this day.

I have attached other important information for families to this letter, including the **2021 Period Times - Normal Day**.

Please contact either of our Deputy Principals, Ms Donna Brown (dbrown@mackillop.tas.edu.au) or Mrs Alison Stone (astone@mackillop.tas.edu.au) for further clarification on any matters pertaining to this communication.

I look forward to meeting many families this year and thank you in advance for your support.



Mr Stephen Hill
ACTING PRINCIPAL
shill@mackillop.tas.edu.au

OTHER IMPORTANT INFORMATION FOR FAMILIES

Attendance and Absences

Before school

Students should remain in supervised areas until 8.25 a.m., after which time they may enter the College buildings. Before the bells sound, they will hear 'music to move' -- students need to be outside classrooms ready to go in by the time the song ends. **This is the time for students to place their mobile phones in lockers.** This also applies at Recess and Lunch.

Absence

If a student cannot attend College, we ask that parents/guardians/carers **call college reception on 6245 0099 or email absentees@mackillop.tas.edu.au by 9.00 a.m** at the latest. Automated SMS notifications of absence are sent at 9:15am.

Late arrival

If students arrive after 8.45 a.m., we ask that they report to college reception via the student entrance and tap their ID card on the iPad at the counter. Students should not enter the College via the front entrance doors.

Absences during the school day

The College does not support the scheduling of appointments during the College day. If your child needs to leave the College for an appointment during the day, a parent/guardian/carer should write a note of explanation to the child's Tutor, who will sign it during morning Tutor. When a student is ready to leave, they are asked to give the note to their subject teacher to sign. They should then attend the College reception area (via the student entrance) and wait for their parent/guardian/carer to officially sign them out. Once signed out by a parent/guardian/carer, students should tap their ID card on the iPad at the counter also. If students have an appointment during class time, we ask that students meet their parent/guardian/carer at a pre-arranged time at college reception - we cannot call students down during class time except in an emergency situation.

Illness/Injury during the school day

If students become unwell or injured during class time and it is not an emergency, they are asked to report to their Year Level Co-ordinator, who will give them a note to pass on to Office staff. Most Office staff are trained in first aid and have access to the first aid kits. They may also call a parent/guardian/carer on the student's behalf.

Extended Absence

A letter detailing the dates of an intended extended absence (1 week or more) is required by the Principal at least one month in advance of the absence. Upon receipt of this notification the Principal will acknowledge and confirm the intended absence.

Buses

Metro Tasmania, Redline and Coal River bus services will resume services for our students from **Monday, 1 February 2020**. Please make contact with the above companies directly with any questions you may have in relation to routes and times.

Metro Tasmania - 13 22 01 - www.metrotas.com.au

Redline Coaches - 1300 360 000 - www.tasredline.com.au/index.php/student-services

Coal River Coaches - (03) 6272 2645 - transport@coalrivercoaches.com.au/<https://buschartertasmania.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. If further information in relation to buses is required, please contact Donna Brown, Deputy Principal, on dbrown@mackillop.tas.edu.au.

Canteen

The Canteen is open at Recess from 10:35–11.00a.m. and at Lunch from 12:45–1:25 p.m. The Canteen menu can be found using the 'Qkr!' mobile app. The canteen is run in partnership with Custom Catering and all orders need to be placed using Qkr!. Details on how to download the Qkr! app can be found on the College website, www.mackillop.tas.edu.au/canteen.

Car Drop Off Points

The College Administration building is located on Goondi Street, and we strongly suggest this street as a drop-off point. This drop-off point also helps driver access to Cambridge Road and avoids traffic congestion on departure. **The College car park on Currajong Street is for staff only and at no time can it be used for drop-off or as a thoroughfare.*** *unless mobility access has been granted

Communications to Families

College communication to families will be mostly electronic. It is therefore vital we have up-to-date contact information, such as email addresses and phone numbers. Regular updates on your child's academic progress will be provided via SEQTA Engage. It is very important that these updates are checked regularly. More information on SEQTA Engage is available on the College website: <https://www.mackillop.tas.edu.au/for-parents>

The College Bulletin is emailed during Weeks 1, 4 and 7 of each term. This is an important communication for students, parents/guardians/carers and staff. It is also made available on the College website. In addition, a colour magazine titled *MKC Spirit* is published at the end of the first three terms. This publication highlights student events, special activities, cultural endeavours and sports carnivals held throughout the term.

The College has an active Facebook page. We strongly encourage all families to join the College Facebook community in order to be kept abreast of College events and student achievements. Simply search for MacKillop Catholic College Hobart and *like* our page to join.

Consent2Go Excursion Management

From 2021 the College will be utilising *Consent2Go* to manage school events, excursions and camps. This online tool provides an easy and efficient way to respond to invitations for your child/children, and in addition ensures that the school has the most accurate and current information to enable the highest levels of care. *Consent2Go* will be operational from the start of Term One.

What do you need to do?

When your child is next invited to an event, excursion or camp, you will receive an email invite. We request you follow the instructions in the email to advise if your child is Attending/Not Attending as per the instructions, and if required verify their health information.

We recommend you add this email address to your Safe Senders list to avoid not receiving invitations. If you do not receive any invitations, please check your spam folders. Should you require assistance whilst you are completing the required information, please click the 'Need Help' button to contact the Consent2Go support team. If you have any other enquiries, please contact Rob Zehmeister (ICT Manager) on rzehmeister@mackillop.tas.edu.au.

Cycling/Skateboarding

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

Homework Expectations

As we transition into a 7-12 college, we wish to set a very high standard for academic habits and routines in order to support excellence in student learning outcomes. Homework is a key component of this. Homework may include general reading, review of class notes, research, preparation of assessment tasks or completion of class work. As a guide, Year 7 and 8 students may be expected to complete 1-1.5 hours of homework each day. Year 9 and 10 students may be expected to complete up to 2.5 hours. Students are asked to use SEQTA Dashboard to record any homework - this can be accessed by parents via SEQTA Engage.

Laptops

Laptops will be issued to students in the first few days of school. Laptops must be fully charged overnight and brought to the College every day in the laptop case. All Year 7 and new students will attend an Induction session about laptop use. Please also refer to the MacKillop ICT Acceptable Use Policy, which will be issued to all students upon receipt of laptops and requires parent/guardian/carer signature.

Lockers and locks

Locks are supplied to our incoming Year 7's and new students joining us in Years 8, 9 and 10. We ask that all returning students bring their locks with them to begin the school year. If their lock has been misplaced or lost another lock (as shown below, \$29) can be purchased from the college reception. A similar 'hardy' lock may be sourced from Bunnings or similar if families so choose. **It is critically important that all students have their own locks given that their laptop, personal technology (i.e. mobile phones) and other personal items are stored in their lockers during the school day.**



Lost Property

All lost property is stored at college reception. Students are asked to check here and with their year level co-ordinators should they lose personal belongings.

Mobile Phone Usage Protocol

All mobile phones are expected to be placed in student lockers for the majority of the day. Families are asked to review the College Mobile Phone Usage protocol, which can be sourced as follows via the College website: <https://www.mackillop.tas.edu.au/assets/user/resources/Mobile-Phone-Usage-Protocol-FINAL-July-2020.docx> We ask that all families support the College to ensure that their child/children adhere to College expectations in relation to the usage of all digital devices.

Tuition Fees

Families will receive one annual invoice, which will be mailed in January 2021. College fee statements are sent to families on the first week of each month during the academic year. Monthly payments commence from 1 February 2021, and all fees need to be paid by 20 November 2021.

Uniform Shop

The College Uniform Shop is located at 43 Currajong Street (at the eastern end of College Oval). Opening hours prior to the start of the academic year are as follows.

- Thursday 21 January 12.00p.m. - 7.00p.m.
- Saturday 23rd January 9.00a.m.-12.00p.m.
- Monday 25th January 8.00a.m. - 3.00p.m.
- Tuesday 26th January CLOSED (Australia Day holiday)
- Thursday 28th January 12.00p.m. - 7.00p.m.
- Saturday 30th January 9.00a.m. - 12.00p.m.

Normal opening hours can be found on our website <https://www.mackillop.tas.edu.au/utility/uniform>

Volunteering

All families are invited to contribute to the College in whatever ways they can. We are particularly keen to hear from parents who wish to support/coach/manage sporting teams. If you are interested in being of assistance in this area, please contact our Sports Co-ordinator Mrs Fi Geappen (fgeappen@mackillop.tas.edu.au). Parents/guardians/carers who would like to contribute in other ways, for example, to join the College Parents & Friends please contact me directly on shill@mackillop.tas.edu.au.



2021 PERIOD TIMES - NORMAL DAY

TUTOR 8:35 – 8:50am

Period 1 8:50 – 9:40am

Five minutes moving to class/break time/class continuation

Period 2 9:45 – 10:35am

RECESS 10:35 – 11:00am

Period 3 11:00am – 11:50am

Five minutes moving to class/break time/class continuation

Period 4 11:55 – 12:45pm

LUNCH 12:45 – 1:25pm

Period 5 1:25 – 2:15pm

Five minutes moving to class/break time/class continuation

Period 6 2:20 – 3:10pm